

## LEADFORWARD GRANT GUIDELINES

*Deadline: Applications will be accepted until **11:59pm PST on May 31<sup>st</sup>, 2024***

***Only activities taking place before March 31, 2025 are eligible to apply.***

### OBJECTIVE:

The LeadForward Grant: Advancing Balanced Representation in Sport looks to enhance, strengthen, and support training, education, and policy development opportunities and balanced leadership opportunities for women in sport throughout B.C.

Through the grant, viaSport is intended in supporting organizations that understand how actively developing diverse and inclusive leaders is fundamental to delivering positive sport experiences. The LeadForward Grant funds activities that provide leadership opportunities for female coaches, officials, and/or organizational staff members. Organizations that consider engaging both men and women in activities, where appropriate, will also be considered.

### WHO CAN APPLY:

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

- A viaSport Designated Sport Organization (i.e., accredited, recognized, or affiliated)
- Local Sport Organizations (LSOs) that are affiliated and in good standing of a viaSport Designated Sport Organization

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:

1. Activity/Program Impact
  - a. Applicants will be assessed on how the proposed activity impacts female coaches, officials, or organizational staff
  - b. Applicants should demonstrate understanding of key barriers for development and advancement of female leaders in sport and how the activity is actively addressing these barriers
2. Organizational Capacity Building
  - a. Applicants should demonstrate how the proposed activity will sustain gender inclusive practices and environments over time
3. Level of Excellence
  - a. Applicants should indicate how their proposed activity utilizes best practices and proved methods and/or materials on this topic

POSSIBLE USE OF FUNDS:

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

- Training and/or development courses/opportunities
- Education or Mentorship opportunities

Funding requests for the following are NOT eligible:

- Capital expenditures (renovation, construction, computer equipment)
- Deficits incurred from past activities
- Re-granting programs

**BUDGET:**

Eligible applicants are invited to apply for funding between \$500 and \$2,000.

## 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.

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## 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 A:

### Application Questions:

- Organizational Information
  - Name, Address, Business Number
- Primary Contact Information
  - Name, Number, Email
- Project Details
  - Name, Dates, Expected Participation Numbers
  - Please describe your project and how it will impact female coaches, officials and organizational staff (150 words max)
  - Please describe how this proposed activity will address any barriers you see to achieving gender equity in sport (150 words max)
  - Please describe how this proposed activity will utilize best practices and proven methods and/or materials (150 words max)
  - Please describe how this activity will sustain gender inclusive practices and environments within your organization or sport (150 words max)
- Project Budget
  - Total funds requested and breakdown