

NORTHERN BC COACHING AND OFFICIATING DEVELOPMENT GRANT GUIDELINES

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

Only courses and events occurring between June 1, 2025 and September 30, 2025 are eligible.

OBJECTIVE:

The Northern BC Coaching and Officiating Development Fund provides funding to individuals or sport organizations to reduce the cost of enhanced training opportunities and/or certification courses. Eligible applicants are invited to either host or attend a National Coaching Certification Program ([NCCP](#)) course, an official's certification course or other mentoring or training development opportunities that will increase the knowledge of those who commit many hours to sport development in northern B.C. communities.

The Northern BC Coaching and Officiating Development Fund is funded by the Province of BC, supported by Engage Sport North, and administered through viaSport British Columbia.

WHO CAN APPLY:

Applications can only be submitted by:

- **Individuals** who:
 - Permanently reside in a northern community located within BC Games Zones 7 or 8 AND are endorsed by their respective sport organization or association, to pursue training, mentoring or certification opportunities in British Columbia
- **Registered not-for-profit societies:**
 - Local Sport Organizations (LSOs) operating in a northern community within BC Games Zones 7 or 8 AND that are affiliated and in good standing of a viaSport Designated Sport Organization
 - A viaSport Designated Sport Organization (i.e., accredited, recognized, or affiliated) hosting a coaching or officiating course in a northern community located within BC Games Zones 7 or 8

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.

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

GRANT SPECIFIC ASSESSMENTS:

Applications will be assessed according to the following criteria:

- **Individuals:**
 - **Individual coaches and officials must submit their own applications.**
 - demonstrate a commitment to the development of sport and athletic achievement in Northern B.C.;
 - show a plan for ongoing coaching/officiating development; and
 - submit a letter of support for training/education by their respective sport organization.
- **Sport Organizations:**
 - **Organizations can apply for more than one training opportunity, but must fill out one online form per course or session**
 - demonstrate a commitment to the development of sport and athletic achievement in northern B.C.;

POSSIBLE USE OF FUNDS:

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

- Hosting a sport-specific coach or officials training session in BC Games Zones 7 or 8;
- Hosting a multi-sport coach or officials training session in BC Games Zones 7 or 8;
- Assisting coaches and officials who currently reside in BC Games Zones 7 or 8 in pursuing enhanced knowledge and training only available outside the Northern BC region; and
- Assisting coaches and officials who reside BC Games Zones 7 or 8 in becoming a certified learning facilitator to train, certify and mentor in Northern BC.
- Mentorship opportunities leading to a certification

Funding requests for the following are NOT eligible:

- Funding will not be allocated retroactively for courses and events that have occurred outside the eligible event dates.
- Venue rental and food costs

BUDGET:

The grant has 3 intake periods: June, August, and November. Individuals are eligible to apply for support up to \$1,500, while Sport Organizations are eligible to apply for support up to \$2,500.

TERMS AND CONDITIONS:

All applicants must become familiar with the following:

- By submitting an application, 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 may be 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 apply, 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 30th, 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

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

APPENDIX 1: ELIGIBLE COMMUNITIES

COMMUNITIES IN NORTH WEST (ZONE 7):

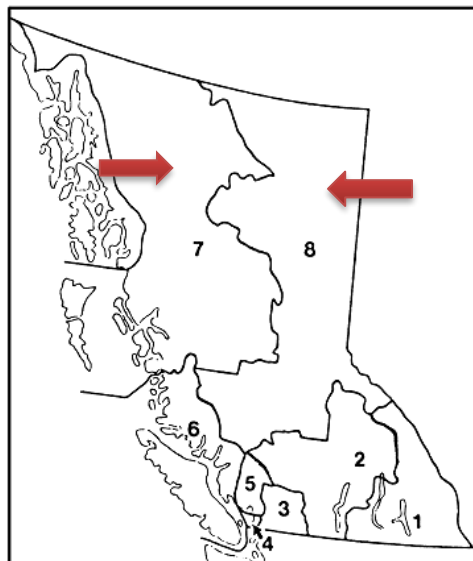
Encompasses the Regional Districts of Bulkley-Nechako, Kitimat-Stikine, and Skeena-Queen Charlotte. Includes the major centres of Burns Lake, Fort St. James, Houston, Kitimat, Masset, Port Clements, Prince Rupert, Smithers, Stewart, Terrace, and Vanderhoof.

All communities in the Zone: Atlin, Bella Coola, Burns Lake, Cedarvale, Dodge Cove, Endako, Engen, Fort Fraser, Fort St James, Francois Lake, Fraser Lake, Gitwinksihlkw, Granisle, Greenville, Hagensborg, Hazelton, Houston, Kemano, Kispiox, Kitimaat Village, Kitimat, Kitkatla, Kitwanga, Kleena Kleene, Masset, Moricetown, New Aiyansh, New Hazelton, New Remo, Nimpo Lake, Port Clements, Port Edward, Prince Rupert, Queen Charlotte City, Quick, Sandspit, Smithers, South Hazelton, Southbank, Stewart, Takysie Lake, Telkwa, Terrace, Thornhill, Tintagel, Topley, Vanderhoof.

COMMUNITIES IN NORTH EAST (ZONE 8):

Encompasses the Regional Districts of Cariboo, Fort Nelson-Liard, Fraser-Fort George, and Peace River. Includes the major centres of Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Prince George, Quesnel, Tumbler Ridge, and Williams Lake.

All communities in the Zone: 100 Mile House, 108 Mile House, 108 Mile Ranch, 150 Mile House, 70 Mile House, Alexis Creek, Alkali Lake, Anahim Lake, Arras, Baldonnel, Bear Lake, Big Lake Ranch, Bridge Lake, Buick, Canim Lake, Cecil Lake, Charlie Lake, Chetwynd, Dawson Creek, Dog Creek, Dunster, Farmington, Forest Grove, Fort Nelson, Fort St John, Goodlow, Groundbirch, Hixon, Horsefly, Hudson's Hope, Lac La Hache, Likely, Lone Butte, Mackenzie, McBride, McLeese Lake, McLeod Lake, Montney, Pouce Coupe, Prince George, Progress, Quesnel, Red Rock, Riske Creek, Rolla, Rose Prairie, Sugarcane, Summit Lake, Tatla Lake, Taylor, Tomslake, Tumbler Ridge, Upper Fraser, Valemount, Wells, Whitehorse, Williams Lake, Willow River, Wonowon.



APPENDIX 2: APPLICATION QUESTIONS

- **Individuals:**
 - Contact Information
 - Event type (Coaching, Officiating or Mentorship)
 - Sport, Facility, Location, Learning Facilitator, Dates
 - Host Organization
 - How does this course fit the coaching and officials development needs of the community? (max 150 words)
 - How will this opportunity contribute to your long-term coaching or officiating goals or that of the organization? (max 150 words)
 - Does this program build on a previous course or program funded by the Northern BC Coaching and Officiating Development Fund? (Yes/No)
- **Non-profit Local Sport Organizations:**
 - Contact Information, Organization Details, Media Contact Details
 - Event type (Coaching, Officiating or Mentorship)
 - Sport, Facility, Location, Learning Facilitator, Dates, Expected Attendance, Fees
 - Where will the participants attending the course be coming from?
 - How does this course fit the coaching and officials development needs of the community? (max 150 words)
 - What benefits will the coaching or officials training have on the northern communities and how will you measure them? (max 150 words)
 - How will this opportunity contribute to your long-term coaching or officiating goals or that of the organization? (max 150 words)
 - Does this program build on a previous course or program funded by the Northern BC Coaching and Officiating Development Fund? (Yes/No)
- **Recognized, Accredited or Affiliated Provincial/Disability Sport Organizations (PSOs/DSOs):**
 - Contact Information, Organization Details, Media Contact Details
 - Event type (Coaching, Officiating or Mentorship)
 - Sport, Facility, Location, Learning Facilitator, Dates, Expected Attendance, Fees
 - Where will the participants attending the course be coming from?
 - How does this course fit the coaching and officials development needs of the community? (max 150 words)
 - What benefits will the coaching or officials training have on the northern communities and how will you measure them? (max 150 words)
 - How will this opportunity contribute to your long-term coaching or officiating goals or that of the organization? (max 150 words)
 - Does this program build on a previous course or program funded by the Northern BC Coaching and Officiating Development Fund? (Yes/No)