**SQUASH CANADA’S INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY (IDEA) IN SQUASH FUND APPLICATION GUIDE**

The purpose of this Application Guide is to assist the applicant with completing the application with ease. If you have questions or need additional assistance, please contact the Director of Sport Development Geoffrey Johnson at info@squash.ca.

**Introduction**

The Inclusion, Diversity, Equity and Accessibility Fund (IDEA) has been established to promote participation in Squash within Canada of BIPOC (Black, Indigenous, People of Color), people living with disabilities (both visible and invisible); LGBTQIA2S+; religious minorities, neurodiverse population; and others marginalized based on their ethnicity and other identity factors. The fund will support stakeholders looking to develop new and/or expand current initiatives that build capacity for inclusion, diversity, equity, and accessibility in Squash.

**Funding Amount**

It is expected that the IDEA grants will be between $500 - $1500\*. Grants can be used between May 1, 2022, and March 31, 2023. The amount approved for the 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
* Sustainability through partnerships or revenue generation
* Consideration for providing support across the country

**Application Process Timeline**

* March 18: Online application opens
* Mar 30 at 11 pm EST: Application deadline
* Note: Applicants will be notified of their status by Squash Canada after we have received approval from Sport Canada

**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.

Provincial/Territorial Squash Associations are encouraged to submit applications/ initiatives that benefit multiple jurisdictions.

**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 IDEA development

The activity must be completed/delivered by March 31, 2023\*.

\* Should COVID-19 affect the ability to run initiatives, initiative may be cancelled and/or postponement. Recipients will be notified of such actions by the Squash Canada Office.

**Ineligible Requests**

Multiple grant applications requesting funding for the same initiative

**Eligible Expenses**

Eligible expenses include costs necessary to carry out the initiative which are deemed reasonable under the IDEA 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 inclusion, diversity, equity, and accessibility 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, 2023
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 (for example: partnerships, revenue generation) and/or consideration is given to long-term impacts on participants

**Review Process**

All applications will be reviewed, evaluated, and chosen by Squash Canada. Applicants will be notified of their status by Squash Canada after we have received approval from Sport Canada. 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**

IDEA Fund recipients will be required to:

* Sign an agreement with Squash Canada
* All Funding must be spent by March 31, 2023
* 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 final 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 Geoffrey Johnson, along with copies of documentation for eligible expenses sufficient to cover the approved amount
* We understand that many organizations are struggling to recover from Covid-19; therefore, Squash Canada will consider requests for advanced payment (initial payment up to a maximum of 75% with the remaining 25% upon completion for those organizations who prove their need). All final payments are contingent on final reports.

**Other Resources**

We highly encourage applicants to review the following resources:

* [SPORTS INCLUSION](https://ccgsd-ccdgs.org/wp-content/uploads/2020/09/Sports-Inclusion-Booklet.pdf)
* [What Is Intersectionality?](https://womenandsport.ca/wp-content/uploads/2020/09/What-is-intersectionality-infographic-pdf.pdf)
* [Responsible Coaching Movement](https://www.coach.ca/responsible-coaching-movement-s17179)

**How to Apply**

English applications can be submitted here: <https://www.surveymonkey.com/r/IDEASFundEnglish>