

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

*Deadline: Applications will be accepted until **5:00pm PST on June 30<sup>th</sup>, 2025***  
**All program activities must be completed and PSPD funding expended within 7 months of grant notification and no later than March 31, 2026.**

### OBJECTIVE:

The goal of the Provincial Sport Development fund is to increase sport participation by supporting programs and/or partnerships directed to children, youth, Indigenous and other equity seeking groups\*. Primarily funding programs that service a significant geographic region and lead to active and healthy lifestyles through involvement in sport, the fund supports communities that introduce sport to new participants, reduce participation barriers, and teach physical literacy and fundamental sport skills

The Provincial Sport 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, individually or in partnership, by registered not-for-profit societies that are:

- A viaSport Designated Sport Organization (i.e., accredited, recognized, or affiliated)
- Organizations that demonstrate the ability to successfully reach a significant target group and service a significant geographic region(s) or are provincial in their orientation (i.e. Boys and Girls club, Scouts, Big Brothers/Sisters, etc.)
- Organizations with demonstrated success serving equity seeking groups\*

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.

### OVERARCHING ASSESSMENT:

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

Priority will also be given to organizations that tailor their delivery to offer specific outreach and programming directed to equity seeking groups, 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.

### GRANT SPECIFIC ASSESSMENTS:

Applications will be assessed according to the following criteria:

1. Ability to Expand Sport Participation
  - a. Applicants must be able to explain the ways in which the proposed programming will lead to increased participation in sport (e.g. gap in programming for specific population groups, specified shifting demographics, strategic partnership or alliances that will facilitate program expansion in their desired areas; innovative delivery methods, etc.)
2. Impact
  - a. Applicants will be assessed on the projected impact that implementing such a program will have on their intended community and/or group. Priority will be given to programs that can clearly outline and articulate how they are likely to have significant impact
  - b. Applicants should be able to demonstrate they have a sound understanding of the community or region to be served, knowledge of existing barriers to participation (cultural, physical, access, language, etc.) and have the capacity to engage in sustained involvement
  - c. Applicants should be well-versed in the barriers to participation that may exist in their targeted group or community and should be appropriately prepared to address or mitigate those barriers as part of their proposal
3. Strategic Partnerships
  - a. Applicants should be able to demonstrate that they have established partnerships with organizations who have expertise in reaching their intended target group or in providing sport programming

- b. Applicants should be able to articulate the nature of the partnership (what each group is providing) both presently and into the future
4. Sustainability & Capacity Building
  - a. BCSPF funding should be a catalyst for continued programming. A plan for sustainability beyond BCSPF funding should be clearly outlined in the proposal, including:
    - i. Approximate financial value of organizational and/or other resources committed to project in addition to BCSPF funding
    - ii. Long-term objectives and plans for the project, which may describe how project goals relate to the strategic/business plan of the organization
    - iii. Capacity-building in the communities/regions where programs are delivered to ensure that programs/participation is sustained over the long-term
  - b. Projects should impact multiple communities across the province. Delivery may focus on a specific region (i.e. Northern British Columbia) or be distributed across the province. Projects should also demonstrate a commitment to delivering programs by qualified instructors using acceptable standards (i.e. NCCP, SportMed First Aid).
5. [Sport for Life](#) Alignment
  - a. Applicants must demonstrate how their proposed program is developmentally-appropriate for the age and stage that it plans to address.
  - b. Applicants must be able to speak to the ways in which their program will advance participation by addressing the specific S4L stage identified and be able to adequately rationalize the stage selected

## **BUDGET:**

The grant has a total funding envelope of approximately \$400,000. Eligible applicants are invited to apply for funding between \$10,000 and \$30,000.

## **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 are required to properly acknowledge viaSport and government support, more information available here: <https://www.viasport.ca/recognition>
- 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**

## 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](https://viasport.ca)

## APPENDIX 1: APPLICATION QUESTIONS

### General Details:

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

### Project Information:

- Funding Request, Target Audience, Sport, Project Name, dates, length and # of sessions

### Project Impact: (max. 150 words per question)

- General Description: Provide a short summary (3-4 sentences) of the project, who will be involved, and the desired objectives
- Please identify the region(s), community(ies) or group(s) that you hope to serve with this funding. Also state why this region, community or group was chosen and any special considerations that will be given to the programming offered
- Please identify the existing barriers to participation or gaps in programming that exist and how you plan to address them?
- Please detail your plan for sustained involvement within your targeted region or groups after this program in complete
- You have identified that your program will focus on an under-represented group. Please identify the existing barriers to participation or gaps in programming that exist within this group and how you plan to address them?

### Strategic Partnerships: (max. 150 words per question)

- Please identify any delivery partners that you have for this program. Be sure to include the nature of the partnership (who is providing what) as well as why this partnership has been established

### Sustainability and Capacity Building (max. 150 words per question)

- Please outline the steps you plan to take to assure that this program is able to continue once your BCSPP funding expires
- Please outline your future plans for the program and how those goals relate to the strategic/business plan of the organization(s) involved

### Long Term Sport Development Alignment

- Please select the Long-Term Sport Development stage that your project most closely aligns to
- Please identify how your proposed project is developmentally suitable for the S4L stage chosen (max. 150 words)
- Please address how targeting this specific Long-Term Sport Development stage will advance participation (max. 150 words)

### Project Goals:

- Estimated Participation Numbers (Participants, Coaches, Sessions)

### Project Budget

- Project Budget Template. Administration, Salaries, Program and Total Expenditures