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PRESIDENTS
TERRITORIAL SPORT ORGANIZATIONS

Territorial Sport Organization Support Program

I am pleased to confirm that the Government of the Northwest Territories, in partnership with the Government of Canada, and in association with the Sport North Federation and the NWT Council of Sport and Recreation Partners, is proceeding with the launch of a new Territorial Sport Organization Support Program.

Supported financially by the Governments of the NWT and Canada, the program is designed to provide multi-year funding to Territorial Sport Organizations (TSO's) to hire administrative or technical staff to assist with program development and delivery thereby increasing sport and physical activity opportunities for all residents.

Normally, the Department would have developed draft guidelines for the program for review and comment by partners before it's launch. Given the late date in the fiscal year, and the related requirement in our funding agreement with the Government of Canada, we are proceeding with launching the program now so that some funding might flow before March 31, 2008.

In parallel with the program's launch, however, we are also seeking review and input from TSO's on possible refinements to the program requirements for fiscal year 2008-2009 and beyond. In recognition of the short timeframe for applications, we are also proceeding with a staged application process as follows:

1. For those TSO's who feel they are ready to apply now, applications for funding must be submitted by February 28, 2008, as outlined in the enclosed application process.
2. For those TSO's who need additional time, a letter of intent to apply must be submitted by February 28, 2008. The letter must outline the TSO's interest to pursue the program and the TSO's ability to identify the matching funding outlined in the program guidelines.

A joint committee will review all proposals and letters of intent received. The committee will include representation from the Department, the NWT Council of Sport and Recreation Partners, and the Sport North Federation. TSO's submitting full proposals will be advised as to their status prior to March 31, 2008.

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Unsuccessful TSO's, and those submitting letters of intent, will be notified in April as to the date that they must submit their updated or new application for review by the committee.

Please note, that the budget for this program is limited and it is anticipated that only four to six TSO's will be supported through the initiative. As such, no new applications will be accepted from TSO's who did not submit either a letter of intent or full application by February 28, 2008. Unsuccessful applications from TSO's will, however, be kept on file for future consideration should additional resources become available.

All TSOs are also invited to review the enclosed materials and to provide feedback directly to the Department on program design and proposal evaluation criteria. Please forward comments to Mr. Gary Schauerte, Manager Sport and Recreation Programs, at gary_schauerte@gov.nt.ca. All feedback will be carefully considered against the objectives of the Pan Territorial Sport Strategy.

We look forward to your participation in this program, not only through your feedback on program design, but also your access to this program to help build capacity for your sport in the Northwest Territories.

If you have any questions on this process please feel free to contact Mr. Schauerte at (867) 920-6192.

Sincerely,

A handwritten signature in black ink that reads "Ian Legaree". The signature is written in a cursive style with a large, sweeping initial "I".

Ian Legaree

Enclosures

c. Mr. Julian Tomlinson
Chair
NWT Council of Sport and Recreation Partners

Mr. Abe Theil
President
Sport North Federation

TERRITORIAL SPORT ORGANIZATION SUPPORT PROGRAM

PROGRAM GUIDELINES January 31, 2008

Background

Over the past two years the NWT Council of Sport and Recreation Partners has completed a series of consultations on the priority needs with the Northwest Territories sport and recreation system. It has become apparent that a lack of human capacity continues to be a significant issue to a number of partner organizations. Included in this assessment, is the ability of Territorial Sport Organizations (TSO) to deliver meaningful sport development opportunities in rural and isolated communities when they have to depend on volunteers, who despite being very committed do not have the capacity to take on more.

In recognizing this challenge for TSOs, and the resulting impacts on communities, the Government of the Northwest Territories (GNWT) has joined with the Government of Canada, the Sport North Federation and the NWT Council of Sport and Recreation Partners to establish a *Territorial Sport Organization (TSO) Support Program*. This program is funded through the Pan Territorial Sport Strategy for the period 2007 through 2010.

Purpose

The TSO Support Program was established to provide more Northwest Territories residents with opportunities to get involved in sport and physical activity. The resulting health and social benefits for participants are well established and are vital outcomes of this program.

The program has been designed to achieve this goal by providing TSO's with the resources necessary to employ program delivery and or administrative support staff and in doing so allow them to improve and expand the delivery of sport programming in all Northwest Territories communities.

Program Parameters

1. TSO's may apply individually or with other TSO's for a joint program.
2. TSO's must match the amount of funding that they are requesting in their proposal. Matching funds may include cash or in-kind contributions from own source revenues, corporate or other donations and up to 50% of the funding they receive from the Sport North Grant Allocation Program.
3. Proposals must outline the job responsibilities of the staff position.
4. Proposals must clearly outline the plan for the expanded delivery of sport development services in NWT communities. Sport development services include skill development or coaching clinics, competition and other events that increase the opportunity for more residents to participate meaningfully in sport. TSO's are encouraged to explore opportunities for developmental athletes to advance within a sport continuum (i.e. Developmental athletes are given opportunities to pursue higher levels of competition).



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5. TSO's may choose to have their employee focus on administrative responsibilities for their respective sport(s). However, a core element of the program must be community based sport development; for example, a TSO could identify that the employee will relieve a number of key volunteers of their administrative duties so that they can focus on sport development services.
6. The minimum funding for successful projects will be \$20,000. The maximum will not exceed \$50,000.
7. Proposals may contain initiatives that are aimed at all stages of the Long Term Athlete Development Model¹, however those proposals that focus solely on Training to Compete or Training to Win stages will not be eligible for funding. The intent of this program is to support developmental initiatives, rather than high performance.
8. Proposals where the job responsibilities of those who are hired include serving Team NWT Head Coach (multi-sport games, nationals, other high performance events) will not be considered. Additionally, the individual hired will be able to support the development of high performance selection process, but shall not be directly involved with the implementation of a selection process, nor on evaluating high performance athletes.
9. Proposals should reflect an interest in hiring and developing Northwest Territories residents with the qualifications or prerequisites necessary to deliver the services described by the TSO. TSO's proposing to hire staff from southern locations should provide clear rationale as to why it is necessary to do so.
10. Individuals serving on a TSO Board of Directors are not eligible to be employed by the same organization for this program.
11. TSO's are encouraged to seek partnerships with other sport or recreation delivery partners, including but not limited to the Aboriginal Sport Circle of the Western Arctic, Beaufort Delta Sahtu Recreation Association, or the Mackenzie Recreation Association or the NWT Recreation and Parks Association in order to strengthen their development plan.
12. Evaluation and reporting requirements for this program are prescribed in the funding agreement between the Governments of Canada and Northwest Territories that support this program. As such, TSO's are not required to identify evaluation plans in their proposals. However, successful TSO's will be required to work cooperatively with the sponsoring agencies to ensure that Federal reporting requirements are addressed adequately.
13. Employees hired through this program would be expected to commit at a minimum one year, and to a maximum of three years pending a review and extension of the program.
14. Priority consideration will be given to those proposals that are likely to impact the greatest number of residents across the Northwest Territories.

¹ Stages of LTAD include Active Start, FUNdamentals, Learning to Train, Training to Train, Training to Compete, Training to Win, Active for Life. (Long Term Athlete Development Model, Sport Canada)



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Proposal Development

TSO's are invited to submit proposal to establish staff positions within their organization(s). Proposals are not limited in scope; however they should address the following core areas:

- Complete budget, including identification of all sources of funding and full cost of employees (salary, benefits, Federal and Territorial payments, workers compensation etc.);
- Hiring plan;
- Job Description;
- Supervision hierarchy;
- Sport program development plan, including deliverables and timelines;
- Risk management plan;
- Liability Insurance reflecting the addition of an employee;
- Status with Legal Registries; and
- Evidence of good standing with Sport North Federation.

The deadline for proposals to be submitted is 5:00 p.m. on February 28, 2008. All proposals received by this date will be jointly evaluated by a committee composed of one representative each from the Government of the Northwest Territories, the Sport North Federation and the NWT Council of Sport and Recreation Partners.

All proposals must be submitted to:

Mr. Gary Schauerte
Manager, Sport and Recreation Programs
Government of the Northwest Territories
600, 5201 50th Avenue
Yellowknife NT, X1A 3S9
Gary_schauerte@gov.nt.ca
(867) 920-6192 (phone)
(867) 920-6467 (fax)



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**TERRITORIAL SPORT ORGANIZATION
SUPPORT PROGRAM**

EVALUATION CRITERIA RATING SCHEDULE

Draft

Criteria Element	Weight	Rating	Comments
Sport Development Plan	25%		
Communities targeted	5%		
Program description	10%		
Population target audience	5%		
Outcomes	5%		
Timelines	5%		
Employee Retention Plan	25%		
Recruitment	2.5%		
Hiring Process	5%		
Employee responsibilities	7.5%		
Supervisory hierarchy	2.5%		
Compensation and benefits	5%		
Employee evaluation	2.5%		
Partner Inclusion	20%		
Partners listed	5		
Roles and responsibilities	10%		
Roles and responsibilities for communities/governments	10%		
Budget	20%		
Revenues	5%		
Expenditures	5%		
In-kind contributions	10%		
Risk Management	10%		
Risk management plan	5%		
Employee Insurance Plan	2.5%		
Good standing with GNWT and Sport North Federation	2.5%		



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TERRITORIAL SPORT ORGANIZATION SUPPORT PROGRAM

EVALUATION CRITERIA

Territorial Sport Organizations, who are in good standing with the Sport North Federation and the Government of the Northwest Territories Legal Registries, are eligible to submit a proposal to the *Territorial Sport Organization Support Program*.

Proposals to the *Territorial Sport Organization Support Program* must include:

1. A sport development plan that is focused on creating opportunities for Northwest Territories residents to have more meaningful opportunities to participate in sport, more often. The plan must include all deliverables and timelines.
2. A comprehensive plan for recruiting, hiring, and compensating one individual for a period of no less than one year, and no more than three years. The plan must address all elements of liability, insurance and evidence of compliance with workers compensation requirements. The plan must also include a comprehensive listing of job responsibilities, and supervision hierarchy.
3. A description of all organizations that may be included as partners to the proposal, and their roles and responsibilities' as they relate to the implementation of the sport development plan.
4. Evidence of good standing with the Government of the Northwest Territories Legal Registries, and with the Sport North Federation.
5. A comprehensive budget that includes:
 - a. All revenues including in-kind contributions.
 - b. All expenditures including in-kind contributions.
 - c. All expenditures as they relate to hiring an employee.
6. Description of target audience for program, including a description consistent with the Canadian Sport For Life - Long Term Athlete Development program.



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Evaluation Criteria

Proposals including the elements described above will be evaluated against the following criteria:

Sport Development Plan (25%)

- Communities targeted
- Program description
- Population Target audience
- Outcomes
- Timelines

Employee Retention Plan (25%)

- Recruitment
- Hiring process
- Employee responsibilities
- Supervisory hierarchy
- Compensation and benefits
- Employee evaluation

Partner Inclusion (20%)

- Partners listed
- Roles and responsibilities
- Roles and responsibilities for community partners/governments

Budget (20%)

- Revenues
- Expenditures
- In-kind contributions

Risk Management (10%)

- Risk management plan
- Insurance, including employee insurance
- In good standing with GNWT and Sport North Federation



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