



RUGBY CANADA



GRANT MANUAL



**CANADIAN RUGBY
FOUNDATION**



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1. INTRODUCTION

Rugby Canada supports the growth and development of amateur rugby in all parts of Canada and is committed to building stronger communities through sport. This manual explains how funds raised by the Canadian Rugby Foundation are disbursed and contains details on the processes, procedures, criteria, rules and guidelines for grant applications and reporting by successful applicants.

For the purposes of this manual, applicants include those rugby clubs and provincial rugby unions in support of which funds have been donated to the Foundation. Each applicant should be familiar with the contents of this Manual and ensure that funds they receive, if their application is successful, are used in compliance with Rugby Canada and Foundation requirements.

This Manual is the product of a collaborative partnership between Rugby Canada, the Foundation and the grant applicants. It has been created to ensure that valuable projects for and on behalf of the Canadian amateur rugby community continue to be funded when needed.

2. FUNDING OVERVIEW

Rugby Canada is a Registered Canadian Amateur Athletic Association charged with promoting and developing amateur rugby across Canada. The Foundation is a registered charity that receives and holds donor-advised funds for various purposes, including the support of Rugby Canada's activities and purposes through clubs and other rugby organizations. Rugby Canada encourages those organizations to apply for grants to finance their activities. If an application complies with the requirements set out in this manual and is approved by Rugby Canada, Rugby Canada will request a donation of funds from the Foundation to support the use of project or activities identified in the application. If approved by the Foundation, the Foundation will make a donation to Rugby Canada. Rugby Canada may then use that donation to assist the successful applicant to fund the identified project or activities.



3. REQUEST BY GRANT APPLICANTS

ELIGIBILITY REQUIREMENTS

To be eligible for a grant, your organization must be a rugby organization in respect of which the Foundation then holds a donor-advised fund.

The purpose of the grant must demonstrably be restricted to activities, uses or projects that **promote, encourage and extend amateur rugby**.

TYPES OF PROJECTS CONSIDERED

The following are examples of the kinds of projects or uses for which a grant may be approved.

A. OPERATING EXPENSES including:

- Facilities
- Labour expense – reasonable salaries and benefits or honoraria for staff
- Member services
- Administration
- Provincial or national rugby union fees
- Competitions
- Miscellaneous

B. CAPITAL EXPENDITURES including:

- Equipment (facilities, strength & conditioning, training) if used exclusively for amateur sport
- In certain circumstances, Land and clubhouse purchase, development or long-term lease if used exclusively for amateur sport.

SUBMITTING YOUR GRANT APPLICATION

Grant requests must be made by completing and submitting a “Grant and Donation Request – Form 1”. The request must describe in detail how the funds will be used to achieve the project or applicant’s stated objectives. If possible, also attached an itemized list.



- a) Contact information: list the member of your organization who will be responsible for the administration of your project. You can add other individuals for our contact list once your project has been approved.
- b) Start date: your anticipated start date. It can be a target date or as soon as approved.
- c) Completion date: if your project has a finite completion date then enter that date. If your project will be sustained indefinitely then enter "ongoing". Note that capital projects must have a completion date, they cannot last indefinitely.
- d) Use or Project description: briefly explain why the funds are needed and how they will achieve your goals and objectives. If you need more space then provide your project description as an appendix to your application. Note that the description you provide will be used for your project's donation web page and will be seen by potential supporters of the project. It should be a strong communication piece selling the goal of and benefits from the project.
- e) Budget: if the application relates to a specific project and it has a fixed completion date (for example, a capital project) then enter your total project budget. If your project is ongoing then enter your anticipated annual budget. For many projects the budget will depend on the amounts raised. If this is the case use your best estimate and explain your rationale in the next section. Your budget must show how all sources of revenue (including a grant from Rugby Canada if your application is successful) will be used to offset the expenses that correspond with the project objectives.
- f) Grants received from Rugby Canada will be used to pay for: provide a brief narrative of the items in your budget and explain your rationale for any significant estimates. If you need more space then you can add an appendix or include the information in the budget you provide.
- g) Describe how the activity, use or pproject will assist in promoting or developing amateur sport in Canada.

IMPORTANT:

- You **MUST** include a budget with your application.
- All applications **MUST** be signed by the required authorized individuals. An authorized representative is an officer or director of an organization or other individual appointed by the board of directors to act on the organization's behalf.
- Email your completed project application to: grantcommittee@rugby.ca

GRANT APPROVAL PROCESS AND TIMELINES

Email your completed and signed Grant Request Form to grantcommittee@rugby.ca. Grant requests are paid electronically - please be sure to provide us with a copy of cheque drawn on your organization or a direct deposit form from your bank.

NOTE: we endeavor to process your grant request as soon as possible, but please allow up to four weeks from the time you submit your request to receive funds, depending on the size of the grant. Please refer to the "Grant and Donation Request - Form 1".



4. DONATION REQUEST BY RUGBY CANADA

If Rugby Canada approves a Grant Request Rugby Canada will make a Donation Request (same form, but Part II) to the Foundation. A copy of the form will be sent to Applicant to acknowledge this step has been completed.

If the Foundation approves the donation request the Foundation will make a donation to Rugby Canada accompanied by a Donation Declaration – Form 2 which includes the following:

“We represent and warrant that we are voluntarily and unconditionally giving this gift to Rugby Canada to benefit the development of amateur rugby in Canada. We understand that Rugby Canada can direct my donation how it wishes, however my preference is that my gift be used to support the project selected above.

Consistent with Canada Revenue Agency’s interpretations of “qualifying donations”, we confirm that no material benefit will accrue to the Foundation or related parties as a result of this donation, and that this gift does not or will not reduce any obligation, directly or indirectly, that we or related parties have for “non-qualifying” expenses such as membership dues, training, or program registration fees, travel costs or other like expenses that we or related parties would normally be required to pay. We also understand that civil penalties can be imposed against us for the misrepresentations of tax matters.”

5. DONATION TO RUGBY CANADA BY THE FOUNDATION

Upon receipt of the donation and Donation Declaration Form from the Foundation, Rugby Canada will allocate the money to a specific project, process payment, and forward it to the successful applicant at the address indicated on the Grant Request Form.

Consistent with CRA requirements, Rugby Canada cannot guarantee that a Foundation donation will be used for a specific purpose, but it is important to note that it is Rugby Canada’s policy to honour its donors’ wishes and to allocate gifts to projects accordingly.

6. GRANT RESULTS AND USE OF FUNDS REPORT

Following the application of the grant funds to the specified use, or completion of the project for which the grant was made or after 12 months, whichever comes first, the Applicant must complete and submit the Grant Results and Use of Funds Report – Form 3 to Rugby Canada.



Grant Results and Spending Reporting

All grant spending must be incurred in the pursuit of the objectives identified in the grant application and for no other purposes under any circumstances. Grants spent for any other purpose can be viewed as fraud and may result, at a minimum, in the applicant being suspended from future participation.

All expenses must be paid by cheque or other means where the recipient of the payment can be verified. Avoid paying for project expenses in cash.

A completed Grant Results and Use of Funds Report (Form 3) must be submitted to Rugby Canada at grantcommittee@rugby.ca (to be verified) within 30 days after the project completion date indicated in the Grant Request. You do not need to include copies of receipts and invoices with your project report, but you do need to keep these items on hand in case they are requested at a later date. The report must:

- a) Include a financial summary describing the sources and uses of all funds related to the project including the Rugby Canada grant. The summary does not need to be detailed, but should provide a reasonable level of information of how the funds were used. For example, if \$2,000 was used to help pay for 3 coaches, it's fine to say "\$2,000 was used for coaching costs", you don't need to provide additional detail like "\$2,000 was used to help pay for coaching - \$300 for coach X, 600 for coach Y, and \$1,100 for coach Z".
- b) Describe how the expenses that were funded by the grant enabled your project to reach its objective(s).
- c) If your project or activities, and the grant covers direct athlete expenses like competition entry costs, travel, and accommodation, you **MUST** attach a list of participants who benefited.
- d) Rugby Canada must have received a completed Grant Results and Use of Funds Report before the issuance of any further grants. In the event that a grant recipient fails to submit a project report within three months of a grant receipt, the project may be deregistered and any donations allocated to the project may be reallocated to other approved projects. Further, the Grant Applicant may be ineligible to apply for new projects until the project report is received.
- e) **Projects that receive grants of more than \$50,000 in any 12-month period are required to submit audited financial statements that cover the period(s) in which the grants comprising that total were received. If audited financial statements are not available, the project must submit documentation (invoices, receipts) to support ALL expenses related to the grant funding. (To be verified)**
- f) Project reporting is a critical component of Rugby Canada's grant program. Your project reports help Rugby Canada ensure that its grants are being used in a manner consistent with its charitable purpose and that Rugby Canada is compliant with Canada Revenue Agency's requirements for registered charities.

Thank you in advance for your help and support!

6. FOR MORE INFORMATION

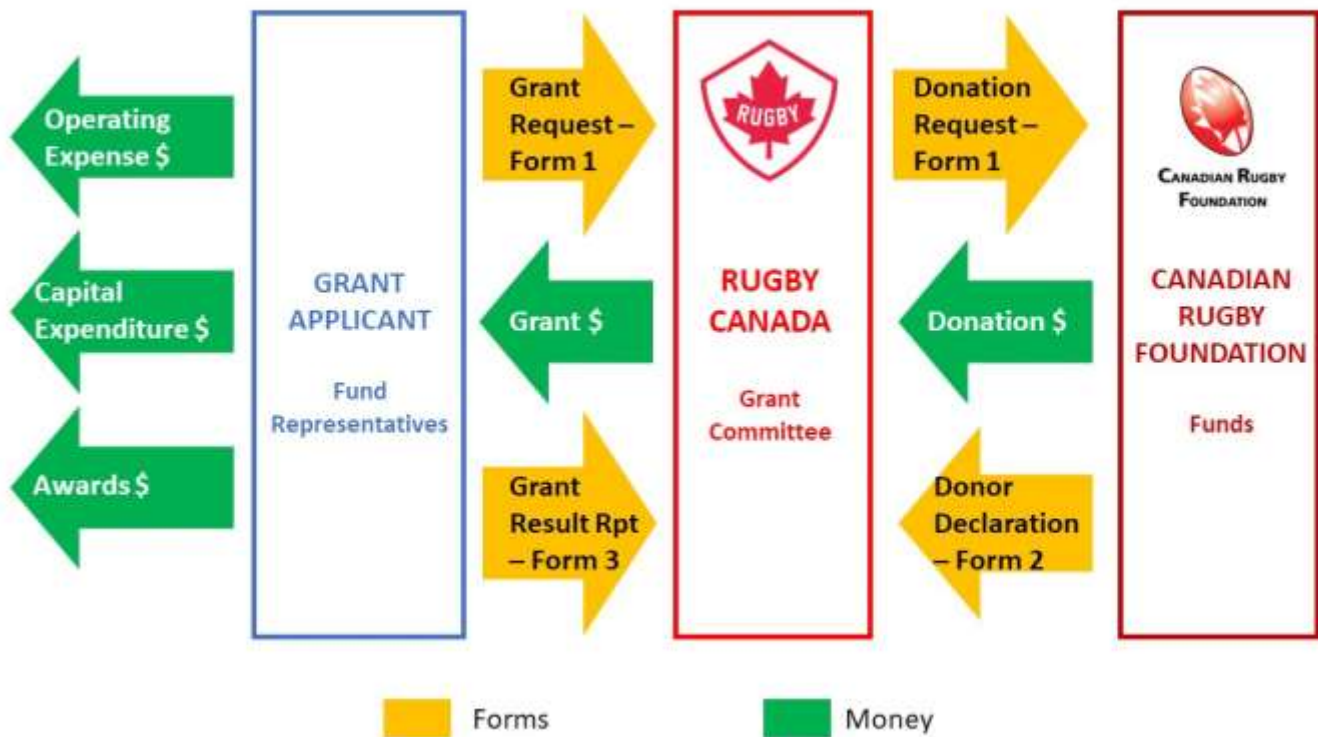
For the most recent version of this manual and all project forms, please visit: rugby.ca/grant_manual or canadianrugbyfoundation/tools/grant_manual

To contact Rugby Canada regarding grants, please email xxxxxxxxxxx at grantcommittee@rugby.ca (to be verified)

To contact the Canadian Rugby Foundation regarding grants and donations, please email Jeff Chan, Executive Director, at jeffchan@gmail.com

7. GRANT PROCESS

GRANT PROCESS MAP



GRANT PROCESS STEPS

Grant Process Steps	Grant Applicant	Rugby Canada	Canadian Rugby Foundation
1. Grant Applicant (GA) advises Rugby Canada it wants a payout	X		
2. RC sends out Grant Request – Form 1 Part I to the GA.		X	
3. GA completes and submits Grant Request (Form 1 – Part I) to Rugby Canada (RC).	X		
4. RC reviews Grant Request, works with GA to revise if necessary, and approves or denies the request.		X	
5. RC forwards the signed Grant Request to the CRF to request a donation in the amount of the approved grant (Form 1 – Part II).		X	
6. CRF reviews Donation Request, ensures eligibility of GA, sufficient money available in the fund for release, and compliance with objectives.			X
7. CRF processes cheque, completes the CRF Donation Declaration (Form 2), with preferred allocation, and forwards to RC.			X
8. RC receives and deposits CRF cheque, allocates the money to the (preferred) project and processes grant payment, and forwards to the GA.		X	
9. GA spends the grant on the expenses or projects indicated on the Grant Request (and on no other items) and completes the project.	X		
10. GA completes the Grant Results and Use of Funds Report (Form 3) and submits to RC with copy to CRF.	X		
11. RC reviews and approves the Grant Results and Use of Funds Report, contacts GA if clarification is required, and records grant as complete and the GA eligible for future grants.		X	



Form 1

GRANT AND DONATION REQUEST FORM

PART I - For Grant Applicant Use Only

Contact Information

Grant Applicant (GA):		
Contact's First and Last Name:	Contact Position:	
Street Address:	City/Province:	Postal code:
Email:	Telephone:	
Not-for-profit or business registration #:		
Date of incorporation or registration:		

Project or Activity Information

Projector Activity Name:	
Start Date:	Completion Date:
Grant amount requested: \$	
Project/Activity Description:	
Budget (total \$ if fixed completion date, annual budget if ongoing): \$	
Describe how this project or activity will assist in promoting or developing amateur rugby in Canada:	

Grants received from Rugby Canada will be used to pay for rugby-related expenses as indicated below:

Item	\$ Budget
Operating expenses	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Capital expenditures	
<input type="checkbox"/>	
Awards, bursaries, scholarships	
<input type="checkbox"/>	



- I have attached a budget for the grant
- I represent that the information included in this application form is complete and correct. We will comply with all policies, procedures and compliance requirements of Rugby Canada in respect of this project. We confirm that that this project furthers the growth and development of amateur rugby in Canada.
- I represent and warrant that the grant will be used in a manner consistent with the project's approved objective(s) and that the organization agrees to provide a completed project report within 30 days after the grant is received. I also confirm that there are no outstanding project reports with respect to previous grants.

Authorized representative:	Position:
Signature:	
Date:	

Please issue the grant cheque to the following address:

Cheque payee
Cheque addressee:
Street Address:
City, Province:
Postal Code:

=====

PART II - For Rugby Canada Use Only

We have reviewed and approved this Grant Request and hereby request funding from the Canadian Rugby Foundation in the amount of: \$
Rugby Canada Authorized signature:
Date:

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PART III - For Canadian Rugby Foundation Use only

- Request Approved
- Request Denied

Canadian Rugby Foundation Authorized signature:
Date:



**CANADIAN RUGBY
FOUNDATION**





Form 2

CANADIAN RUGBY FOUNDATION DONATION DECLARATION

Rugby Canada
3024 Glen Lake Rd.,
Victoria, BC V9B 4B4, Canada
Email: grantcommittee@rugby.ca (to be verified)

This confirms a donation to Rugby Canada by the Canadian Rugby Foundation. A payment will be sent under separate cover.

Donation amount: \$	
Preferred Project:	Grant Applicant:
Date:	

We represent and warrant that we are voluntarily and unconditionally giving this gift to Rugby Canada to benefit the development of amateur rugby in Canada. We understand that Rugby Canada can direct my donation how it wishes, however our preference is that our gift be used to support the project indicated above.

Consistent with Canada Revenue Agency's interpretations of "qualifying donations", we confirm that no material benefit will accrue to me or related parties as a result of this donation, and that this gift does not or will not reduce any obligation, directly or indirectly, that we or related parties have for "non-qualifying" expenses such as membership dues, training, or program registration fees, travel costs or other like expenses that we or related parties would normally be required to pay. We also understand that civil penalties can be imposed against us for the misrepresentations of tax matters.

Canadian Rugby Foundation Signing Officer:	
Signature:	Date:



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