



## **SQUASH CANADA'S WOMEN IN SQUASH ENCOURAGEMENT FUND APPLICATION GUIDE**

The purpose of this Application Guide is to help you complete the application as easy as possible. If you have questions or need additional assistance, please contact the fund administrator Tara Mullins at [tara.mullins@squash.ca](mailto:tara.mullins@squash.ca)

### **Introduction**

Funding for gender equity in sport was announced in the federal budget 2018 and aims to achieve gender equity in sport at every level by 2035. The Women in Squash Encouragement Fund has been established to promote women and girls participation in Squash in Canada. The fund will support stakeholders looking to develop new and/or expand current initiatives that build capacity for gender equity in Squash.

### **Funding Amount**

The aggregate total for the Women in Squash Encouragement Fund in this fiscal year to be awarded by March 31, 2021 is \$7000. The Fund will award:

- ten grants valued at \$700\*

\*The amount approved for each initiative could be more or less than the amount requested and will be based on the number of requests received, how closely the initiatives meet criteria, and consideration for providing support across the country.

### **Application Process Timeline**

The application process timeline is 6 weeks. More specific dates are:

- June 22: Application guidelines will be posted on Squash Canada's website. Communications will be sent out
- June 24 Online application opens
- July 24 @ 11pm EST: Application deadline
- July 25 to August 2: Applications will be reviewed
- August 10: Recipients will receive notification of the outcome of their funding request

- August 17: Recipients will be announced on Squash Canada's Webpage and Social Media

## **Eligible Applicants**

Eligible applicants include:

- Provincial/Territorial squash associations
- Club administrators
- Club Squash Professionals
- Community leaders and/or organizations
- Schools
- Squash Associations\*
- Committees\*
- Squash players\*

\*Associations, committees and squash players must demonstrate in their application support to be received by their local Provincial/Territorial squash associations, squash professional(s) and/or club facility.

Applicants must be members of or affiliated with their respective provincial/territorial squash association.

## **Eligible Activities**

Eligible initiatives could include but are not limited to the following areas:

- Programming (clinics, leagues, etc...)
- Events (tournaments, camps, etc....)
- Coaching (facilitating coaching courses and evaluations, guest pro workshops, etc...)
- Officiating (facilitating officiating clinics, etc...)
- Leadership Development
- Other activities that can demonstrate benefit of future female development

The activity must be completed/delivered by March 31, 2021\*\*.

\*\* Should the coronavirus affect the ability to run initiatives, initiative may be cancelled and/or postponement. Recipients will be notified of such actions by the Squash Canada Female Engagement and Gender Equity Committee.

## **Ineligible Requests**

- Multiple grant applications requesting funding for the same initiative

- Initiatives that have received WISE funding 2020/2021 from Canadian Women & Sport

## **Eligible expenses**

Eligible expenses include costs necessary to carry out the initiative which are deemed reasonable under the Women in Squash Encouragement Fund. Examples of expenses include but are not limited to:

- Coaching fees, facilitator honoraria
- Venue costs, equipment purchases\*
- Promotional fees (including marketing, communications, printing)
- Travel costs related to carrying out the initiative
- Participant registration fees

\* Equipment must remain the property of the funded initiative and will be considered if the applicant clearly demonstrates how this will be achieved

## **Ineligible expenses:**

Ineligible expenses include but are not limited to:

- Personal items
- Prize money/awards to athletes
- Fundraising
- Cost of sales
- Capital projects (such as building courts or renovating a facility)
- Retroactive initiative costs (costs incurred before receiving the grant will not be eligible for reimbursement)
- Liquor and alcohol
- Uniforms
- Insurance

## **Assessment Criteria**

Applications will be assessed based on the following criteria:

1. The application identifies a need and/or opportunity
2. The application describes a barrier to address
3. The initiative was designed with best practices for girls/women's programming in mind

4. The initiative is feasible, will reach its intended audience, and is likely to achieve the expected benefits and outcomes for participants
5. The budget is realistic. The application demonstrates the rationale for the funding requested and how other financial resources will be secured to support the initiative if needed
6. The number of participants impacted by the initiative
7. The initiative will be completed no later than March 31, 2021
8. Expenses relate directly to the planned initiative
9. The proposed expenses for the project are eligible
10. The initiative has a capacity building impact
11. The initiative addresses safety and inclusion
12. The description of the initiative considers a sustainability plan and/or consideration is given to long-term impacts on participants

## **Review Process**

- Successfully submitted applications will receive an email confirmation within one week of applying
- All applications will be reviewed, evaluated, and chosen by Squash Canada's Female Engagement Committee
- Selected fund recipients will be notified by email by August 3, 2020

Please note: We will not be able to respond to inquiries regarding the status of individual applications. We are also not able to provide individual feedback on unsuccessful applications.

## **Expectations of Fund Recipients**

Women in Squash Encouragement Fund recipients will be required to:

- Sign an agreement with Squash Canada
- Spend funding between August 4 2020 to March 31, 2021
- Document the initiative through photos, testimonials, and social media posts
- Recognize Squash Canada and the Government of Canada in the delivery of the initiative (Logos and guidelines will be provided)
- Complete a project report including qualitative and quantitative details

## **Payment and Claims Procedures**

Funds will be awarded to successful applicants as follows:

- 100% within 21 days of the completion of the initiative, the recipient must submit a report, to the attention of the Squash Canada Executive Director, along with copies of documentation for eligible expenses sufficient to cover the approved amount

- Upon specific request, Squash Canada will consider an advance payment to the recipient of 50% of the approved amount

## **Other Resources**

We highly encourage applicants to review the following resources:

- [Actively Engaging Women and Girls: Addressing the Psycho-Social Factors](#)
- [Responsible Coaching Movement](#)

## **How to Apply**

Applications can be submitted here: [Women in Squash Encouragement Fund Application](#)

Squash Canada does not require that applications include only female initiatives; the fund will consider and support initiatives that are inclusive of gender identities in squash.