

**Quidditch Canada Recruitment and Retention Program**

Organizations can submit applications via email to:

[p.mckinney@quidditchcanada.com](mailto:p.mckinney@quidditchcanada.com)

**Please read all guidelines carefully before beginning the application.**

**Incomplete applications will not be considered.**

**Please keep a copy of this application for your records.**

**Table of Contents**

[1. PURPOSE AND OBJECTIVES 3](#_Toc78546447)

[2. PROGRAM FUNDING STREAMS OVERVIEW 4](#_Toc78546448)

[3. PROJECT ELIGIBILITY REQUIREMENTS 4](#_Toc78546449)

[4. CRITERIA 6](#_Toc78546450)

[5. APPLICATION PROCEDURES 8](#_Toc78546451)

[6. NOTIFICATION 9](#_Toc78546452)

[7. FUNDING CONDITIONS 9](#_Toc78546453)

[8. FINANCIAL REPORTING REQUIRMENTS 11](#_Toc78546454)

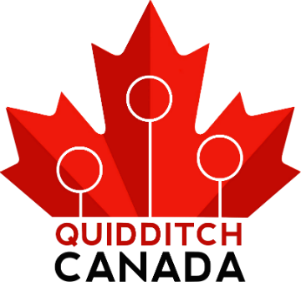
[9. ACKNOWLEDGEMENT STANDARDS & REQUIRMENETS 12](#_Toc78546455)

[10. CONFLICT OF INTEREST 12](#_Toc78546456)

[11. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT 13](#_Toc78546457)

[12. CONTACT INFORMATION 14](#_Toc78546464)

[13. GUIDELINES REVIEW 14](#_Toc78546465)



**RECRUITMENT AND RETENTION PROGRAM**

# PURPOSE AND OBJECTIVES

* 1. The Recruitment and Retention Program aims to foster sustainable quidditch programs across Canada. The program is designed to empower member club initiatives to put on internal events aimed at increasing the community aspect of quidditch, and external events aimed at the recruitment of new players to the sport of quidditch.
  2. The following funding streams are available to clubs:
* **Event Based Internal** – funding stream provides grant support to eligible clubs for events open to the quidditch community.
* Administrative support available upon request.
* **Event Based External –** funding stream provides grant support to eligible clubs for event aimed at the recruitment of new players to the sport of quidditch.
* Administrative and marketing support available upon request.
* **Marketing Campaign External –** funding stream and marketing support to eligible clubs aimed at the promotion of the sport of quidditch in Canada or in a geographical region,

* 1. The Program **outcomes** are to:
* Provide opportunities for Canadians to engage in the sport of quidditch
* Promote the values of quidditch and increase the visibility in Canada
* Increase the number of participants playing quidditch in Canada.
  1. The program is also guided by a set of principles that help guide the decision-making and administration of the grant program. These **principles** are:
* Participation in the sport of quidditch
* Community engagement
* Transparency
* Equity
* Accountability
* Flexibility
* Simplicity

# PROGRAM FUNDING STREAMS OVERVIEW

* 1. RECRUITMENT AND RETENTION PROGRAM funding streams:

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Streams** | **Event Based Internal** | **Event Based External** | **Marketing Campaign External** |
| **Funding Range** | Up to $500 | Up to $500 | Up to $250 |
| **Intake Submission Deadlines** | Intake 1 – September 31  Intake 2 – January 15  Intake 3 – April 15 | Intake 1 – September 31  Intake 2 – January 15  Intake 3 – April 15 | Intake 1 – September 15  Intake 2 – December 15  Intake 3 – March 15 |
| **Project Completion and Reporting Timeframe** | Event must take place before August 31, 2022, with event report to be complete 1 month from the final date of the event | Event must take place before August 31, 2022, with event report to be complete 1 month from the final date of the event | 2 months from date of grant payment |
| **Stream Priorities** | Events promoting the community of quidditch | Events designed on increasing the number of quidditch participants | Increasing the visibility of quidditch and its values in Canada |

\*We will accept applications throughout the year however, on the intake submission deadline dates we will process all applications and start the review process for funding approval.

* 1. Recruitment and Retention Program Project-Based funding stream require the completed application form, Project Budget Template, all supporting and mandatory documents as outlined in the checklist. Each funding stream has its own guidelines and application package requirements. Please check the applicable requirements before submitting your application.

# PROJECT ELIGIBILITY REQUIREMENTS

* 1. **Eligible Organizations:**

Eligible organizations must be registered with Quidditch Canada as a member organization for the current quidditch season.

Eligible organizations must be in good standing with Quidditch Canada

* 1. **Eligible Projects:**

3.2.1 The Recruitment and Retention Program funding stream provides grant support to eligible organizations for existing tournaments, fantasy tournaments, new programs, one-time initiatives, program expansions, and recruitment campaigns.

3.2.2 Programs must clearly demonstrate how projects meets one or more of the Program outcomes (see 1.3). Projects may include (but are not limited to) the following:

|  |  |
| --- | --- |
| **Project Type** | **Examples** |
| **New local tournament** | Rental of field space, support with scheduling, referee payments, location, and resources etc. |
| **Recruitment Event** | Venue rental for recruitment event, marketing, facilitator for event, catering, etc. |
| **Recruitment Campaign** | Promotional material, booth design, visual aids, social media support, etc. |
| **Fantasy Tournament** | Rental of field space, support with scheduling, referee payments, location, networking, and resources etc. |

* 1. **Ineligible Projects:**

The following projects are not eligible for funding:

* + 1. Private events or programs, with restricted or extremely limited access to Quidditch Canada members or the general public.
    2. Event related to any gaming activity, the purchase and installation of gaming equipment, facilities/programs/projects that relate to gaming activities (e.g., bingo halls, casinos, horse racing tracks).
    3. Travel projects, or projects that take places outside of Canada.
    4. Any project that is deemed not to meet one of the outlined Project Impacts (See 4.3.3).
    5. Projects that are fully funded through other funding sources
  1. **Ineligible Expenses**

Funding cannot be used for expenses related to:

* + 1. Time and labour provided towards preparation of funding applications, board/committee planning meetings, fundraising (including costs for fundraising campaigns), and websites for fundraising purposes.
    2. Endowments, charitable donations, bursaries, developing a business case or proposal for funding, donor recognition/walls, gifts, gift cards, prizes, awards, honorariums, alcohol, expenditures for or time and labor provided towards ground breaking, grand openings, and other ceremonial events.
    3. Facility upgrades, renovations, construction; rental or purchase of small tools/ hand tools, columbariums, grave sites, or markers.
    4. debt reduction; purchase of land as a stand-alone project; financing charges and/or interest payments on loans; retroactive expenses incurred prior to application submission date.
    5. Moving expenses; administrative costs and fees (e.g., Legal fees, accounting/bookkeeping fees); volunteer expenses (e.g., honorariums, gifts, gift cards, food, and liquor); bank/financing related charges; maintenance expenses; contingency (unless included in a contractor’s quote) or miscellaneous costs.
    6. Operational and existing staffing costs (no prorated staff costs).

# CRITERIA

The following general criteria will be used to evaluate project funding requests:

* 1. Projects must enhance and grow the sport of quidditch in Canada and demonstrate how it will achieve engagement.
  2. Due to limited funds, not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.
  3. Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants need to include as much information as possible to address the criteria when completing their applications to ensure full understanding of the project and funding needs.
     1. **Organizational Capacity**

The organization must demonstrate its ability to execute the project by:

* providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience).
* demonstrating the organization’s sustainability through financial stability, operational history, and community support.
* demonstrating that the organization has the capacity to complete the entire project (e.g., project leadership, board, and management).
* project readiness, including availability of resources (human and financial) to carry out the project.
  + 1. **Project Viability and Financial Feasibility**

To be considered a viable project, the organization must:

* demonstrate sufficient matching resources for requested grant, and confirmation of all funding for the total project costs.
* have access to additional funding, if required, to complete the project
* demonstrate the project is planned out; clear timelines, a detailed outline of activities, and ready to implement.
* provide a relevant, detailed budget and explanation of costs within the application.
* demonstrate the organization’s ability to meet ongoing operational needs, long-term financial viability, and self-sufficiency.
  + 1. **Project Impacts**

The organization must demonstrate that the project will have one or more of the following impacts:

* Promotion of the sport of quidditch and its values in the local community or in Canada
* Programming/operational efficiencies
* Promotion of quidditch values including Inclusiveness and community connectivity.
* Growth of regional play
* Reduced barriers for minority groups to participate in quidditch.
  + 1. **Access**

The organization must demonstrate how the project will provide:

* **Involvement** beyond the organization’s direct membership, including how they will be encouraged to participate.
* **barriers for individuals to participate** in the project, event or initiative will be reduced or mitigated (e.g., children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, newcomers, LGBTQ2S+, etc.).
* **broad public accessibility** (how can members outside the quidditch community participate).
  + 1. **Other Funding Considerations**

In evaluating the project, considerations will be given to:

* demonstration of the organization’s needs for financial assistance.
* regional equity
* availability of grant funding
* ability to complete project with partial Project-Based funding.

# APPLICATION PROCEDURES

The following specific procedures for submitting an application to Quidditch Canada Recruitment and Retention Program:

* 1. Applicants should complete the attached application forms, budget template and mandatory information requirement before submitting their application.

Applicants are encouraged to contact the Quidditch Canada Finance director for assistance if they are having difficulty with completing the application.

* 1. In order to process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A checklist is provided in the Application Form to support a complete application package. This checklist will help identify what supporting documentation and mandatory attachments are required and need to be included when applying. NOTE: Applicants need to include all required and supporting documents when submitting the application.
  2. Incomplete applications will not be considered and may be returned
  3. It is important that applicants keep a complete copy of their application and supporting documentation. Applicants may need to refer to this copy if Quidditch Canada has questions and this documentation forms part of the grant agreement if approved for funding.
  4. Applications should include letters of support or other official statements regarding the project.
  5. Project expenses that are incurred before the application has been received by Quidditch Canada are **not** eligible to be included in the project budget for funding. Incurring expenses prior to approval of the application is at the applicant’s own risk. Projects that have been started and are declined, cannot be resubmitted for funding.
  6. Applications are fully reviewed against the program criteria, project priorities and supporting documentation provided. Organizations may be contacted if further information or clarification is required.
  7. The program provides electronic funds transfer (EFT) or Interac E-Transfers to successful grant recipients. Successful grant recipients will be asked to choose their preferred transfer method. Additional information may be required to verify their account information.
  8. The Quidditch Canada Executive Board may exercise discretion in approving applications that fall outside of the general intent of the program.

# NOTIFICATION

* 1. Applicants will receive written notification of the decision regarding their application.
  2. All decisions on grant applications are final, and no appeals will be considered.
  3. The review and decision-making process can take up to two weeks. The notification period for the Quidditch Canada Recruitment and Retention Program will be ten business days from the Application.
  4. Applicants may not resubmit an application for the same project until written notification of the outcome of their current application is made by Quidditch Canada

# FUNDING CONDITIONS

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

* 1. After the review, approval, and payment of a grant relative to an application to the Quidditch Canada Recruitment and Retention Program:
* the applicant is bound by the terms and conditions of the grant, and
* Quidditch Canada will provide notification of final report requirements to the grant recipient.
  1. Electronic Fund Transfer (EFT) or Interact E-Transfer forms must provide an account in accordance with the terms of the grant agreement.
  2. The grant funds must be spent according to approved eligible costs as determined by Quidditch Canada.
  3. Payments must be made by a verifiable method. Cash payments for expenditures are not acceptable as there is no verifiable proof from a third party (e.g., financial institution’s negotiated cheque) that the payment has been made to the vendor.
  4. Grant funding not used or accounted for in accordance with the approved eligible costs shall be repayable by the grant recipient to Quidditch Canada. Quidditch Canada will provide details for repayment if required.
  5. Project scope and financial reporting must be completed and submitted to Quidditch Canada one month (30 days) after the events indicate end date.
  6. **Project Extensions**

If the grant recipient anticipates that the project will not be completed within the allotted time frame, and wishes to request an extension, a request must be submitted to Quidditch Canada in writing 30 days in advance of the Final Accountability Report due date.

* + 1. The extension request letter should include:
* the reasons why the project could not be completed within the timeframe;
* a description of what has been completed and costs incurred to date (in order to demonstrate the amount of progress that has been made);
* copy of an updated bank statement showing the balance of the grant funding; and
* a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date–year/month/day).
  + 1. The decision on extension requests will be communicated in writing to the grant recipient by the Finance Director, Quidditch Canada, along with appropriate documentation to confirm it.
* Organization may be allowed one extension per project.
  1. **Change of Project Scope**
     1. The grant recipient must notify Quidditch Canada of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds –or a proposed reallocation of funding or shortfall of expenses for the project –prior to spending any grant funds on a new or revised purpose. The grant recipient may be requested to:
* submit a written request to use the remaining funds for the proposed project change/new purpose, and only if approved, apply the unexpended funds to this purpose; or
* if the change of scope is not acceptable submit a cheque made payable to Quidditch Canada for the remaining unexpended funds once this amount has been confirmed by Quidditch Canada. Repayment must be submitted to the Finance Director for processing and file closure.
* Organization may request one change of scope per project.
  + 1. The decision on change of project scope requests will be communicated in writing to the grant recipient by the Finance Director, Quidditch Canada.
  1. The grant recipient bears ultimate developmental and operational responsibility for the project
  2. Approval of Quidditch Canada Recruitment and Retention Program funding in no way constitutes a commitment, implicit or otherwise, of longer-term funding by Quidditch Canada to the project or the organization. Should any project require additional grant funding in the future, then a new funding application would need to be submitted for consideration.

# FINANCIAL REPORTING REQUIRMENTS

* 1. Project scope and financial reporting must be completed and submitted Quidditch Canada within the time frames specified in these guidelines unless an extension of the reporting date has been approved:
* Organizations are encouraged to submit their accounting as soon as the project has been completed; or
* Within 30 days from the events final date.
  1. Quidditch Canada maintain the right to request interim reporting at any time.
  2. Grant recipients must complete their financial accounting for the project using the Final Accountability Report (FAR) provided and include backup documentation as specified by Quidditch Canada Recruitment and Retention Program. The FAR will be provided to the organization and is also available on Quidditch Canada’s website.
  3. The FAR for the project must be properly completed and signed by an authorized representative having legal and/or financial signing authority for the organization. The FAR must also be accompanied with the appropriate source documentation as outlined in the instructions.
  4. Recipients must provide access, upon request, to Quidditch Canada, its Financial Director, or auditors engaged by Quidditch Canada, to all financial documents or records relative to all expenses and revenues related to the project including the Program grant funding as set out in the agreement.
  5. Recipients shall permit, if requested, Quidditch Canada representative, or auditors engaged by Quidditch Canada, to examine during regular business hours, the books or records relating to the project for which the program funding was used as set out in the agreement.
  6. Records should be kept for seven years from the date of the notification letter of file closure from Quidditch Canada.
  7. Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from Quidditch Canada grant program until acceptable reporting is provided. A breach of any requirement in the grant agreement may result in Quidditch Canada requesting the return of the grant funds and if appropriate, pursuing legal action.
  8. If the grant recipient is applying for new Program funding, overdue financial reporting relating to other Quidditch Canada accounts must be settled in a satisfactory manner.

# ACKNOWLEDGEMENT STANDARDS & REQUIRMENETS

* 1. Recipients of Program are encouraged to acknowledge Quidditch Canada wherever possible and appropriate.
  2. The Quidditch Canada logo is available upon request and recognition of funding can be achieved in a variety of ways:
* News release or submitted article to local/regional media
* Social media channels such as Twitter, Facebook, and blog postings, etc.
* Organization’s website or newsletter
* Signage, either temporary or permanent

# CONFLICT OF INTEREST

* 1. In addition to complying with the Quidditch Canada guidelines, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual’s personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.
  2. A conflict of interest may be actual or perceived.
* Actual conflict exists where an individual’s personal interests could improperly influence the recipient’s duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.
* Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual’s duty to act in the best interests of the grant recipient.
  1. Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in, have no involvement with the project and in no way personally benefit from Quidditch Canada funding that was provided.
  2. As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Finance Director and Quidditch Canada. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by the Quidditch Canada. If, in the opinion of the Quidditch Canada, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

# FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

* 1. The personal information that is provided on the grant application form will be used for the purpose of administering the Program and advising the applicant of grant program updates and relevant Quidditch Canada initiatives. It is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and is protected by the privacy provisions of the FOIP Act.
  2. The FOIP Act applies to any information that is provided to Quidditch Canada. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.
  3. Only authorized contact representatives noted in the grant application may request specific information about grant applicants from Quidditch Canada.
  4. For questions about the collection and use of this information, please contact Quidditch Canada.



# CONTACT INFORMATION

* 1. General contact and address information for the Quidditch Canada Recruitment and Retention Program is:

Quidditch Canada

[Address Line]

**Main Contact:**

Pearse Mckinney

Finance Director

**Phone:** 780 885 3873

**Email:** [pmckinney@quidditchcanada.com](mailto:pmckinney@quidditchcanada.com)

**Secondary Contact:**

Yara?

# GUIDELINES REVIEW

* 1. These guidelines will be reviewed, at a minimum, every three years to ensure they best support the needs of Quidditch Canada member organizations as well as align with best practices in grant administration.