



Saskatchewan Amateur Wrestling Association (SAWA) GRASSROOTS CLUB DEVELOPMENT (GCD) GRANT GUIDELINES

PURPOSE

To provide financial assistance to eligible SAWA member clubs to support efforts to introduce wrestling to those who are not involved with the sport; to advance wrestling skills for those who are relatively new to the sport; to bring training and mentorship to novice and developing club coaches; and to provide training and mentorship to novice and developing officials.

OUTCOMES:

1. Increase membership in wrestling clubs through-out the province.
2. To advance skills of athletes: both members and non-members of wrestling clubs.
3. Increase membership from under-represented populations in the province.
4. Increase certified coaches in the province (either new NCCP certification or advancement of NCCP certification).
5. Increase certified officials in the province (either new certification or advancement of certification).

SOURCE OF FUNDING

The GCD Grant Program is funded by Sask Sport Inc. and the Saskatchewan Lotteries Trust Fund and is administered by SAWA.

ELIGIBILITY

Wrestling Clubs wanting to apply for and receive GCD funding support must:

- a. Be a fully registered club member of SAWA with the minimum required numbers of athletes and coaches registered by **January 31st** of the current season. (see b. and c., below)
- b. Have a minimum of one Level 1/Intro to Competition NCCP 'trained' coach registered with the club
- c. Have a minimum of 15 athletes registered with SAWA who are training & competing in the current season.
- d. Operate a training program for a minimum of four months.

FUNDING SUPPORT

Member clubs that are eligible to receive GCD support will be notified of their eligible amount* by October 31st of the current season.

Club eligible amounts are calculated using registration statistics from the previous funding year. (eg. 2018/19 funding levels are calculated using 2017/18 registration stats.) The formula used to calculate eligible amounts includes an initial 'cap' (ie. ceiling on max. amount of funds per club) of 10% before redistribution of remaining funds to all eligible clubs. **Eligible funding amounts for clubs in future years will be calculated using Club Registration numbers (athletes and coaches) – as entered in the SAWA online Registration system - on January 31st of the year prior.** (eg. 2019-2020 funding amounts will be calculated using club registration numbers submitted to SAWA by January 31, 2019.

**Note: Eligible amounts, based on previous year club stats, may be adjusted should a club become ineligible during the current funding year.*

PROGRAM EXPECTATIONS

Wrestling clubs receiving GCD funding will be expected to provide opportunities for new or developing athletes, coaches or officials to learn wrestling skills or advance their skills to higher/greater levels throughout the course of the wrestling season. This may include, but is not limited to:

- a) Regular (eg. weekly) training for developing wrestlers to introduce and advance wrestling skills throughout the wrestling season
- b) Hosting of clinics and camps for beginner or developing wrestlers – either within the club or outside the club. (eg. High school programs; neighboring communities; etc.)
- c) Travel and participation for Athletes and coaches at competitions within the province
- d) Support for NCCP training and certification, as well as mentorship and professional development for new coaches or coaches currently working within the club or neighboring clubs/communities.
- e) Support training, mentorship and advancement for officials associated with the wrestling club and who will work at competitions in-province.

APPLICATION PROCEDURES

Member clubs must submit a GCD grant application to SAWA by **December 1st** annually. Late or incomplete applications will only be considered for support if the circumstances for being late or incomplete were beyond the control of the club. However, **retroactive funding for club activities that occur prior to September 1st of the current wrestling season is not permitted.**

APPLICATION REQUIREMENTS & CONDITIONS

The following grant requirements and conditions must be met at the time of the application and follow-up:

- a) Each eligible SAWA member club applying for GCD funding must provide details for programs** intended to:
 - a. Introduce wrestling skills to new participants or advance wrestling skills for current members of the wrestling club.
 - b. Introduce or advance wrestling skills for individuals not affiliated with the club. (eg. High school programs, neighboring communities, etc.)
 - c. Provide mentorship for coaches and officials affiliated with the club and/or other non-affiliated programs. (eg. High school wrestling programs) .
 - d. Provide opportunities to advance NCCP coach training and certification to members within their club and for those not affiliated with their club.
 - e. Provide opportunities to advance officials training and certification to members within their club and for those not affiliated with their club.

** Clubs are not required to offer programs for all of these areas of sport development to qualify for the grant ; however, applications should include details of athlete/coach and/or officials development the club intends to offer through the course of the season.

- b) Approved projects and grant support must take place within SAWA's fiscal year (Sept. 1st – August 31st) for which the grant was approved. Project expenditures that take place outside the grant period are not permitted.
- c) The application must include the following:
 - a. A signed and completed application form; including a budget and program details (expenditures) planned for the season

ELIGIBLE EXPENDITURES

The following expenditures are eligible for support:

- Athlete and coach travel expenses to in-province competitions, clinics or training camps
- NCCP coach training expenses (i.e. hosting a course or attending an in-province course)
- Officials training expenses (in-province)
- Hosting expenses for tournaments, clinics or training camps
- Facility rental (training facilities)
- Equipment and uniforms
- Club coach fees (honoraria)

INELIGIBLE EXPENDITURES

- Capital expenditures – no support is available for construction, renovations, or upgrading facilities
- Alcoholic beverages
- Cash prizes
- Out-of-province travel
- Social events (barbecues, banquets, lunches, etc.)
- Membership fees to SAWA or CAWA
- Debt repayment
- Payment of money returns owed to the Saskatchewan Amateur Wrestling Association
- Other expenses that the Saskatchewan Amateur Wrestling Association or Sask Sport Inc. may deem inappropriate

PAYMENT PROCEDURES

The GCD grants will be paid in two installments. Member clubs will receive 50% of the grant funds upon the approval of the application submission. The final grant amount will be determined and paid upon satisfactory review of the follow-up report submission.

Should a club not meet minimum eligibility requirements for Grassroots Club Development Funding (ie. 15 registered athlete members, plus at least one NCCP trained coach registered with SAWA) by January 31st of the current season, the second-half 50% payment will not be allocated to the club AND the club will not be eligible to receive the GCD grant in the following season.

FOLLOW-UP PROCEDURES

Member clubs must submit the GCD Follow-up Report to SAWA by **no later than July 15th** annually. Late or incomplete Follow-up Reports will result in grant payments being withheld and/or previously paid funds required to be returned; and may jeopardize the club's eligibility to receive grant funds in the future.

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned.

FOLLOW-UP REQUIREMENTS

The GCD Follow-up must include the following:

- a. A signed and completed follow-up form*

*SAWA member wrestling clubs receiving GCD funding will be asked to provide details on the scope and impact of wrestling programs supported by GCD funds. These details – to be included in a follow-up report at end of season – may include, but not limited to:

- Description of programs offered (ie. type of program; duration; impacts; success/challenges; etc.)
- Numbers of individuals and communities involved in programs offered
- Number of new or developing athletes, coaches and/or officials impacted
- Ages, gender and other demographic information, if offered voluntarily by participants.

- b. Financial documentation to verify expenditures (i.e. receipts**)

**Financial documentation (receipts) to verify expenditures can take various forms but should at a minimum:

- Indicate name of recipient (person or business) of the funds.
- Describe goods or services provided for payment.
- Disclose the amount of the payment.
- Include the date that the goods/services were purchased (must be within the grant year).
- Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back).
- **Receipts submitted to verify expenses can only be claimed once** for all grants received by a club, coach or athlete. (ie. the same expense cannot be used to claim or verify funding assistance for more than one grant program.)

NOTE: Legible copies of documents for financial accountability (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable.

Organizations are required to submit the applications and follow-ups to:

**Saskatchewan Amateur Wrestling Association
510 Cynthia Street
Saskatoon, SK
S7L 7K7
saskwrestling@sasktel.net**