



## 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 and Sustainable Support

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

#### Athlete Recruitment Activities

Program that intends on recruiting new para-cyclists with a goal of introduction to competitive para-cycling. Priority will be given to organizations that are kick-starting a new program in areas of the country that have limited resources for para-sport introduction.

### 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.
- Priority will be given to new programs that are sustainable and aim at providing continuous support (year-round) to para-cyclists through coaching and education opportunities

**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;
- Priority will be given to new programs that show:
  - a strong follow up strategy towards new potential athletes (regular follow ups, guidance, and education opportunities);
  - And a proven willingness to collaborate with respect and transparency.

**FUNDING**

Eligible programs may be awarded grants of between \$1,000 and \$5,000 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 \$5,000 to a program, the organization must invest at least \$2,500 into that program).

**APPLICATION PROCESS**

Date	Action
15 April 2022	Communication of funding program to partners
1 June 2022	Deadline for 2022 Applications on Jotform
1-30 June 2022	Application review period
1 July 2022	Notification of funding amount
15 July 2022	70% of funds sent to organizations
15 September 2022	Deadline for final report
1 November 2022	Report review
1 December 2022	30% of remainder of funds sent to organizations
December 2022 – January 2023	Review of renewal of existing applications



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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 Cycling Canada's Head Coach, the Para-cycling Lead Coach, Advancement Camps Coaches, and Cycling Canada's High Performance Operations 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, 2022. 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 November. The program will be notified of renewal of funding no later than March 15, 2023.

### CONTACT

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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](mailto:emily.oconnor@cyclingcanada.ca) by September 15, 2022.

**EVALUATION PROCESS**

**Introduction to Competition Evaluation Rubric:**

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

**Athlete Recruitment Evaluation Rubric:**

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



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

## PROGRAM UPDATE

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

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



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

## MEMBERSHIP

*Please list all members involved in the project.*

Name	Class	DOB	City	Province	Email

## COACHING STAFF



# CYCLING CANADA CYCLISME

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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	
<b>Total Revenue</b>	\$
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
<b>Total Expenses</b>	\$