



## **Development Projects Grant Application Guide**

## ***Table of Contents***

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Development Programs / Projects Objectives .....</b>	<b>3</b>
<b>3. Nature of the Projects .....</b>	<b>4</b>
<b>4. Development of partnerships .....</b>	<b>4</b>
<b>5. Guidelines for Developing Projects .....</b>	<b>4</b>
<b>6. Application process .....</b>	<b>5</b>
<b>7. Budgeting.....</b>	<b>5</b>
Coach/Facilitator Rates .....	5
Grant amounts .....	5
<b>8. Conclusion.....</b>	<b>6</b>
<b>9. Contacts .....</b>	<b>6</b>
<b>10. Development Projects Grant Application Form .....</b>	<b>8</b>

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## **1. Introduction**

One of Racquetball Canada's roles is to promote and increase participation in the sport across the country. In order to be successful in long-term growth in the sport, it is essential to develop partnerships with its Provincial Associations, local clubs and other community sport agencies, as these organizations have the same commitment to increase participation in racquetball and/or physical activity in general. Thus it is essential to work together in order to be successful in this common role.

Racquetball, like other sports, can be a great activity for life, as well as provide athletes, coaches and others the opportunity to compete in the sport at whatever level they may aspire to compete and/or participate. However, in order for someone to enjoy the pleasures and benefits of the sport, they have to be introduced to the sport. Thus Racquetball Canada is interested in supporting Development Projects that will increase participation in the sport.

Racquetball Canada has identified a number of groups of participants to focus on in order to increase their participation in racquetball, which are but not limited to the following:

- Female participants;
- Aboriginal participants;
- Athletes and participants with a Disability;
- New Canadians;
- Youth;
- Young adults.

Racquetball Canada has developed a number of resources, such as, the Badge Program, Lesson Plans, Coach Development, How to Guides etc., which can be used in the delivery of innovative programs and projects to increase participation. There are also human resources at the national, provincial and local levels that can assist clubs or community organizations to initiate a variety of developmental projects.

Naturally, many development initiatives require financial resources in order to realize such projects. Therefore, Racquetball Canada is prepared to commit financial resources to assist regional and local racquetball organizations to develop and deliver successful projects aimed at increasing participation in the sport. This Guide will assist these organizations to develop and submit their grant application. Also applicants can contact national staff at any time for clarification or assistance in developing their project.

Racquetball Canada has a number of existing Development Programs, such as the Development Centre Grants, Coach Education, etc., that have already established application procedures which remain in effect. Therefore, this Guide applies to other development projects related to the above-mentioned areas.

## **2. Development Programs / Projects Objectives**

The primary objective for supporting a project is to increase participation in racquetball of one or more of the groups noted in the introduction. For example, female participants, as well as youth have been identified as being under-represented in racquetball. Other groups have also been identified as being under-represented. Therefore, Racquetball Canada is most interested in increasing their participation in the sport.

There may be a variety of reasons for the under-representation of certain groups and also participation in general. Thus it is important to develop programs or projects to address these reasons and to increase capacity to provide programs.

### **3. *Nature of the Projects***

The nature of the projects can be quite varied based on the needs of a particular community. Initially, Racquetball Canada would like to focus on projects orientated to increasing participation of female, Aboriginal and New Canadian participants, as well as those with a disability.

Other projects targeting youth and young adults will also be considered within the capacity of Racquetball Canada's funding.

The following are just a few general examples of the nature of possible projects. This is not a definitive list of projects, but simply presented to stimulate the development of specific projects.

- Providing introductory clinics and instruction programs for female participants for different age categories;
- Development of female competitive and participation level leagues;
- Introductory clinics and instructional programs for Aboriginal groups;
- Introductory clinics and instructional programs for New Canadians;
- Introductory clinics and instructional programs for people with some form of a physical or intellectual disability.

### **4. *Development of partnerships***

There are many organizations (potential partners) within a community that have similar roles and objectives to promote health and wellness through physical activity and sport.

Racquetball Canada realizes that the development of partnerships is important for the success of many projects, depending on the nature of the project. Partnerships can also contribute additional resources (physical, human, financial, etc.) to enhance the realization of the project. Thus, groups developing racquetball projects for submission are encouraged to consider the development of partnerships within their project if applicable.

For example, Community Centres, Municipal Recreation Services, YM/YWCAs, schools, etc. are always in search of ways to expand their programming to fulfill their roles and mandates, so the development of a partnership to deliver an introduction to racquetball project may be an excellent fit. Similarly, racquetball facilities have an interest in increasing their membership, so partnering with a local racquetball association to deliver introductory clinics / projects can be beneficial for both.

Thus, the development of partnerships within a project is encouraged but not mandatory for submitting a project for funding.

### **5. *Guidelines for Developing Projects***

These guidelines are presented to assist a racquetball organization (Provincial Association, local association, racquetball facility, club, etc.) to develop their project and to facilitate the submission for a grant to assist in the realization of the project.

- Identify under-represented groups of participants that you would like to introduce to racquetball and/or integrate into your existing programs;
- Develop some strategies to guide you or your group to integrate these participants in your organization or to stimulate their interest in racquetball;
- Determine if there are other people within your organization or other organizations who may be interested in assisting with the project (i.e. volunteers, coaches, active athletes / participants, etc.);
- Develop a plan for the project;
- Determine if there are deadlines associated with the project and integrate these deadlines within the plan (i.e. Racquetball Canada submission date, other organizations timelines, etc);
- Identify the resources (Physical - facilities and equipment; Human - leaders, coaches, etc.; Financial - budget) required to realize the project and how to attain these resources;
- Explore possible partnerships to contribute to the realization of the project and finalize an agreement where applicable;
- Develop a communications and promotional plan for the project;
- Complete the plan and the grant application for submitting to Racquetball Canada.

## 6. ***Application process***

Please use the Racquetball Canada grant application included at the end of this document for submission.

Submit completed applications to Jen Saunders, Director of High Performance and Sport Development at [admin@racquetballcanada.ca](mailto:admin@racquetballcanada.ca).

A committee composed of the Chair of the Athlete Development Committee and Racquetball Canada staff will assess applications. The grant applications will be assessed on the following criteria:

- Quality of the submission
- Budget
- Impact of the application on Racquetball development

The review process will be completed as soon as possible after the application is received. Applicants will receive notification of status.

## 7. ***Budgeting***

### ***Coach/Facilitator Rates***

Use the following rates for developing your budget related to facilitation and coaching:

- Coaches with Competition Introduction or higher is \$40.00 an hour.
- Coaches with Community Sport or Competition Introduction trained status are entitled to \$25.00 an hour.
- Assistant honorariums (with no coach training through NCCP) is \$15.00 an hour. This rate could be increased depending on the expertise of the assistants. This increase would be up to the judgment of the Grant Committee.

### ***Grant amounts***

Consideration will be given to combining grants upon request.

- Aboriginal Programming – total grant money available \$750.00  
3 grants – each grant maximum 250.00



- Junior/Development – total grant money available 4000.00  
8 grants – each grant maximum \$500.00
- Women's Programming –total grant money available 2,000.00  
4 grants – each grant maximum \$500.00
- Athletes with a Disability –total grant money available 2,000.00  
4 grants – maximum \$500.00

## 8. **Conclusion**

We are all interested in promoting Racquetball and increasing participation across the country. Racquetball Canada and Provincial Associations have developed various program and resources aimed at increasing participation of various groups. Providing development grants to assist racquetball organizations to increase participation / memberships is another way Racquetball Canada can contribute to this common objective.

## 9. **Contacts**

If additional information is needed in developing your development project or grant application you may contact the following:

Bobbie Mack, Chair Athlete Development Committee  
[bgmack@live.ca](mailto:bgmack@live.ca)

Jen Saunders, Director of High Performance and Sport Development:  
[admin@racquetballcanada.ca](mailto:admin@racquetballcanada.ca)

Kathy Brook, Executive Director  
[execdirector@racquetballcanada.ca](mailto:execdirector@racquetballcanada.ca)

Provincial Associations' executive members and staff are also another valuable resource to assist you in developing and realizing your projects & programs.

### **Provincial Staff**

Saskatchewan:	Sara Toth, <a href="mailto:stoth@racquetballsask.com">stoth@racquetballsask.com</a>
Alberta:	Barb Stein, <a href="mailto:ed@albertaracquetball.ca">ed@albertaracquetball.ca</a>
Manitoba:	Jen Saunders, <a href="mailto:racquetball.exec@sportmanitoba.ca">racquetball.exec@sportmanitoba.ca</a>
Quebec:	Michel Seguin, <a href="mailto:michel.seguin@sports-4murs.qc.ca">michel.seguin@sports-4murs.qc.ca</a>

### **Presidents/Provincial Reps**

B.C:	Cheryl McKeeman, <a href="mailto:cherylmckeeman@hotmail.com">cherylmckeeman@hotmail.com</a>
Alberta:	Mitch Brayley, <a href="mailto:mitch.brayley@outlook.com">mitch.brayley@outlook.com</a>
Saskatchewan:	Karla Drury, <a href="mailto:k.drury@sasktel.net">k.drury@sasktel.net</a>
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Nova Scotia:	Dan Smith, <a href="mailto:danielpetersmith007@gmail.com">danielpetersmith007@gmail.com</a>
New Brunswick:	Mike McCabe, <a href="mailto:nbracquetball@gmail.com">nbracquetball@gmail.com</a>

P.E.I. Allan Meston, [allan.meston@bellaliant.ca](mailto:allan.meston@bellaliant.ca)  
NFLD & Labrador: Paul Nolan, [paulnolan@nl.rogers.com](mailto:paulnolan@nl.rogers.com)

## 10. Development Projects Grant Application Form



Indicate which of the following category/categories your project falls under.

- ☐ Development
- ☐ Women's Programs
- ☐ Aboriginal Programs
- ☐ Athlete Development
- ☐ Coach / Official Development
- ☐ Athletes with a Disability
- ☐ Other Unique & Creative Ideas

1. Name of Organization:

2. Address:

Postal Code:

Telephone: (Home)

(Work)

(Cell)

Fax:

E-Mail:

3. Project Manager/ Contact Person:

(Contact information, if different than the above)

4. Name / Title of the Project:

5. Is this a new ( ) or existing ( ) project

6. Describe the project for which you are requesting funds:

Objective (s) of the project:

Participants:



Description of the project (planned activities, facilities, leaders, etc.):

7. Total cost of this project – present a budget for the project (including revenue & expenses):

8. What amount of funds are you requesting from RC? (Provide breakdown)

9. Describe the benefits to the development/promotion of racquetball, increase participation and/or players/athletes/coaches.

10. What are your plans for retaining new participants?

11. Please list any partnerships that are involved in this project & describe their contribution.

12. When will this project begin and when will it be completed?

13. Authorized representatives of your organization(s) - Contact Person(s):

a) \_\_\_\_\_  
Print Name Signature

b) \_\_\_\_\_  
Print Name Signature

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

**Note:** A final report and original receipts will be required.

**Please submit Grant Proposals to Jen Saunders at [admin@racquetballcanada.ca](mailto:admin@racquetballcanada.ca)**