



## Coaches Association of Saskatchewan

# COACH DEVELOPMENT GRANT

### **PURPOSE:**

To support Coaches Association of Saskatchewan (CAS) member coaches to attend professional development and advanced education opportunities that will enhance their skills and abilities.

### **PROGRAM ELIGIBILITY:**

- Saskatchewan Coaches must be a member of CAS prior to applying for a grant;
- Coaches must have shown a commitment to coach education through participation in the NCCP;
- Coaches must have completed the Respect in Sport for Coaches online module;
- A matching grant of up to a maximum of \$750 is available once every two years. Coaches are not eligible to apply for a grant in consecutive years;
- Coaches must access financial support from other sources such as their local club, community sport association, Provincial Sport Organization, school professional development funds, personal investment etc. to help offset the costs of attending or participating in the activity;
- The application must include details of the event, the learning objectives and outcomes, event budget, and how the knowledge from the event will be shared with other coaches in the province;
- The event being applied for must be held in Canada or the United States;
- This program support is intended for unique professional development opportunities.

### **ELIGIBLE EXPENDITURES:**

- Conference or event registration fee;
- Accommodation costs;
- Travel costs to attend the event (actual fuel cost or flight cost).

### **INELIGIBLE EXPENDITURES:**

Financial support will not be provided for:

- Travel to a sport competition;
- Daily per diems or mileage expenses (per km rates);
- Lost wages or compensation for time off work.

## **PROGRAM INFORMATION:**

- Due to limited funds and the potential volume of applications, not all requests meeting the established criteria will be approved for funding.
- The number of coaches from a particular sport applying for the same event may impact the maximum amount approved.
- The Coach Development Grant program requires a matching funding component. Matching funds can be from a number of sources including Provincial Sport Governing Body (PSGB), local club, school professional development funds, personal investment or other sources or sponsors.
- Applications will be reviewed on their individual merit by the Grant Review Committee, which is a sub-committee of the Coaches Association of Saskatchewan. This committee is comprised of CAS Board members who are involved in coaching development in the province. All committee decisions are final.

## **SUBMISSION DEADLINES:**

- Applications must be received a minimum of 30 days prior to the event/activity. Late applications may be considered by the Grant Review Committee.

## **APPLICATION PROCESS:**

- All application forms must be completed in full and must be signed by the coach;
- The applicant will be informed in writing of the outcome of their application within 30 days of receipt of the application.

## **FOLLOW-UP PROCEDURES**

- A follow-up report must be submitted within 30 days after the completion of the event/activity. The follow-up report must contain the following information:
  - Details of the activity or event (dates, locations etc.);
  - How this event contributed to the learning objectives outlined in the application;
  - A financial report detailing all revenues and expenditures including copies of all receipts.
- Grant funds will be released upon receipt and approval of the follow up report.



# COACH DEVELOPMENT GRANT Application Form

Application Date: \_\_\_\_\_

**Please complete all sections:**

Name:			
Address:			
City/Town:		Postal Code:	
Phone:		Email:	
NCCP CC#:		CAS Member Since:	
Sport(s):			

**1. NCCP training or certification achieved:** (Example: Level 1 certified Baseball, Competition – Introduction trained, etc.)

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**2. List your current coaching involvement:**

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**3. Provide details of the activity or event for which the grant is requested:** (Include date and location of project)

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**4. Provide the learning objectives and outcomes that you will realize from participating in this event or professional development opportunity:**

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**5. What other organizations will assist financially with this event (please include the amount of support received)?**

Local Club \_\_\_\_\_  
 Community Sport Association \_\_\_\_\_  
 Provincial Sport Organization \_\_\_\_\_  
 School \_\_\_\_\_  
 Other \_\_\_\_\_

**6. Please indicate how the knowledge gained from this event will be shared with other coaches in the Province:**

**7. Budget for Project:** (Include funding from all sources)

<b>Project Budget</b>	
<b>Revenue:</b>	
CAS Coach Development Grant Request	
Other Financial Support (% required from PSGB, club or other)	
<b>TOTAL</b>	
<b>Expenses:</b>	
<b>TOTAL</b>	

**NOTE: In the follow up report, copies of expenditure receipts must be provided to verify all costs.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**Submit to:**  
**Coach Development Grant Application**  
 Coaches Association of Saskatchewan  
 1870 Lorne Street, Regina, SK S4P 2L7  
 Fax: (306) 781-6021 • Email: coach@sasksport.sk.ca



# COACH DEVELOPMENT GRANT

## Follow Up Report Form

Please complete all sections:

Name:			
Address:			
City/Town:		Postal Code:	
Phone:		Email:	

**1. Activity details:**

Activity/event attended: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**2. Provide a detailed overview of the coach development activity that you attended:**

**3. Provide the learning objectives and outcomes that were realized from participating in this Professional Development opportunity:**

4. Please indicate how the knowledge gained from this event will be shared with other coaches in the Province:

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5. **Financial Report:** (include "actual" revenues and expenses)

<b>Financial Report</b>	
<b>Revenue:</b>	
<b>TOTAL</b>	
<b>Expenses:</b>	
<b>TOTAL</b>	

**NOTE:** Copies of expenditure receipts must be provided to verify all costs.

The follow up report is due within 30 days of completion of your coach development activity/event.

In signing below I verify that all the information contained in this follow up report is true and correct.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**Submit to:**  
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