



## **T.O.P Club Bursary**

The T.O.P's purpose is to systematically guide and support Edmonton athletes and coaches along a sustainable pathway to National Podium Performances, and National Team Representation.

We know, that in order to achieve this, we need to support the capacity building of our clubs through all phases of athlete development, and we know that building capacity is critically tied to the retention of motivated coaches and strong club administration.

### **Grant Purpose:**

The revised purpose of the T.O.P Club Bursary is to assist Edmonton area track and field clubs to enhance coach retention and operation through a strategic approach to organizational capacity building.

Edmonton area clubs are encouraged to submit proposals for a maximum of up to \$20,000 (\$10,000 per year) in matching funds over a two-year (24-month) commitment.

The project proposal should focus on this question:

*What would help your club retain your coaches, as a result, grow your athlete pathways?*

### **Objectives:**

- To build capacity in the track and field sport sector through the development and retention of excellent coaches across coaching pathways.
- To increase the organizational capacity of clubs, enhancing their ability to build a positive sport culture, sustainable operation model, and quality athlete development pathways.
- To increase initiatives that develop and retain coaches at the regional level to the provincial and national level and increase the number of Edmonton coaches representing Canada at provincial, national and international competitions and training camps.

### **Club Qualifications:**

1. Clubs must be registered with Athletics Alberta as an "A" or "B" club and be members of the Edmonton Track & Field Council. Clubs must be in 'good standing' with both of these organizations. See Page 14 of [Athletics' Alberta's Club Policy](#) & [ETFC Bylaws](#) \* "C" Clubs may be considered at the discretion of the Committee.



2. Clubs must align with the following best practices and TOP Club Bursary requirements:
  - a. Commitment of equivalent matching funds from the club towards coach retention (\*equivalent to the amount being applied for from the Bursary)
    - i. The T.O.P Club Bursary must not be matched with funds from other grant streams.
  - b. It is strongly recommended that clubs have a casino, or are in the process of applying to obtain a casino.

**Expenses:**

<p><b>Eligible Expenses:</b></p> <ul style="list-style-type: none"> <li>● Childcare costs to attend coaching</li> <li>● Mentorship</li> <li>● Coach appreciation initiatives</li> <li>● Salary or wage increase</li> <li>● Club administrator (new position or newly paid position)</li> <li>● Meet support for coaches</li> </ul>	<p><b>Ineligible Expenses:</b></p> <ul style="list-style-type: none"> <li>● Individual Coach Professional Development Costs, such as NCCP Courses, Conferences etc. *These should be applied for through the TOP Coach Bursary</li> <li>● Club facility rentals and fees</li> <li>● Office space and supplies</li> </ul>
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In the instance that funds are used for purposes other than the approved expenses, funds must be returned to the to the T.O.P program.

**Application Process:**

1. Fill out the [online application](#). You will need the following to submit:
  - a. Project Proposal and Budget from Dec.1, 2022 - Oct.31, 2024
  - b. Up-to-date financial statements which have been signed by the club’s signing authority.
  - c. Board minutes signed by two signing authorities approving funds to be saved for the intended purpose and approving the club to apply for the grant.
  - d. Budget of Club Planned Expenditures for the year between October 1, 2022 – September 30, 2023.
  - e. Certificate of Incorporation.
  - f. Up-to-date Annual Return/Proof of filing.
  - g. List of current Board of Directors
2. Submit the application form and all required paperwork by the application deadline of November 6, 2022.



## **Reporting:**

All selected club recipients will be required to complete reporting bi-annually. A virtual review meeting will be completed at the mid year point each year (late April) with the club designates and the T.O.P Director. An Impact Report updating progress on the project to date will be required by October 31st each year. Reporting templates will be provided to approved applicants.

## **Bursary Timelines:**

1. November 6, 2022 - Bursary application deadline. No late applications will be accepted.
2. November 21-25, 2022- Successful applicants will be notified.
3. December 1, 2022 – Start of the project. Successful applicants will receive bursary via mail.
4. April 19-29, 2023 - Mid year reviews take place with clubs.
5. October 31, 2023 – Up to date financials depicting their matching funding commitment have been spent and an Impact Report is submitted.
6. Nov. 15, 2023 - Year 2 funding distribution will be issued.
7. April 2024 - Mid year reviews take place with clubs.
8. October 31, 2024 - Up to date financials and Impact Report due.

If you have any questions throughout the application process, please do not hesitate to contact:

### **Robyn Webster**

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