**2024/2025 and 2025/2026**

**Community Sport for All Grant Application**

Cycling Canada and the Provincial/Territorial Sport Organization’s (PTSO) have partnered on a funding opportunity for affiliated cycling clubs to support community sport programming and reduce barriers to sport participation for under-represented groups across Canada. This funding is a part of Sport Canada’s Community Sport for All Initiative (CSAI) funding cycle for 2024-25 and 2025-2026.

The Community Sport for All Initiative (CSAI) component of the Sport Canada Sport Support Program seeks to remove barriers and increase sport participation rates for under-represented groups. Its key objective is to support community sport initiatives for under-represented groups, in particular, Black, Indigenous, racialized communities, 2SLGBTQI+, low-income people, persons with a disability, newcomers and seniors. Priority will be given to applications with projects focusing on persons with a disability by ensuring at least 20% of the overall CSAI funding is allocated towards activities for this under-represented group.

The CSAI funding will be disbursed to affiliated cycling clubs in partnership with their PTSO to deliver community sport initiatives that contribute to and align with the objectives of the Sport Support Program. This grant is intended to assist clubs with the implementation and development of HopOn programming and HopOn bridge programming. For more information about the HopOn program, click [**here.**](https://hoponcanada.ca/)

The grant application is open from March 24 to April 13, 2025 with funding expected to be disbursed to all successful applicants no later than April 24, 2025. Affiliated clubs may apply up to a maximum amount of $15,000. This may be adjusted based on volume of applications.

**Process:**

Affiliated cycling clubs interested in applying for the 2024-2025 and/or 2025-2026 Community Sport for All Grant, will connect with your PTSO to fill out the application form. In collaboration with your PTSO you will work together on the application and your PTSO will submit to Cycling Canada for final funding allocation.

**How will the funding allocation be decided?**

* PTSO’s will establish a selection committee to help ensure a variety of perspectives inform the development of the application, the review process, and the final decision making. The committees will be made up of individuals with diverse lived and professional experiences with intersecting identities.
* Each PTSO selection committee will fill out a rubric to decide final allocation of funding to each club in their province or territory. This rubric will be submitted to Cycling Canada for validation and final approval.

*Questions related to your application and requests for support can be directed to Jen Milligan, Community & Grassroots Manager at* [*jen.milligan@cyclingcanada.ca*](mailto:jen.milligan@cyclingcanada.ca)*.*

**Eligibility Expectations:**

* Must be an Affiliated club in good standing with your Provincial/Territorial Sport Organization (PTSO);
* PTSO endorsement – *connect with your PTSO as your first step*
* Operate a HopOn or HopOn Bridge program including HopOn instructors and programming
* A primary under-represented group to target – projects can target more than one under-represented group however you are encouraged to strive to impact one under-represented group (eg. Black, Indigenous, racialized communities, 2SLGBTQI+, low income people, persons with a disability, newcomers and seniors)
* Partnership(s) with community organizations that support under-represented groups, eg. YMCA, youth centre, Indigenous friendship centre, Special Olympics, etc.
* Specialized instructor training to engage with targeted under-represented group eg. Aboriginal Coaching Module for Indigenous funded projects, NCCP Coaching Athletes with a Disability etc.
* Revenue contribution from another source – fundraising, grants, registration fees - up to 10% of project budget, eg. budget is $5000, club will contribute $500 to the project budget
* Endorsement letter provided by an under-represented group for current HopOn programs. If it is a new relationship with an under-represented group, a letter outlining how you are going to work with the under-represented group.
* Have detailed plans for implementation of delivering HopOn programming or HopOn bridge programming in 2025, 2026 and beyond. Clubs that are funded in 2025 will be encouraged to continue delivering HopOn in subsequent years and the detailed plan will outline this commitment. Further funding for these efforts are TBD.
* Engage, maintain and develop an active group of instructors to work with under-represented groups (Black, Indigenous, racialized communities, 2SLGBTQI+, low-income people, persons with a disability, newcomers and seniors) you will be working with. Ideally, instructors will be at least partially representative of the communities they are working in. The number of instructors engaged should be sufficient to support your anticipated program participation.
* Agree to obligations set out in this application and in mutually signed agreement between Cycling Canada, PTSO and affiliated club
* Agree to Reporting Requirements after each program activity which will include number of kids participating, gender, background, etc.

**Funding Expectations:**

* Participation in community of practice calls with all funded clubs across the country, May-August-November-February-April. We will discuss initial setup, preseason catch up, mid-season catch up, post season wrap up. These calls will be scheduled yearly.
  + Failure to attend more than two meetings may result in the loss of project funding to your club or if absenteeism is greater than four meetings forfeiture of participation in the project.
* Sign Contribution agreement between Cycling Canada, PTSO and Club
* Reporting to include summary of participant, instructor and parent survey
* Interim report and final report for each reporting year, in August 1, 2025 and May 2026.
  + Interim report must be filled out before the second year of funding will be disbursed to the club.

**Eligible Expenses:**

* Instructor training
* Project subsidies
* Equipment – bicycles and other programming equipment
* Incentives for participation/reporting (eg. HopOn swag)

**Other Considerations:**

* Under-represented groups include Black, Indigenous, racialized communities, 2SLGBTQI+, low-income people, persons with a disability, newcomers and seniors.
* 20% of all funded projects across Canada must target persons with a disability
* Cycling Canada will have an Accessibility and Inclusion guide ready for access by provinces/territories and clubs in March to support community engagement

**Application Form (to be filled out with your PTSO):**

1. Club Name:
2. Provincial/Territorial Sport Organization (PTSO):
3. Applicant Contact Name:
4. Applicant Role within the Club:
5. Applicant Email:
6. Applicant Phone Number:
7. Finance Contact Name:
8. Finance Contact Email:
9. Finance Contact Phone Number:
10. Please check off all that apply within your club:
    * Our club is in good standing with our PTSO
    * Our club is compliant with all PTSO coach certified requirements
11. What under-represented group are you primarily targeting?
12. Besides your primary group, what other under-represented group(s) are you targeting (check all that apply):
    * Black
    * Indigenous
    * Racialized communities
    * 2SLGBTQI+
    * Low-income people
    * Persons with a disability
    * Newcomers
    * Seniors

**Main Application**

1. Amount applying for (total for 2 years):
   1. $2500-$5000
   2. $5000-$10,000
   3. $10,000-$15,000

\*If you are looking to receive more money for your club please provide a strong rationale for a difference in the amount and include it in your budget.

\*\*Money will be disbursed in April of 2025 and TBD, clubs must meet expectations outlined in the contribution agreement and a report to Cycling Canada in order to receive the funding for year two.

1. What programming will your club use the funding for (check all that apply)?
   * HopOn programming (eg. Instructor training, program subsidies)
   * HopOn Bridge programming for year 2 (eg. Program subsidies)
   * Persons with a disability for youth and adults (eg. Equipment, program subsidies)

\*\* Priority will be given to applications with projects focusing on persons with a disability by ensuring at least 20% of the overall CSAI funding is allocated towards activities for this under-represented group.

1. Are you currently delivering HopOn in your club or community?
   1. Yes
   2. No

If you answered yes, how long have you been delivering HopOn

1. If you applied for a grant in year one (2023), how many HopOn programs have you delivered and what is your continued involvement with the program over the last two years?
2. What primary streams will this funding be applied towards? (check all that apply)
   1. Learning Facilitator and Instructor training
   2. Program subsidies
   3. Equipment purchases
3. How is your equipment going to help support the project?
4. Describe your clubs relationship to, and/or with the under-represented group that you will be serving through the project.
5. Will the project be led by people who are representative of the under-represented groups you are serving?
6. Please provide an overview of the HopOn program or program for persons with a disability you are planning to execute if approved for funding including program duration and frequency, ratio of instructor to participant, location of program, lead instructor, etc.
7. What specific barriers will the project help under-represented groups to overcome (eg. affordability, access, feeling welcomed and represented, etc).
8. What kinds of challenges do you anticipate to building and/or executing the project in your club? What is your Plan B for the challenges?
9. What is the estimated number of participants from the under-represented groups who will benefit from the project through this grant if awarded to you?
   1. 0-50
   2. 51-100
   3. 101-200
   4. 200+
10. What is your planned timeline for implementation of these funds?

**Legacy Impact:**

1. What will be the lasting impact of this funding?
2. What are your club goals to help/inspire/better your community in the future through the project?
3. Do you have capacity to accommodate more youth club members?
   1. Yes
   2. No
4. If you answered yes, please describe how you will accommodate more youth club members. (eg. Hire an instructor/coach, expand programming offerings etc).

If you answered no, please explain why.

1. Do you have programming in place to deliver youth programming after HopOn? Eg. HopOn bridge program?
   1. Yes
   2. No
2. If you answered yes, what is the name of the program?

**Additional Information:**

Please provide any additional comments related to your grant application:

*Please send all documents below to your PTSO stating your Club Name*

* Endorsement letter provided by an under-represented group for current HopOn programs. If it is a new under-represented group, a letter outlining how you are going to work with the under-represented group.
* Detailed projected budget that includes revenues and expenses, including descriptions and amounts.
* Any other materials you feel would support your application (eg. Timelines, projected numbers, local demographics, etc.)

**How will Applications be reviewed and selected?**

All incoming applications will be reviewed by the PTSO selection committee members. The Committee will then develop shortlists for each. Shortlisted applications will be reviewed again by the Committee as a whole.

*\*Please note not all organizations can be funded, and some may not be funded at the amount requested.*

**What can I expect if my application is accepted?**

* Recipients will be required to confirm their acceptance of funding between April 17 and April 21
* Once confirmed, the list below outlines the requirements of CSAI Grant recipients will be required to complete:
  + Sign a contribution agreement in collaboration with Cycling Canada and your PTSO
  + Publicly acknowledge in all communication and promotional activities:
    - Cycling Canada/HopOn for financial support received, and;
    - The Government of Canada for the financial support received in both French and English

\*Please note, recipients must notify the Government of Canada three days before any public announcement are made about being awarded the CSAI Grant to their community (this includes on social media).

* More information will be provided in the Recipient Package, including templates in both French and English of recognition requirements, and access to the Canadian Heritage, Cycling Canada and HopOn logos
* Placement of HopOn and Government of Canada logo on any digital communications platforms (social media, website, etc.) promoting HopOn
* Notify Cycling Canada if there are any significant changes to your proposed initiative and budget
* Complete a final CSAI grant report which will include number of under-represented participants reached through HopOn programming.
  + More info will be shared at a later date
* Submission of photo’s with permissions from participants and photographer credit for Cycling Canada to use to promote the funding impact across digital channels, reporting etc.
* Specialized instructor training to support engagement with targeted under-represented group (eg. [Respect in Sport](https://www.respectgroupinc.com/respect-in-sport/), [NCCP Coaching Athletes with a Disability](https://coach.ca/sport-safety/equity-diversity-and-inclusion/coaching-athletes-disability), [Indigenous Communities: Active for Life](https://www.aboriginalsportcircle.ca/aboriginal-coaching-modules), [Anti-Racism in Coaching](https://coach.ca/module/anti-racism-coaching))

By submitting this grant application, I agree to the obligations set out in the eligibility requirements, should they be asked of my organization:

Yes

No