

**2018-  
2019**

Water Polo Canada  
1A-1084 Kenaston Street  
Ottawa, Ontario, K1B 3P5



## **CLUB ASSISTANCE PROGRAM**

Domestic growth activities and initiatives are the cornerstone to sustainable long-term viability of water polo in Canada. New to Water Polo Canada is a financial assistance program with the intent of promoting the development of grassroots activities and technical expertise of officials and coaches.

# Club Assistance Program

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## Introduction

The Club Assistance Program (CAP), formerly known as the Domestic Development Funding Application Program (DDFAP), has been renewed for the 2018-2019 season. It will be administered by the Sport Development Manager and Domestic Operations Coordinator. The program year is determined as September 1<sup>st</sup> through August 31<sup>st</sup>. The guidelines, criteria and funding availability will be updated on an annual basis.

The purpose of the CAP is to provide financial assistance and service support to clubs and Provincial Water Polo Associations (PSO) towards their already existing grassroots and educational initiatives and springboard the development of new initiatives. The CAP will focus solely in the following areas of domestic activities in order of priority:

- Children's water polo programs (12 and under)
- Referee training and evaluation
- NCCP coach training and evaluation

Clubs and PSOs will need to complete the following sections in the Club Assistance Program application form: (1) Applicant Information, (2) Project Description and (3) Project Budget. Applications may be submitted on a retroactive basis. Clubs and PSOs applying for funding will be asked to contribute funds from their own respective budgets towards the project. Upon completion of the project, the applicant will then be required to complete (1) Funding Reporting Form and (2) Project Financial Statement in the Club Assistance Program Final Report. Applicants will be required to provide copies of invoices for admissible expenses to Water Polo Canada.

The remainder of the document outlines important information pertinent to the applicant. Please review carefully. For more information or questions please email [Grace Quinn Cameron](mailto:Grace.Quinn.Cameron@waterpolocanada.ca) or call 613.748.5682 ext. 329.

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## Eligibility Criteria

### Applicant Eligibility

1. Clubs who are registered members in good standing with their respective PSO and WPC. Clubs and their members must be registered on the WPC database and pay their annual club dues. Only clubs who are registered in the “club” category on the database will be eligible to submit an application. The application and reporting forms must be completed, signed and submitted by the President of the club.
2. PSOs who are members in good standing with WPC and pay their annual registration fees. The application and reporting forms must be completed, signed and submitted by the PSO President or their designate (i.e. Executive Director).

### Project Eligibility

The CAP is targeting three (3) critical areas of domestic development, which will affect the long-term viability of water polo in Canada:

1. Children’s water polo programs 12 and under
  - a. Learn-to programs
  - b. Trial programs
  - c. League play (gender specific)
  - d. Recruitment initiatives
2. Referee training and evaluation (Officials Training and Certification Program- “OTCP”)
  - a. Regional Referee
  - b. Provincial Referee
3. Coach training and evaluation (National Coaching Certification Program- “NCCP”)
  - a. Community Club Coach
  - b. Competitive Coach

New or existing programs that fall within the above project criteria will be admissible for financing. Project financing may be requested retroactively within the designated program year. (Please note that the 2019-2020 CAP will no longer accept applications on a retroactive basis.) No project will be accepted for financial assistance that falls outside the project criteria listed above.

In order to receive funding for referee and coach training and/or evaluation the following information must be provided to WPC:

- Date of workshop or evaluation
- Location of workshop or evaluation
- Name of Learning Facilitator or Evaluator for workshop or evaluation

A completed NCCP or OCTP Reporting Form must be sent to WPC following the workshop or evaluation. Final amounts of approved funding will not be released until this reporting form is received.

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### Expenditure Eligibility

Based on the project eligibility criteria listed above, the following expenditures may be included in the Project Budget as part of the application. All other expenditures affecting the project are inadmissible and are to be covered by the applicant's own budget. The inadmissible expenses must be equivalent to 25% of the total amount requested from WPC. Applicants will be required to specify both admissible and inadmissible costs as part of their budget submission and financial statement reporting. WPC will request copies of invoices for specific admissible expenses.

|   | Admissible   | Inadmissible  |
|---|--|---|
| <b>Children's water polo 12 and under</b> | <ul style="list-style-type: none"> <li>• Marketing and promotion</li> <li>• Venue rental</li> <li>• Sport equipment (junior size)</li> <li>• Administration</li> <li>• Translation</li> </ul>  | <ul style="list-style-type: none"> <li>• Honorarium and salary</li> <li>• Travel and accommodations</li> <li>• Per diem</li> <li>• Other</li> </ul>                               |
| <b>Referee training and evaluation</b>    | <ul style="list-style-type: none"> <li>• Venue rental</li> <li>• Referee Developer travel, accommodations and per diem</li> <li>• Referee Developer honorarium</li> <li>• Reimbursement for workshop/evaluation delivered by the province (clubs)</li> </ul> | <ul style="list-style-type: none"> <li>• Other honorarium and salary</li> <li>• Cost of materials</li> <li>• Printing costs</li> <li>• Administration</li> <li>• Other</li> </ul> |
| <b>Coach training and evaluation</b>      | <ul style="list-style-type: none"> <li>• Venue rental</li> <li>• Coach Developer travel, accommodations and per diem</li> <li>• Coach Developer honorarium</li> <li>• Reimbursement for workshop/evaluation delivered by the province (clubs)</li> </ul>     | <ul style="list-style-type: none"> <li>• Other honorarium and salary</li> <li>• Cost of materials</li> <li>• Printing costs</li> <li>• Administration</li> <li>• Other</li> </ul> |

# Club Assistance Program

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## Funding Availability

The total budget allocated towards the CAP for the 2018-2019 program year is \$17,000. Availability of funds have been allocated in the following proportions:

- Children's water polo programs 12 and under: **\$10,000**
- Referee training and evaluation: **\$4,000**
- Coach training and evaluation: **\$3,000**

The distribution of funds may, at the discretion of the Sport Development Manager, be reallocated based on strategic priorities and the number of applicants.

## Funding Selection Criteria

Applicants will be permitted to apply for a maximum amount of funding per project of \$1,250. An individual applicant will be permitted to submit a maximum of two (2) applications for projects in the program year (September 1- August 31) and receive a maximum of \$2,500. Priority will be given to organizations who apply for projects in more than one category.

A joint project of two (2) or more organizations may increase the maximum allowable funding for a given project to \$2,000. Organizations that apply for joint projects will still be able to apply for funding for one additional project for their single organization as per the above funding selection criteria.

***Note: The maximum allowable funding does not guarantee that applicants will receive the requested amount. Other factors will be taken into consideration. WPC will attempt to provide as much funding as possible to as many applicants as possible.***

The following criteria will be used to evaluate each respective application:

- How do the project outcomes align with the <sup>1</sup>WPC strategic priorities and <sup>2</sup>Competition Review objectives?
- Does the applicant organization(s) have the capacity to deliver its stated outcomes?
- How many participants (athletes, coaches or officials) will be affected by the project?
- What is the sustainability of the project after funding is no longer available?

Once an organization's, or a consortium's, project has been accepted and the funding agreement has been signed, WPC will distribute 75% of the approved funds. Upon completion of the project and the ensuing reporting forms, WPC will then release the remaining 25% of the approved funding.

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<sup>1</sup> WPC Strategic Plan: <http://www.waterpolo.ca/stratplan.aspx>

<sup>2</sup> WPC Competition Review: <http://www.waterpolo.ca/compreview.aspx>