

## BC SPORT PARTICIPATION PROGRAM: COMMUNITY SPORT DEVELOPMENT FUND GUIDELINES

*Deadline: Applications will be accepted until **5:00 pm PST on June 30<sup>th</sup>, 2025***

*Programs running primarily between July 1, 2025 and March 31, 2026 are eligible to apply.*

### OBJECTIVE:

The goal of the Community Sport Program Development fund is to make community sport in British Columbia more accessible by reducing barriers to participation. From isolated rural communities to large urban populations where low sport participation exists, this fund provides financial support to non-profit organizations that offer programs to equity seeking groups\* and/or the general population, in an effort to increase sport participation opportunities.

The Community Sport Program Development Fund is supported through bilateral contributions from the Province of BC and the Government of Canada and administered through viaSport British Columbia.

### WHO CAN APPLY:

Applications can only be submitted by registered not-for-profit societies that are:

- Local Sport Organizations (LSOs) that are affiliated and in good standing of a viaSport Designated Sport Organization
- Municipalities, Community Centres, Clubs, and Associations that directly deliver organized sport programs in their community
- Indigenous Bands or Community Associations

Additionally, a viaSport Designated Sport Organization (i.e., accredited, recognized, or affiliated) may **only** apply in the "Programming for Equity Seeking Groups" category for community level programming.

For more information on **viaSport's Designation Sport Program** please visit: <https://viasport.ca/accredited-recognized-affiliated-sports-in-bc/>

It is anticipated that more applications will be received than can be funded, and therefore only eligible applications will be reviewed.

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\* Equity seeking groups are those facing barriers to equal access opportunities and resources in sport, including (but not limited to): people with disabilities, lower income families, Indigenous peoples, immigrants and new Canadians, 55+ adults, and girls, women, and non-binary genders.

## REVIEW CRITERIA AND SELECTION PROCESS:

Grant funding is allocated through a competitive application-based process. Eligible applications are evaluated by a review panel consisting of sport sector experts. The panel members are chosen to ensure balanced representation. The panel bases their recommendations and funding level based on the eligibility and assessment criteria described in these guidelines and guidance from viaSport, but reserves the right to recommend an application that falls outside of these guidelines if the project still supports the overall objective of the program. Preference will be given to applicants that have not previously received funding.

### OVERARCHING ASSESSMENT:

- Merit of application
- Scope of programming
- Availability of funding
- Equitable geographic or demographic distribution

### GRANT SPECIFIC ASSESSMENTS:

Applications will be assessed according to the following criteria:

1. Ability to Expand Sport Participation
  - a. Applicants must demonstrate how their program will lead to new sport participation opportunities, increasing the number of people involved in an organized sport in their community
  - b. Applicants must demonstrate a commitment to ongoing participation increase in organized sport activities
  - c. Applicants must indicate the level of organizational capacity available to complete the outlined program and meet the goals and objectives
2. Impact
  - a. Applicants will be assessed on the projected impact and alignment with the purpose of the grant and acceptable use of funds
  - b. Applicants should demonstrate how their proposed, ideally innovative, program fits the needs of the participants and the community
3. Sustainability
  - a. Applicants show the intent to invest funds in the long-term infrastructure of the program,
  - b. Show a commitment to partner with other community groups and organizations
  - c. Provides ample evidence that demonstrates success of the program is not solely dependent on CSPD funds and community-matching capacity (in-kind sponsorship or cash)
4. [Sport for Life](#) Alignment
  - a. Demonstrated commitment to deliver programs by qualified instructors (NCCP)
  - b. Demonstrated fit within Active Start, FUNdamentals, Learn to Train, and/or Active for Life stages of the Sport for Life Long-term Athlete Development Model

#### POSSIBLE USE OF FUNDS:

Possible use of funds may include, but are not limited to:

- A program that needs specific training of coaches, instructors and officials to become established and increase participant numbers
- A program that needs specific purchasing or refurbishing equipment to become established and increase participant numbers
- A club that wants to start a new youth or seniors' division
- A club that wants to introduce their sport to local schools
- A single sport that wants to expand into a multi-sport/season club
- New program offering/adapting sport opportunities
- Programs to meet the needs of equity seeking groups.

Funding requests for the following are NOT eligible:

- Programs that provide services solely to an organization's existing membership
- Tournament, competition, and athlete travel fees
- General operating expenses (staff salaries, office rent, regular promotional or marketing activities)
- Activities not open to the general public
- Capital expenditures (renovation, construction, computer equipment)
- Deficits incurred from past activities
- Prizes or awards
- Re-granting programs
- Political or religious activities

#### **BUDGET:**

The grant has a total funding envelope of approximately \$150,000 split among two intakes. Eligible applicants are invited to apply for funding between \$1,000 and \$3,000.

## TERMS AND CONDITIONS:

All applicants must become familiar with the following:

- Only one application per organization will be accepted.
- The applicant ensures all of the information contained in the application is true and complete.
- Applicants may be asked to provide additional supporting information at the discretion of viaSport staff or review panel.
- Successful candidates are required to submit a post-grant report or survey. This may or may not include: how the funding was used, including receipts and invoices, grant cycle feedback.
- Successful applicants may be asked to participate in interviews on their experience receiving this funding, to provide letters demonstrating project impact from program participants, or agree to participate in follow-up communications at the discretion of the viaSport grants team.
- The Province of BC and viaSport are able to publish the applicant/organization's name.
- Successful candidates may be required to properly acknowledge viaSport and government support, more information available here:  
<https://viasport.ca/press-kit/>
- Under normal circumstances, approved awards will only be paid via direct deposit (EFT) after the grant letter is signed by the intended recipient.
- In the case of an event cancellation or rescheduling outside eligible dates, repayment of the grant funds will be required.
- Any project funds not spent on eligible project expenses must be returned to viaSport

## HOW TO APPLY:

Applications for funding will only be accepted online. Please find your desired grant and fully submit an application form via the following link:

<https://viasportgrants.smapply.io/>

If you have applied for any grants through our online portal before, please use your existing account. If this is the first time you're applying, you are required to create an account. The platform allows you to save progress on your application and return to it at a future time. Please be reminded to review your application prior to submission as you will not be able to modify your application after. Upon submission, please look and save a notification email confirming your submission. viaSport is not responsible for reviewing any unsubmitted applications.

Applications must be received by **11:59pm PST on June 30<sup>th</sup>, 2025**

**Programs running primarily between July 1, 2025 and March 31, 2026 are eligible to apply.**

## CONTACT AND OTHER GRANTS:

If you wish to discuss your proposal and its eligibility prior to applying, please contact:

### Grants at viaSport BC

**Phone:** 778-655-1756

**Email:** [grants@viasport.ca](mailto:grants@viasport.ca)

If you wish to learn more about how we are transforming and scaling the impact of sport in our province, upcoming grant opportunities, and the latest sport and physical activity news in BC:

- Sign up for our [monthly newsletter](#)
- Follow us on [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), and [LinkedIn](#)
- Visit [viaSport.ca](http://viaSport.ca)

## APPENDIX 1: APPLICATION QUESTIONS

### General Details:

- Organization Information, Contact Information, Media Contact and Social Media Assets

### Program Information:

- Program Name, Target Audience (General Population or Equity Seeking Groups) and Sport.
- Number of Anticipated Participants
- Will Participants be charged a fee? (Yes/No)
- Age category(ies) that best describes the participants attending your program (Multiple Choice)
- Program Dates and Host Community(ies)

### Program Details: (max. 150 words per question)

- Provide a brief description of your program/project?
- Please describe the goals your program/project is meant to achieve
- How will your organization help new participants stay active in sport and transition into other ongoing programs or club memberships?
- How does this program fill a significant gap or a recognized need in your community?
- How will you measure the success of your program/project? What will you use to measure the level of success?
- Please provide two bullets concisely describing:
  1. The program/activity being delivered (e.g. This afterschool program introduces elementary school-aged children to eight different sports)
  2. The key use of funding (e.g. "Funding will go towards training instructors and buying equipment that will help the club expand the afterschool program for children with a disability.")

### Project Budget

- Funds Requested and Breakdown of Expenses

### Instructor Qualifications (If applicable)

- Number of coaches, Name(s) and Qualification(s)

### Program Partners (If applicable)

- Number of partnerships, Name(s) and Relationship(s)

### Supporting Documents