



SUPPORT TO SPORTS PARTICIPATION GRANT

APPLICANT TOOLKIT

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General Information

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 international level and will include support to OUTCAN (Europe, United States and rest of world) members.

The grant aims to support and increase sports participation via opportunities outside the formal CAF Sports program, foster community integration, 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 many applications will be received each year, obtaining a grant cannot be guaranteed.

How is the Support to Sports Participation Grant administered? Grants will be allocated by location and distance.

The program will be administered and financially supported the HQ Canadian Armed Forces Sport Office (CAFSO-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.

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 SSPG@cfmws.com

Step 2 – Prior to applying, obtain approval from your Unit Commander Office (CO) using the template memo provided on the program's website.

Step 3 – Complete and submit your application using the new online application form. Be advised that PDF form will no longer be accepted

CAF Sports HQ will review the applicant's submission. 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 the final decision from CAF Sports HQ.

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

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 in [DAOD 5045-1 CAF Sports Program](#)
- Support to Outreach events organized by the CAF such as Canadian Army Run, Navy Bike Ride and Royal Canadian Air Force Run

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 must apply [online](#):

- Applicants must complete and submit the online application form **thirty (30) days in advance of their event**.
- **Applications for events held in FY25-26**, can be submitted at any time between April 1, 2025 – February 28, 2026, inclusively
- **Applications for events held in FY26-27**, can only be submitted as of March 2, 2026.

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

Event	Step 1	Step 2	Step 3
All applications	CAF member seeks approval from their Unit Command Officer (memo)	Applicant submits their application online (ensure to upload approval memo from Unit CO) for review and consideration by CAF Sports National Office	CAF Sports National Office provides response to applicant.
International	CAF member seeks approval from their Unit Command Officer (memo) before submitting their application via the online application form CAF member submits a <u>Notice of Intent to Travel (NOIT)</u> (accessible only on the National Defence network)	Applicants submit their application via the online application form to CAF Sports National Office (uploads Unit Command Officer (memo) at time of application)) and any additional documents (proof of NOIT completion)	CAF Sports National Office reviews application (approval to participate)

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

Contact Information

CAFSO - HQ Office

Email: SSPG@cfmws.com

Website: [CAF Sports Grant Program](#)

How to complete a Grant Application?

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

Prior to applying online, ensure to obtain approval from your Unit Commanding Officer (CO) using the template memo provided on the program website

Complete and submit your application using the new online application form. **Be advised that PDF form will no longer be accepted**

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:

- [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;
- Full name;
- Gender;
- Email;
- Date of birth (DOB);
- Address;
- Phone Number;
- Element/Command (Air Force/Army/Navy);

- Base / Wing;
- Unit;
- FORCE Test Expiration 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:

- Name of the event;
- Event Location (city/province/country);
- Event website link;
- Event Level (local, provincial, national, international);
- Sport;
- Role at the event (athlete/coach/official/team)
- Host Organization;
- Event start date (including travel);
- Event end date (including travel);
- 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, accommodation, transportation, meals and other expense).

Funding Sources: In this section, select yes if you are receiving any financial assistance from other sources and please explain. For example: subsidies from provincial sports organizations or sports federations etc.

Documents: In this section, the applicant is asked to provide some relevant documentation pertaining to their application. Please note that some documents are **mandatory**, while others can be provided at the discretion of the applicant to complement their application

Mandatory documents:

- Approval memo from their Unit Commanding Officer
- National Sport Organization (NSO) / Provincial Sport Organization (PSO) - Letter of Support *Only for events outside of Canada/Continental USA
- Notice of Intent to Travel Confirmation (intl event only)

PROCESSING, SURVEY & PAYMENT

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 several 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 CAF Sport National Office.

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 National Office 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

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)

If you have any questions regarding this program or to learn more we invite you to contact us via email SSPG@cfmws.com.

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](#)