

POLICY GUIDELINES ON THE DISBURSEMENT OF GRANT FUNDS IN SUPPORT OF SPORT DEVELOPMENT/ ACTIVITIES

1.0 INTRODUCTION

The purpose of this document is to update policy guidelines governing the disbursement of grants to applicants meeting the requirements for participation in a financial assistance programme for sport development/activities. Through these guidelines, the Government of Trinidad and Tobago seeks to provide greater clarity and direction regarding this programme targeted towards the development and support of sport activities in the context of a changing environment.

As the lead funding agency for initiatives associated with the development and delivery of sport services/activities, the Ministry of Sport and its affiliate¹ provide grant funds aimed at assisting individuals and structured entities engaged in sport development activities and the tenets outlined in the national policy for Sport.

These guidelines define stakeholder groups and outline the process involved in participant funding in a contextual framework. It presents a tiered structure that categorises programme applicants and identifies the conditions and requirements under which grant funds will be considered.

2.0 POLICY OBJECTIVES

The specific objective of these Policy guidelines is to provide grant funding to groups, organisations and other entities in support of their plans, programmes and activities that foster sport development, facilitate athletic performance and engender a spirit of community living. General objectives are to:

¹ The Sports Company of Trinidad and Tobago Limited

- Facilitate and support initiatives for the promotion of excellence in sport development at the national and community level
- Assist National Sport Organisations and other related entities to implement institutional and capacity building projects
- Encourage structured entities to deliver programmes and activities that promote excellence in sport
- Facilitate the competency/proficiency levels of individuals/organizations/entities engaged in sport development
- Facilitate attendance at Exhibitions, Festivals, Meetings, Workshops, Seminars and Conferences
- Support Research, Training and Development in the area of sport.
- Facilitate the implementation of Projects that support the National Sport Policy

3.0 FUNDING CONSIDERATIONS

The policy guidelines identify the stakeholder groups which will be considered under this programme. The groupings are tiered and relate to varying categories of stakeholders for which specific requirements have been described.

In keeping with Financial Regulations and Accounting Procedures for treating with Government funds, applicants requesting grants under this programme will be required to adhere to the terms and conditions of the Application-to-Approval process governing the disbursement of funds. Details of these arrangements are outlined in the relevant sections of this document and are specific to the categories within which the applicant falls.

4.0 POLICY COMPONENTS

This policy treats with the following components governing the provision of grants to eligible applicants. These include:

- Programme Structure
- Qualification Criteria

- Registration Procedure
- Application-to-Approval process
- Disbursement of Funds
- Time Frame
- Hosting Events/Tournaments
- Monitoring Procedures
- Other Conditions
- General Provisions

PROGRAMME STRUCTURE

for

Sport



9.0 PROGRAMME STRUCTURE – SPORT

Applications for grant funds shall be considered on a tiered structure for Sport related entities. A definition of tiers in both categories is indicated, and terms and conditions related to each layer are outlined.

9.1 SPORT-RELATED DEVELOPMENT//ACTIVITIES - SPORT

Applicants for **Sport related development/activities** will fall into one of three categories. The structure and definitions follow:

- National Sporting Organisations
- Sport Serving Bodies
- Individuals

9.1.1 NATIONAL SPORTING ORGANISATIONS - ((NSOs))

A *National Sporting Organisation* is the authority recognized by the Ministry of Sport for the administration of sporting disciplines under its jurisdiction including the right to select national teams for those disciplines and has the largest number of affiliates/ clubs/ associations representing a national cross section. It is desirable that the NSO is sanctioned by the international governing body for the sport.

Criteria for Recognition as an NSO:

1. Registration with the Ministry of Sport which includes but is not limited to:
 - Registration as an incorporated entity with the Ministry of Legal Affairs or by an Act of Parliament
 - Registration with the Board of Inland Revenue
 - Approved Constitution²
 - Affiliation to the International Governing Body recognised by the Ministry
2. Audited Financial Statements
3. Strategic Plan including history of Organisation and Organisational Chart
4. Annual Operational Plan
5. Development Plan for total participation in sport and high performance sport

² Constitution should be in keeping with the parameters established by the MoS, TIOC and International Governing Body for the sport.

6. Minutes of Last AGM (which include election of Officers)

9.1.2 SPORT SERVING BODIES

The category of *Sport Serving Bodies* refers to institutions, associations, leagues, clubs, community/ faith based and other recognised entities whose sole function or partial function is the conduct and coordination of sporting events/activities.

Sport Serving Bodies shall be registered with the Ministry of Sport/SPORTT and their respective NSOs where applicable.

Criteria for recognition as a Sport Serving Body:

1. Provision of evidence of the entity's success in similar type projects previously undertaken
2. Possession of an active bank account registered in the name of the organisation at a recognised financial institution
3. Having a formal structure in place which shall be the main decision making arm of the entity
4. Having basic rules and procedures governing its operation
5. Previous operation in the particular area of service for a satisfactory period prior to its request for assistance.

9.1.3 INDIVIDUALS

Under the terms of these policy guidelines, *Individuals* are citizens of Trinidad and Tobago who are actively engaged in physical education and sport development and who may not be attached to a Club, Association or NSO.

In this category, consideration will be given to the under mentioned prioritised articles:

- Airfare to and from sporting destination for training and competition
- Purchase of sporting equipment (training and competition)
- Capacity building

Applicants in this category should submit:

- Birth Certificate or Passport as evidence of Trinidad and Tobago citizenship
- Two (2) Testimonials attesting to their suitability for assistance (airfare/equipment)
- Documentation from recognised host authenticating the activity to be funded (airfare/equipment)

10.0 REGISTRATION PROCEDURE - SPORT

The registration process forms an integral part of this Programme and applicants are strongly advised to adhere to procedural requirements for Registration to avoid delays in the processing of their requests for financial assistance.

Registration is a three (3) step process that involves:

1. Application
2. Verification
3. Certification

Registration for Sport related entities shall be renewed biennially

11.0 APPLICATION-TO-APPROVAL PROCESS - SPORT

Organisations and individuals requesting grant funds from the Ministry of Sport and/or its affiliates shall be guided by the following:

Application procedure for Sport related Activities/events:

1. Proposals shall be submitted to the Ministry or its affiliate on the relevant form for the respective category, at least two months prior to the start of the project/activity.

Where applicable, all applications for grants should be accompanied with evidence of significant efforts at fund raising.

2. Once proposals have been submitted they will be subjected to a process of verification for authenticity and relevance.
3. All applicants will be informed within three (3) weeks from receipt of submission whether their request has been approved and the estimated time of disbursement. Where necessary, in instances where the proposal has not been approved, feedback will be provided to the applicant to help build his/her capacity in the development of such proposals in the future.
4. The signing of a Service Level Agreement will bind the successful applicant to carry out activities in accordance with the Ministry of Sport or its affiliate's Standard Terms for Funding and Service Level Agreement for programmes to be conducted during the relevant fiscal year.

12.0 TIME FRAME FOR PROCESSING REQUESTS - SPORT

12.1 NATIONAL SPORTING ORGANISATIONS

Subvention requests from NSOs should be submitted to the respective departments by end of February of each year to facilitate planning considerations for preparation of the MoS' annual budget estimates. Applications must be fully supported by the documentation listed below:

- Audited Financial Statement for the last year of Business
- Annual Operational Plan
- Minutes of Last AGM (and where necessary, election of Officers)

Upon assessment of annual requests, approved subventions shall be disbursed in quarterly tranches. Requests for subsequent quarters shall be made two weeks prior to completion of the preceding quarter.

Provide on a quarterly basis, activity/status reports on the service or project indicating expenditure, achievement of stated objectives.

12.2 SPORT SERVING BODIES AND INDIVIDUALS

Grant applications should be submitted to the respective departments with relevant supporting documents two (2) months prior to the start of the activity.

Applicants shall submit a Performance/Service/Activity report including statement of income and expenditure, where necessary, within ten (10) working days upon completion of the activity.

13.0 GENERAL CONSIDERATIONS – SPORT

Funding of organisations is linked to the strategic operations of these bodies and the Service Level Agreement.

The Ministry's investment in sport development areas is outlined as follows:

Sport Investment Centre	Percentage of MSYA's Budget Allocation
High performance	25%
Sport development	35%
Provision of administrative support and services	5%
Total participation growth programme	20%
Capacity building	5%
Discretionary	10%

This formula is to be utilised for National Sporting Organisations, Sport Serving Bodies and Individuals.

The provision of funding for sport activities will be disbursed from the investment centre of the MoS/ SPORTT based on the formula as follows:

- High performance -Maximum of 40% of project cost
- Sport development -Maximum of 60% of project cost
- Provision of administrative support and services -Maximum of 50% of project cost
- Total participation growth programme -Maximum of 60% of project cost
- Capacity building -Maximum of 50% of project cost
- Discretionary -Maximum of 10% of cost

13.1 BRIGHTON DECLARATION ON WOMEN AND SPORT

As a signatory to the 1996 **Brighton Declaration on Women and Sport**, Trinidad and Tobago is challenged to accelerate the process of change that would redress the imbalances women face in their participation and involvement in sport. This declaration provides the principles that should guide action intended to increase the involvement of women in sport at all levels and in all functions and roles.

In its new role as premier facilitator and provider of policy direction and professional services for sport development in an equitable manner, the Ministry of Sport and its affiliates aim to develop a sporting culture that enables and values the full involvement of women in every aspect of sport. Through the medium of this Grant facility, proposals that promote the aims and principles of the Declaration will be supported. These include:

- ✓ Equity and Equality in Society and Sport
- ✓ Facilities
- ✓ School and Junior Sport
- ✓ Developing Participation
- ✓ High Performance Sport
- ✓ Leadership in Sport
- ✓ Education, Training and Development
- ✓ Sport Information and Research
- ✓ Resources
- ✓ Domestic and International Cooperation

13.2 WORLD ANTI-DOPING AGENCY

Trinidad and Tobago is a signatory to the UNESCO International Convention against Doping in Sport, and through the Trinidad and Tobago Olympic Committee's membership in the **World Anti-Doping Agency** (WADA), has accepted the World Anti-Doping Code. The Code is the core document that provides the framework for harmonised anti-doping policies, rules and regulations within sports organizations and among public authorities.

As a member of the above organisations, the Government of Trinidad and Tobago through the Ministry of Sport is mandated to enact legislation that shall give formal legal effect to the provisions of both the Convention and the Code, as well as establish a National Anti Doping Organization (NADO) that shall administer and adjudicate over anti-

doping matters within the country. Until such time that appropriate legislation is promulgated, Trinidad and Tobago enjoys membership in the Regional Anti-Doping Organisation (RADO) that is currently headquartered in Barbados.

Grant funding shall play an important part in ongoing efforts to combat doping in sport, particularly in the areas of research, sports medicine, and the continuing education of athletes, training staff, support personnel and National Sporting Organizations.

13.3 SPORT EXCELLENCE ASSESSMENT SYSTEMS

The development of **sport excellence assessment systems** will include the Canadian Long-Term Athlete Development (LTAD) model and/or the Australian Sports Commission's Elite Athlete Pathway (EAP) model which will identify the specific stages of athlete development from participation in sport to sporting excellence at the high performance level. Funding consideration will be given to facilitate the creation of a high performance system model that is specific to Trinidad and Tobago's requirements.

The MoS has also adopted the Commonwealth Plan of Action for Youth Empowerment (PAYE) and will support activities to aid in its implementation.