

PARA-CYCLING DEVELOPMENT FUNDING GUIDELINES

PURPOSE

To support cycling clubs and provincial sports organizations in the development and recruitment of para athletes, Cycling Canada has made available funding and technical assistance opportunities. This funding and technical assistance will be provided through two types of agreements. The first will predominantly focus on introduction to competition and helping meet athlete quotas for Canada Summer Games in 2025. The second type of agreement will focus on recruitment activities. Subject to annual evaluations, applicants could be provided with funding and assistance from one to multiple years. Funding will be available to existing and emerging programs. The long-term objective for the Para cycling development fund, is for these programs to operate financially independently of Cycling Canada, however we expect some financial assistance will be required over multiple years prior to achieving this objective. The framework for this initiative is summarized below.

TYPES OF INITIATIVES

Introduction to Competition

Focus on athlete development and the support of athletes already involved in para-cycling.

Athlete Recruitment Activities

Program that intends on recruiting new para athletes with a goal of introduction to competitive para-cycling.

ELIGIBILITY

Eligible Organizations

- Provincial Sports Organizations
- Cycling Clubs
- Para Sport Organizations

Eligibility Requirements Introduction to Competition Funding

- The program operates as a non-profit organization as designated by The Canadian Revenue Agency;
- Program Coaches are at a minimum NCCP Trained Status Introduction to Competition and are working toward achieving certified status;
- Project staff have completed a criminal background check;
- Coaches have completed CCES anti-doping training;



- The organization is willing to match funding at a minimum of up to 50% of the Para Cycling Development Funding.

Eligibility Requirements Athlete Recruitment Activities Funding

- The program operates as a non-profit organization as designated by The Canadian Revenue Agency;
- Program Coaches are at a minimum NCCP Trained Status Community Initiation;
- Program staff have completed a criminal background check;
- The organization is willing to match funding at a minimum of up to 50% of the Para Cycling Development Funding.

FUNDING

Eligible programs may be awarded grants of between \$5,000 and \$15,000 each. Funding is intended to cover program costs over a 12-month period, from Jan. 1 to Dec. 31, though exemptions may be approved if requested at the time of application. Payment will be split over two payments.

Preference will be given to organizations that are able to contribute at least 50% of the amount awarded by Cycling Canada (for example, if Cycling Canada is contributing \$10,000 to a program, the organization must invest at least \$5,000 into that program).

APPLICATION PROCESS

Date	Action
15 July 2020	Communication of funding program to partners
1 October 2020	Deadline for 2020 Applications on Jotform
November – December 2020	Application review period
15 January 2021	Notification of funding amount
15 March 2021	70% of funds sent to organizations
15 September 2021	Deadline for final report
30 September 2021	30% of remainder of funds sent to organizations
1 October 2021	Deadline for 2021 Applications on Jotform; Review of programs with existing funds
November – December 2021	Review of new, and renewal of existing applications

All organizations will be asked to submit their application via the Para-cycling Development Funding Application online form [here](#).

SELECTION PROCESS

Applications will be reviewed and evaluated by an advisory group consisting of, the Para-cycling NextGen Coaches, Para-cycling Head Coach, the Para-cycling Program Coordinator and Cycling Canada’s



High Performance Director. To finalize the application process, successful applicants will be contacted for an phone or Zoom interview.

REVIEW PROCESS

Submission of a program status report and budget must be submitted by September 15, 2021. The submission document is available on pages 4-7 of this document. The review of programs currently being provided funding, will be conducted annually during the month of October. The program will be notified of renewal of funding no later than November 30, 2021.

CONTACT

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Para-cycling Program Coordinator

Cycling Canada

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PARA-CYCLING DEVELOPMENT FUNDING ANNUAL REPORT

This report is required from all funded development organizations supported by Cycling Canada. The completed report should be submitted to Emily O'Connor at emily.oconnor@cyclingcanada.ca by September 15, 2021.

EVALUATION PROCESS

Introduction to Competition Evaluation Rubric:

Element	Basis for evaluation
Program Alignment	<ul style="list-style-type: none"> The program is working effectively with regional Clubs, Provincial Sport Organizations, and Cycling Canada to create a cohesive development model.
Coach Certification	<ul style="list-style-type: none"> Program Coaches are at a minimum NCCP Trained Status Introduction to Competition and are working toward achieving certified status; Coaches have completed a criminal background check; Coaches have completed CCES anti-doping training.
Recruiting	<ul style="list-style-type: none"> Actively engaging with para community and recreation organizations; Partnering with regional rehabilitation centres.
Reporting	<ul style="list-style-type: none"> Provide accurate budget and program expenditures reports related to Cycling Canada funding annually; Provide periodic updates on athlete progress. e.g. program numbers, athlete training and testing data, etc.; Provide brief reports on program activities as requested by Cycling Canada.
Governance	<ul style="list-style-type: none"> The program operates as a non-profit organization as designated by The Canadian Revenue Agency.
Performance	<ul style="list-style-type: none"> Program has met targets mutually agreed upon with Cycling Canada.

Athlete Recruitment Evaluation Rubric:

Element	Basis for evaluation
Program Alignment	<ul style="list-style-type: none"> The program is working effectively with regional Clubs, Provincial Sport Organizations, and Cycling Canada to create a cohesive development model.
Coach Certification	<ul style="list-style-type: none"> Program Coaches are at a minimum NCCP Trained Status Community Initiation; Have completed a criminal background check.
Recruiting	<ul style="list-style-type: none"> Program is actively engaging with para community and recreation organizations; Partnering with regional rehabilitation centres.
Reporting	<ul style="list-style-type: none"> Provides accurate budget and program expenditures annually to Cycling Canada;



	<ul style="list-style-type: none"> • Provide periodic updates on athlete progress and recruitment numbers; • Keep Cycling Canada updated on upcoming program activities.
Governance	<ul style="list-style-type: none"> • The program operates as a non-profit organization as designated by The Canadian Revenue Agency.
Performance	<ul style="list-style-type: none"> • Program has met targets mutually agreed upon with Cycling Canada.

PROGRAM UPDATE

Funded programs will be asked to evaluate their programs through the following questions:

Program Objective:	
Outline the original objective of the funding application.	
Impact:	
Identify how the program has impacted Para-cycling.	
Program Status:	
What is the current status of the program (regarding membership and coaching staff)?	
Program Challenges:	



<p>What challenges did you face in operating your program?</p>	
<p>What can Cycling Canada do to help your program be as successful as possible?</p>	
<p>Program Moving Forward:</p>	
<p>Indicate what your program plan and initiatives are moving forward.</p>	

MEMBERSHIP

Please list all members involved in the project.

Name	Class	DOB	City	Province	Email

COACHING STAFF

Please list all coaching staff involved in the project.

Name	NCCP #	City	Province	Email



BUDGET

Revenue	
<i>Include all revenue sources</i>	Amount
Cycling Canada Development Funding	
Other Funding Sources	
Organization Funding	
Total Revenue	\$
Expenses covered by Development Funding	
<i>Insert project expenses</i>	Amount
	\$
Expenses covered by other funding sources	
<i>Insert project expenses</i>	Amount
	\$
Expenses covered by Organization	
<i>Insert project expenses</i>	Amount
Total Expenses	\$

