



**SASK SPORT**

Funded by the  
Government  
of Canada

Financé par le  
gouvernement  
du Canada

**Canada**

# **COVID-19 EMERGENCY SUPPORT FUND FOR SPORT ORGANIZATION CRITERIA – PSOs/MSOs**

## **Description**

The Federal Government recently announced a Sport Emergency Fund of \$72 million that will be provided to the Canadian Sport System to address COVID-19-related support to three levels of sport in Canada:

1. National Sport Organizations
2. National Athletes Training for 2021 Olympics
3. **Provincial/Territorial (P/T) Sport Organizations**

The P/T Sport Organization funding will flow from the Federal Government to the appropriate P/T government. Sask Sport will administer the funding to Provincial Sport and Multi-Sport Organizations (PSOs/MSOs) in Saskatchewan. In turn, PSOs/MSOs will administer the funding to their membership.

## **Purpose**

The COVID-19 Emergency Support Fund for Sport Organizations is for those organizations under the Province of Saskatchewan's jurisdiction **to ensure their continuity of operations and enabling them to continue contributing to the sport sector in the future.**

The Emergency Support Fund for Cultural, Heritage and Sport Organizations complements other Government of Canada measures to help Canadian workers and employers impacted by the COVID-19 pandemic, including the Canada Emergency Response Benefit (CERB), the Canada Emergency Wage Subsidy (CEWS), the Business Credit Availability Program (BCAP), and the Canada Emergency Commercial Rent Assistance for Small Businesses.

The COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations will provide temporary relief to support organizations. This Fund is intended to help maintain jobs and support business continuity for organizations whose cash flow and short-term operational viability have been negatively impacted by the COVID-19 pandemic.

Many organizations in the culture, heritage, and sport sectors face barriers to accessing Government of Canada measures already announced due to factors such as the cyclical nature of revenues, high rates of self-employment and contract work, and barriers to accessing credit.

## Terms and Conditions

1. PSOs/MSOs will need to attest to the need for these emergency funds in this application on behalf of their organization and/or its members. If organizations cannot attest to the need, the funds should not be applied for.
2. PSOs/MSOs are responsible to administer the distribution and follow-up of funds for their organization and/or its members.
3. The funds are not to be used to cover expenditures already funded under any other government COVID-19 emergency measures, including but not limited to the Canada Emergency Response Benefit, the Canada Emergency Wage Subsidy, the Canada Emergency Business Account, and the Canada Emergency Commercial Rent Assistance for small businesses.
4. All funding received from other government emergency or additional funding sources to address COVID-19 must be declared/identified (Table A).
5. Eligible organizations must be in good standing with the Sask Lotteries Trust Fund.
6. Funding from the Sask Lotteries Trust Fund is to be utilized before COVID-19 Emergency Support funds. (i.e. Annual Funding, MAP, etc.).
7. The funding and expenditures are for the period of **April 1, 2020 to March 31, 2021**.
8. Multiple revenue/grant sources cannot be used for the same dollar of expense. E.g. Source 1 = \$500, Source 2 = \$500 and Source 3 = \$500; there must be a minimum of \$1500 in expenses.
9. Your organization will make every effort to remain operational; the funding provided will help ensure a continuity of operations, enabling your organization to continue contributing to the sector in the future.
10. A follow-up will be required by **May 15, 2021** and must include a final report that outlines financial distribution, accountability and project details on how the funds were used. A template will be provided.
11. Organization's that receive funds must permit Sask Sport to conduct an audit of the organization's records specific to these emergency funds should it be deemed necessary.
12. Recipients of these funds must recognize the Government of Canada for the support.

## Allocations

A two-stage approach will be used to allocate emergency funds to PSOs/MSOs impacted by COVID-19. Funding will not be allocated in its entirety at the front end, but rather through ongoing evaluation of each PSO/MSO, as the impact to fall and winter sports impacted by COVID-19 is unknown.

**Stage 1: An eligible amount is provided for each eligible organization to attest to and apply for.**

- An application may be submitted at any time up to **December 1, 2020**.

**Stage 2: Unallocated or returned funds from Stage 1 will be re-distributed to eligible organizations.**

- Additional allocations will be considered after **December 1, 2020**.

## Payments

- Full payment of the requested amount will be forwarded upon receipt and review of this signed Attestation and Application.
- Expenditures must take place within the period **April 1, 2020 – March 31, 2021**.
- This grant is allocated on the condition that the funds are to be used for the intended purpose as outlined. In the event that funds are not used for the intended purpose, it will be necessary to return them to Sask Sport.

## Follow-up Requirements

### PSO/MSO:

- Each organization must submit a final follow-up report. A copy of the follow-up report and financial documentation must be submitted to Sask Sport by **May 15, 2021**.
- The follow-up submitted must be substantiated by the PSO/MSOs audited financial statements when they become available. Revenues and expenditures for the funds must be clearly identified either in the body of the statement, in the schedules or notes to the statements.
- The PSO/MSO is responsible for reviewing the follow-ups submitted by member clubs/teams/leagues and compiling them into the final report.
- Documentation (receipts) to verify expenditures can take various forms but should at a minimum:
  - Indicate name of recipient (person or business) of the funds.
  - Describe goods or services provided for payment.
  - Disclose the amount of the payment.
  - Include the date that the goods/services were purchased (**April 1, 2020 – March 31, 2021**).
  - Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back).

**NOTE:** Legible copies of documents for financial accountability (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSGB but should be maintained by the local club/community organization submitting the grant follow-up report.

### Member club/team/league:

- Member clubs/teams/leagues are required to submit a completed follow-up report and financial documentation (receipts) to your organization. A template will be provided.