

Sports & Athletic Grants Policy 2018

SQUAMISH NATION

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PART 1 – PREAMBLE

- 1.1 Whereas, the Squamish Nation values the athletic endeavours of the Squamish People and wishes to support the people directly in funding of individual and team efforts.
- 1.2 Whereas, the Squamish Nation wishes to create a non-political, fair, impartial, transparent, open process for Squamish Nation members to access financial support for their athletic endeavours.
- 1.3 Whereas, this policy is the responsibility of the Health Department is to be used to guide the management of a sports grants program for Squamish Nation members.

PART 2 – DEFINITIONS:

- 2.1 "Athletic(s)" means physical recreation or sports and games of any kind.
- 2.2 "Annual budget" means the budget approved annually by the Squamish Nation Council.
- 2.3 "*Conflict of interest*" means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity could be impaired with their ability to act in the public interest.
- 2.4 "Director" means the director appointed by Council to oversee this policy.
- 2.5 "Good standing" means not taking legal action against the Squamish Nation or doesn't owe money to the Squamish Nation.
- 2.6 "Personal benefit" means a person's financial or material benefit or the financial or material benefit of a related persons.
- 2.7 "Private Interests" means the panel member's personal and business interests and include the personal and business interests of related persons.
- 2.8 "Related Person" means
 - (a) eḵw'í7tel (immediate relations) and includes spouse, common-law spouse, child of spouse, parent, parent-in-law, brother/sister-in-law, siblings, children; and
 - (b) eslhíhkw'íws (other related or connected relations) and includes grandparents, grandchildren, aunts, uncles, nieces, nephews, first cousins, or any person with whom that person currently resides.
- 2.9 "Sports" means an activity involving physical exertion and skill in which an individual or team competes against another or others.
- 2.10 "Sports Grants Review Panel" means the group of Squamish Nation members appointed under this policy by the Director and the Director themselves or their designate.

- 2.11 "Squamish Nation" means the nation of the Squamish People, and the Squamish Indian Band within meaning of the Indian Act.
- 2.12 "Squamish Nation member" means as member recognized under the Squamish Nation Membership Code.
- 2.13 "Squamish people" means descendants of the Squamish People who lived in Squamish Territory since time immemorial.
- 2.14 "Squamish Territory" means the territory in the watersheds of the Howe Sound, English Bay, Burrard Inlet, and False Creek.

PART 3 – OBJECTIVES

- 3.1 The objective of this policy is to provide support to the Squamish People for athletic and sports endeavours that benefit the Squamish People by administering financial support directly to:
 - (a) teams made up of 60% Squamish Nation members
 - (b) individual Squamish Nation membersin a way that is fair, transparent, and impactful.
- 3.2 This policy is to support the Squamish People with
 - (a) High-performance athletic endeavours, and
 - (b) Amateur athletic endeavours.
 - (c) Sponsorship of athletic of sports eventsthat primarily benefit Squamish Nation members.
- 3.3 Sports Grant funding is subject to availability of funds in the annual budget.
- 3.4 The Sports Grants Policy will provide funding for four programs:
 - (a) Individual Amateur Athlete
 - (b) Individual High-Performance Athlete
 - (c) Team Sponsorship
 - (d) Sports Event Sponsorship
- 3.5 **Individual Amateur Athlete Program** is intended to provide funding up to \$500 that:

- (a) grow one's athletic abilities
 - (b) connect people with the values of sports and athletic endeavours
 - (c) supporting active participating in sports and athletics
- 3.6 **Higher Performance Athlete Program** is intended to fund projects with up to \$2,000, that includes:
- (a) Participating in premier or high-performance leagues, events, or competitions.
 - (b) Advances one's athletic skills to a semi-professional or professional standard.
 - (c) Expands one's experience to higher performance events or competitions.
- 3.7 **Team Sponsorship Program** is intended to provide funding for up to \$4,000 per athletic team or club that:
- (a) grow the athletic and sports culture the Squamish People,
 - (b) contribute to connecting Squamish People to sports
 - (c) advance the understanding, awareness, or participation in Squamish athletic and sports practices
 - (d) provide opportunities for participation in athletic events, competitions, and teams
- 3.8 **Sports Event Sponsorship Program** is intended to provide funding up to \$10,000 that:
- (a) Involve a major event in Squamish Nation territory
 - (b) involve the hosting of multiple athletic teams for competitive purposes
 - (c) involve a Squamish Nation team or teams
- 3.9 Each program will have two calls for proposals that are six months apart.

PART 4 – ELIGIBILITY

- 4.1 To apply for the individual programs, an application must:
- (a) Be a Squamish Nation member
 - (b) Be in good standing with the Squamish Nation
- 4.2 To apply for team sponsorship program, an applicant must be:

- (a) be a team with a 60% being Squamish Nation members
- 4.3 To apply for competition sponsorship, an applicant must be:
- (a) A committee made up majority of Squamish Nation members, or
 - (b) A not-for-profit society registered in BC under the Society Act.
- 4.4 Each application must also have activities that:
- (a) Primarily benefit Squamish Nation people
 - (b) Are accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, athletic and sports background, religion, language, socio-economic conditions, in their policies, practices and activities
 - (c) Have completed all previous projects funded through the Sports Grants Program and can report on the most recent previous project in the current application, or have written approval from the Director to apply if the previous project is not complete by the time of the application deadline;
- 4.5 Ineligible applications are:
- (a) Those which have proposed activities that do not meet the Program Objectives and Eligibility
 - (b) Squamish Nation Departments
 - (c) Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
 - (d) Proposals where the central focus or theme is not athletic and sports based
 - (e) Those submitted by the same group or individuals who received Sports Grants in the most recent call for applications.
 - (f) Any projects that involve drugs or alcohol.

PART 5 – ASSESMENT CRITERA

- 5.1 Applications will be assessed on the following criteria with each worth ten points:
- (a) Excellence: clarity and articulation of project proposal
 - (b) Relevance: impact to Squamish People
 - (c) Feasibility: ability to carry out activities proposed

(d) Support: support for proposed activities

5.2 All Applicants must specify in their application:

(a) the amount of funding for which they are applying;

(b) how the funding will be used;

(c) how the funding will provide a benefit to the community, or assist in the development of the athletic and sports community;

(d) all other sources of approved funding, including both monetary and in-kind support;

(e) any other funding or in-kind support received from the Squamish Nation; and

(f) Specify the total project budget for the year.

5.3 The Director must approve each year a Sports Grant Application Form and Sponsorship Grant Application Form with questions focused on the following categories:

(a) Proposed Project

(b) Participation and Impact

(c) Support

(d) Finance

5.4 Applications that prioritize the following should be given extra consideration:

(a) Youth under 24 years old, or

(b) Projects that benefit Squamish Valley members, or

(c) Projects that benefit members not residing on the North Shore or Squamish Valley.

5.5 Funding should be distributed to applications that take place in the Squamish Valley that reflect the percentage of member population in the Squamish Valley.

PART 6 – FUNDING AMOUNTS AND LIMITS

6.1 Groups or organizations are permitted to submit more than one application per year for separate and distinct activities but only one application per call.

6.2 Individuals may only receive funding once per year.

- 6.3 Individuals on multiple teams may only be counted towards up to two teams for determining the majority of members needed for funding.

PART 7 – ELIGIBLE AND INELIGIBLE EXPENSES

7.1 Eligible Expenses

- (a) Registration fees or costs
- (b) Gear equipment purchase or rental
- (c) Travel expenses
- (d) Contracted staff to provide services related to the event
- (e) Sports camps
- (f) Support for increase capacity (ie. Coaching certification, officiating certifications (referee), specialty training (hi-level development))

7.2 Ineligible Expenses

- (a) General fund-raising and fundraising events
- (b) Commercial publishing or sales (including books, CDs and DVDs)
- (c) Sales, exhibitions or events held in commercial premises
- (d) Retroactive funding (projects substantially completed before the grant deadline)
- (e) Deficits or debts
- (f) Expenses to further a profit venture or advantage a for-profit partner - funding must be used to further the applicant's non-profit activities
- (g) Expenses related to programs/services that are delivered by an organization aligned with any religious group or political party.

PART 8 -- APPLICATION PROCESS AND TIMELINE

8.1 Sports Grants Review

- (a) The Sports Grants Review Panel must be made up of:
 - (i) One (1) member of the Recreation Team appointed by the Director.
 - (ii) Four (4) Squamish Nation members who are appointed by the Director for up to two (2) years but cannot serve two (2) reoccurring terms.

- (b) The Director must appoint members with an active relationship to the Squamish Nation community and a good understanding of Squamish sports and athletic endeavours.
- (c) The Review Panelists must:
 - (i) Sign and uphold an Oath of Confidentiality in a form approved by the Director (Appendix A)
 - (ii) Sign and uphold the Code of Conduct in a form approved by the Director (Appendix B)
 - (iii) Be a member in good standing with the Squamish Nation
 - (iv) Have sound mind, good judgement, and reasonableness to fairly, impartially, and respectfully participate in the Review process.
- (d) Panelists can be removed by the Director if they no longer meet the requirements of Section 8.1 (c).
- (e) The Director, or their designate, will assess each application and determine if they meet the Eligibility requirements of Part 2.
- (f) All applications that meet the eligibility requirements will be prepared electronically or in print for the Review Panelists.
- (g) Review Panelists will be provided criteria, as approved by the Director, to score each application based on the application criteria.
- (h) Review panelists must remove themselves from scoring on an application if there is a direct conflict of interest or a perceived conflict of interest as per the Code of Conduct
- (i) The total score averages for each application will be compiled and presented to the Panel.
- (j) The Panel will be presented what the total amount asked by all applications combined and the total budget allocated for the program as determined by the Director.
- (k) The panel will use good judgement to give fair support to applications based on the criteria and is authorized to deny funding to any application that doesn't meet the criteria or least meets the criteria in comparison to the other applications.

8.2 Recommendations and Report to Council

- (a) The Review Panel will approve applications that most meet the criteria, and reasonable sponsorship amounts will be allocated based on budget availability.
- (b) The Director will prepare a report for Council outlining the particulars of each grant program calls and list of approved projects.

8.3 Comments, Conditions, Concerns and Reconsideration

- (a) The Review Panel will provide clear, concise and helpful feedback to each applicant on why their project was not recommended for funding.
- (b) The Director may require particular conditions to be met, prior to funding disbursement, to ensure this policy is upheld by the applicant.
- (c) If concerns are brought to the attention of the Director, the Director or their designate may request additional information in the final report for that specific applicant.

8.4 Grant Confirmation Notification and Payment

- (a) All grant recipients will be notified by email, and a written letter, outlining the conditions of their support.

PART 9 – CONDITIONS

9.1 All individual projects must submit receipts from the use of the funds allocated to them by a date set by the Director.

9.2 All group or event projects must complete a final report in a form approved by the Director by a date set by the Director that includes detailed explanations on:

- (i) Summary of Activities
- (ii) Participation and Impact
- (iii) Budget Expenses
- (iv) Any other details as determined by the Director.

9.3 Prior to receiving funds, successful Applicants will be required to sign a Grant Agreement, specifying the terms and conditions associated with the Sports Grant, which may include any of the following:

- (a) Amount of funding, and schedule for distribution of funds, including any holdback conditions;
- (b) Final reporting requirements;

- (c) Consequences for misuse of funds or failing to meet other conditions;
- (d) Requirements for recognition of funding from the Squamish Nation;
- (e) Confirmation of cost-sharing agreements, or funding/in-kind support from other sources; and
- (f) Any other terms and conditions as required by Director.

PART 10 – CONFIDENTIALITY

- 10.1 All Panelist must hold confidential the information obtained as a result of their participation in the Review Panel.
- 10.2 All personal information obtained through this policy will be held confidential and secure.

PART 11 – GENERAL APPLICATION

- 11.1 Projects funded in the Major Events Program or Group Sports Projects Program may submit invoices or cheque requisitions to the Director for use of funds from Squamish Nation accounts if they do not have a separate bank account to administer funds.
- 11.2 Projects funded in the Team Sponsorship or Event Sponsorship Program may:
 - (a) be required to submit Audited Financial Statements or General Ledgers if they are a registered not-for-profit, or
 - (b) be required to submit receipts or third-party invoices for reimbursement or payment, and all receipts and invoices may be requested before being approved for funding in the next funding call.
- 11.3 Projects funded by Individual Programs may be required to submit receipts for funds spent.
- 11.4 Panel members may be compensated in an amount set by the Director with an honorarium for the performance of the duties as a panel member.
- 11.5 For the purposes of this Policy, a panel member is in a conflict of interest when they exercise an official power, duty or function that provides an opportunity to further their private interests or those of a related person or to improperly further another person's private interests.
- 11.6 The Director may request additional information, receipts, or records to confirm the individual or group is compliant with these policies.
- 11.7 The Director may request the return or discontinuance of funds by end of fiscal if an individual or group does not use funds awarded.

PART 12 – REVIEW AND AMENDMENT

- 12.1 This policy shall be reviewed annually by the Director for any amendments to improve the effectiveness of this policy.
- 12.2 The policy shall be reviewed every two years by the Health, Wellness, and Recreation Committee to improve the effectiveness of this policy.

PART 13 – APPENDIX A: OATH OF CONFIDENTIALITY

I, _____ , understand and agree to the following in my appointed position with the Sports Grants Program:

All information directly or indirectly received through my involvement with the Squamish Nation’s Sports Grants Review Panel is to be kept strictly private and confidential. This would include all business related to the Nation (i.e., financial information, personnel issues relating to applications, staff or contractors, other volunteers, and applicant information) and viewpoints, opinions, and deliberations by the panel members.

A break in this oath of confidentiality may result in my being asked to leave my position with the Squamish Nation’s Sports Grants Review Panel.

Signature: _____

Date: _____

PART 14 – APPENDIX B: CODE OF CONDUCT

I, the undersigned, agree that I will be trustworthy, fulfilling my duties with integrity and professionalism. I will fulfill duties as promised by completing them in a timely manner and providing as much notice as possible if I am unable to complete any given duties. I will respect the dignity and rights of all others. I will foster a spirit of cooperation and goodwill. I will support the objectives of Sports Grants Policy.

I shall immediately disclose any personal, professional business, commercial, private or financial interest or related persons where such interest might be construed as being in real, potential or apparent conflict with my role as a member of the Sports Grants Review Panel.

I understand that it is my duty to be forthright in my declaration of a conflict and remove myself from any deliberation of an application that I am in a conflict with.

I understand that my failure to fulfill the conditions of this oath may be considered grounds for correction or termination of my role as a member of the panel, at the discretion of the Director.

Signature: _____

Date: _____