



# **SUPPORT TO SPORTS PARTICIPATION GRANT**

# **APPLICANT TOOLKIT**

Updated 30 August 2024

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# General Information

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**What is CAF Sports?** The CAF Sports Program is administered by the Canadian Forces Morale and Welfare Services / Personnel Support Programs (CFMWS/PSP) on behalf of the Canadian Armed Forces (CAF). It encompasses the spectrum of sports played by military members and contributes to operational readiness of CAF members by providing them with sporting opportunities that impact their mental, social and physical wellness.

**What is the CAF Sports Program?** CAF personnel can participate in local, regional, national and international sports as well as sports within the community. Military and NPF personnel support the program as patrons, coaches, team managers, officials, trainers and administrators (PSP).

Sports participation and competitive sports are an integral part of the continuing training and development of CAF members.

**What is the Support to Sports Participation Grant?** This grant will focus on supporting local sports opportunities up to the national level and will include support to OUTCAN (Europe and United States) members.

The grant aims to support and increase sports participation via opportunities outside the formal CAF Sports program, foster community integration and reduce barriers and relieve some of the financial pressures associated with participation and access to community sports

A limited budget is allocated to the Support to Sports Participation Grant. Considering that a large number of applications will be received each year, obtaining a grant cannot be guaranteed.

**How is the Support to Sports Participation Grant administered?**

Considering that grants will be allocated by location and distance, the program will be administered and financially supported by the members' B/W PSP Sports personnel and the HQ Canadian Armed Forces Sport Office (CAFSSO-HQ/PSP).

**Who can apply?** CAF members (Regular and Reserve Force) that are **athletes, coaches and officials** that participate in civilian local, provincial, national or international events outside of the formal CAF Sports Program.

**What is the process to apply for a grant?** Follow these steps to properly complete and submit a Support to Sports Participation Grant application.

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**Step 1** –Read this toolkit carefully to ensure you understand how to submit a complete application (failure to submit all the required information will delay the processing of your application).

For any additional questions, please contact your [local Bases and Wings \(B/W\) CAF Sports department](#).

**Step 2** – Complete and submit your application for review and approval, to your local B/W CAF Sports department.

**Step 3** – During the review and approval process, your local CAF B/W Sports Department will direct the submission up to the appropriate level of authority, as required.

In this phase, it is possible that additional documents be requested if they were not initially provided.

**Step 4** – In this step, the applicant is advised of final decision.

**What can the Support to Sports Participation Grant cover?** The following is a list of examples, albeit not exhaustive, of the type of expenses the grant could cover:

- Competition entry fee / Course fee
- Support for local community league fees
- Transport cost (airfare, gas, car rental)
- Accommodation
- Meals
- Certification / Qualification / License
- Professional Development (Conference / Workshops)

**What cannot be covered by the Support to Sports Participation Grant?** The following is a list, albeit not exhaustive, of the type of expenses the grant cannot cover:

- Equipment
- Clothing /Accessories
- Unauthorized CAF Sports listed at para. 3.8 [DAOD 5045-1 CAF Sports Program](#)

**When should I apply?** CAF members must submit their application 30 days in advance of their event. Application submitted within 30 days of the activity commencing

will still be considered for support however, we cannot guarantee it will be process in time.

You should submit an application:

- Once your participation in a sporting event/course is confirmed
- Applicants must complete and submit the application form **thirty (30) days in advance of their event.**
- Applications can be submitted at any time between October 1, 2024 – March 7, 2025 inclusively

### What is the approval process for the Support to Sports Participation Grant?

Event location	Step 1	Step 2	Step 3	Step 4
Local	Applicant submit their application to their local CAF Sports Coordinator for review and consideration	CAF Sports Coordinator seeks financial support from Regional Sports Manager	CAF Sports Coordinator seeks approval from Unit Command Officer	No further steps needed after step 3.
Provincial	Applicant submit their application to their local CAF Sports Coordinator for review and consideration	CAF Sports Coordinator seeks financial support from Regional Sports Manager	CAF Sports Coordinator seeks approval from Unit Command Officer	No further steps needed after step 3.
National	Applicant submit their application to their local CAF Sports Coordinator for review and consideration	CAF Sports Coordinator seeks financial support from CAF Sports National Office	CAF Sports Coordinator seeks approval from Unit Command Officer	No further steps needed after step 3.
International	Applicant submit their application to their local CAF Sports Coordinator for review and consideration	CAF Sports Coordinator seeks approval for participation from CAF Sports National Office	CAF Sports Coordinator seeks approval from Unit Command Officer	CAF Sports Coordinator seeks approval from B/W Comd

**How often will this document be updated?** This document will be reviewed and updated annually by the CAFSO (HQ) office (as required).

## Contact Information

### Contact List of local B/W Sport Office

Link: [Local CAF Sport Bases and Wings \(B/W\) Coordinator](#)

### CAFSO - HQ Office

Email: [boyer.francis@cfmws.com](mailto:boyer.francis@cfmws.com)

Website: [CAF Sports Grant Program](#)

# How to complete a Grant Application?

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The following provides key information for each section of the grant application.

**Please note an applicant may need to complete additional steps, required by their Chain of Command (CoC), to obtain approval to participate.**

A few examples are:

- Memo to Unit CO/CoC requesting approval for participation
- [Notice of Intent to travel \(NOIT - for member's travelling to an international event/course\)](#)
- Temporary duty benefits are a local chain of command responsibility.

If you are attending multiple events, it is required that you submit a Support to Sports Participation Grant application for each event separately. Documents received with more than one event listed will not be accepted.

**Applicant information:** Before completing your grant application form, please have the following information readily available:

- Service Number;
- Rank;
- Gender;
- Full name;
- Date of birth (DOB);
- Address;
- Phone Number;
- Email;
- Element/Command (Air Force/Army/Navy);
- Base / Wing;
- Unit;
- Latest FORCE Test Evaluation date
- Class (Regular Forces or Reserve Forces)

**Event Details:** In this section, you must provide information relating to the event you are seeking support for:

- Role at the event (athlete/coach/official)
- Sport;
- Name of the event;
- Host Organization;
- Dates (including travel);
- Event Level (local, provincial, national, international);
- Location (city/province/country);
- Event website link;
- Details of previous events/experience within the sport;
- Details of your preparation/training for the requested event

**Injuries & Risk Mitigations:** In this section, you must provide information about

injuries and risk mitigations.

**Expenses:** In this section, you must provide an overview of the expenses related to participating in your event (registration fees, transportation, accommodation, meals and other).

**Funding Sources:** In this section, list any financial assistance you receive from other sources. For example: subsidies from provincial sports organizations or sports federations etc.

## PROCESSING, SURVEY & PAYMENT

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**Processing an application:** A Support to Sports Participation Grant application will generally be processed within 30 days from the date we receive your grant application.

These timelines may be extended for a number of reasons such as number of applications received, incomplete form or missing supporting documentation.

You will receive written correspondence of the decision once it is rendered by the proper approval authority.

In the case where an application is incomplete and the eligible recipient fails to provide the required documentation within the prescribed timelines indicated in the written correspondence, the application will not be supported/approved.

**Survey:** As part of the Support to Sports Participation Grant, recipients must complete a short survey about their experience essential to improve the program at the following [link](#).



In addition, we ask applicants to submit a photo of their participation in the supported event.

**Payment:** Please ensure to keep and provide your receipts for expenses incurred while attending your event. These are necessary for the CAF Sport Coordinator at your B/W to process your claim for reimbursement (void cheque or direct deposit form required). In the case where there is an overpayment, the outstanding balance will be recovered from the grant recipient as a debt owing.

## APPLICATION FORM

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Thank you for reading the applicant toolkit for the Support to Sports Participation Grant.

The Support to Sports Participation Grant application form and other relevant information can be found at: [CAF Sports Grant Program](#)

## QUESTION(S)

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If you have any questions regarding this program or to learn more we invite you to contact your [local CAF Sport Bases and Wings \(B/W\) Coordinator](#)

General inquiries and suggestions about the program can be directed to [Frank Boyer](#) – CAF Sport Program & Project Coordinator (HQ) Additionally, we encourage you to visit our FAQ section as you may find answers to your questions: [FAQs | CAF Sports Grant Program](#)