



Application Guidelines



Grants will be distributed to youth and children between the ages of 5 and 18, residing in the City of Ottawa. When distributing grants, preference may be given to individuals who:

- Have not previously received a KidSport™ grant
- Are applying for an introductory or house league program (KidSport Ottawa does not usually provide grants for high level competitive sport programs)
- Have a family income falling within Statistics Canada's 2013 low-income cutoffs (LICOs). See chart below:

Size of Family Unit	LICO 2013
1 person	\$23,298
2 persons	\$29,004
3 persons	\$35,657
4 persons	\$43,292
5 persons	\$49,102
6 persons	\$55,378
7 persons	\$61,656
More than 7 persons, for each additional person add	\$6,268

*Statistics Canada's Low Income Cut-Off Rate (LICO) is commonly used as the unofficial poverty measure in Canada. The LICO is a relative, proportional income-based measure that varies across the province according to population size. Therefore, a household spending more than 55% of its income on food, shelter and clothing, with little extra income to spend on transportation, health, personal care, education, household operations, recreation or insurance, will fall below its LICO.

1. Individuals may apply for grants more than once in a calendar year; however, grants issued will not exceed \$350 in a calendar year.
2. KidSport Ottawa recognizes the importance of families contributing financially to the costs of participating in sport, where possible and reasonable. Therefore, grants may be awarded up to and including 75% of the total requested and not to exceed \$350 in a calendar year. Typically, the Adjudication Committee will determine the grant amount based on information provided in the grant application (i.e. family income, number of children in family, etc.).
3. Only complete applications will be processed. A complete application must include a copy of T451E (Notice of Assessment), or three consecutive pay stubs or ODSP (Ontario Disability Support Program) and a letter of endorsement on letterhead.
4. To ensure confidentiality, any discussion of applications is confined to members of the KidSport™ Ottawa Adjudication Committee. Questions with respect to the decision of the committee are to be directed to a member of the committee.
5. Grants for sport registration fees are mailed / forwarded to the sport league / organization. Grants for equipment purchases are mailed to the parent after a receipt has been received by the treasurer. The equipment grant will be the amount of the grant identified by the Adjudication Committee or the amount of the receipt, whichever is the lesser.
6. The adjudication Committee consists of three members: Chair of the Committee, and two other members of KidSport™ Ottawa. One of these members may be identified as the Family Contact following completion of the adjudication process and may complete the follow-up responsibilities as outlined in the procedures. The Family Contact may also be the KidSport™ Ottawa representative located at 100 Constellation Crescent.
7. If funds are not available to support grant applications, applicant will be notified in writing.
8. Grant applications will have three in-takes during a typical year. See chart below:

Activities Taking Place Between:	Application Deadline
April 1 - August 31	February 15
September 1 - December 31	June 30
January 1 - March 31	December 1 (preceding year)

*Applications received after the scheduled in-take deadline will not normally be considered



Application Form



1. PARENT/GUARDIAN INFORMATION

Parents or legal guardians must submit **separate** applications for each child.

Name of Parent: _____ Relationship to Child: _____

Address: _____ Apt. No. _____ City: _____ Postal Code: _____

Telephone: _____ E-mail: _____

Number of Children in Household: _____ Check One: [] One Parent Household [] Two Parent Household

Annual Household Income: (Check one) [] Less than \$15,000 [] \$15,000-\$19,999 [] \$20,000-\$29,000 [] Over \$30,000

Proof of Income, including applicants name and address, MUST accompany the application. Examples include copy of T451E (Notice of Assessment), three consecutive pay stubs or ODSP (Ontario Disability Support Program)

Signature of Parent/Guardian: _____

2. CHILD / YOUTH INFORMATION

Name: _____ Gender: [] Male [] Female Date of Birth (DD/MM/YYYY): _____

Telephone: _____ Address: _____ Apt. No. _____ City: _____

Postal Code: _____ School: _____

3. SPORT INFORMATION

Name of Sport: _____ Name of League/Organization: _____ League/organization website: _____ Address: _____ City: _____ Postal Code: _____

Name of league/organization Contact: _____ Position: _____ TELEPHONE: daytime _____ evening _____

* please attach a copy of the registration form.

4. FUNDING REQUEST

An applicant may receive a grant for equipment and/or registration fees to a recognized sport organization with qualified instructors/ coaches. Registration Fee: \$ _____ Equipment Request: \$ _____

TOTAL REQUEST: \$ _____ Type of Equipment: _____

5. ENDORSEMENT

(SECTION TO BE COMPLETED BY ENDORSER)

Each KidSport™ Ottawa Application must have the endorsement of a community professional such as a member of the Clergy, Police, School Counselor, Teacher or Principal, Senior Recreation Administrator, or Family/Social Services Professional.

Your role of endorser is critical to the effective operation of KidSport™ Ottawa. As an objective third party, you must provide a letter that assesses the needs of this child/youth. Please keep in mind that your endorsement letter provides the only reference, so be as specific as possible with respect to the financial and social barriers of the individual.

Name of Endorser: _____ Position: _____ Telephone: _____ E-mail: _____ Relationship to Applicant: _____

*The Letter of Endorsement must be printed on letterhead, specifying the financial and social barriers the applicant faces. It must accompany this form.

I have thoroughly read and understand the guidelines of KidSport™ Ottawa and I believe this application to be consistent with the program's guidelines. To verify this endorsement, I agree to participate in a telephone interview.

Signature of Endorser: _____

Return to: P.O. Box 83036 (Bank and Walkley P.O Box) Ottawa, ON K1V 1A3 or to apply@kidsportottawa.ca