**Worksheet**

**Sports | Category 1: Athletes**

This worksheet has been provided to help applicants gather the necessary information and support documents in preparation for filling out the online application form. This document is for draft purposes only and cannot be submitted – please transfer the information to the online form when ready. Only online applications will be accepted.

\*= optional field, all other fields are required

**ORGANIZATION/GROUP INFORMATION**

First Name

Middle Name\*

Last Name

Email Address

Phone Number

**Confirmation of Application**

Confirmation that this application is for Category 1: High Performance / High Level Athletes

**Are you a Descendant?**

A living person of Japanese Canadian descent whose family was directly impacted by BC Government actions in the 1940s and whose family experience in BC predates April 1, 1949. A Descendant can be living outside of BC.

**Are you a Survivor?**

A living person of Japanese descent born prior to April 1, 1949 who was directly impacted by BC Government actions in the 1940s. Survivors include persons who were not displaced but were living in BC, and persons who, after their families left BC, were born prior to April 1, 1949, which was the day Japanese Canadians were given full voting rights and the legal restrictions used to control the movement of Japanese Canadians were removed.

**Are you 16 years of age or older?**

Applicants must be a minimum of 16 years old.

**Please select which category you are applying under**

Refer to the guidelines for definitions.

**Category 1A – Elite/ High-Performance Athlete**

Athletes considered to be at an amateur Elite or High-Performance level are competing on a National team or competing for the Nationals, having performed at a Provincial level.

Maximum Grant: $5,000. Applicants may only make one application to this program per intake.

**Category 1B – High-Level Athlete**

High level amateur athletes will be competing at least at a provincial level, e.g., an individual competing on a provincial team, university or college varsity team or an individual competing at those levels for an individual sport. Regional champions in an individual or team sport over the age of 16 can qualify.

Maximum Grant: $2,500. Applicants may only make one application to this program per intake.

**Funding Amount Requested**

**Family History**

Applicants must describe their family history and experience in BC prior to April 1, 1949, including family names. (Maximum 300 words)

**Statement of Intent**

Statement of intent as to the use of these funds through involvement in their sport as an athlete and if applicable, the positive effect, impact, or contribution this fund will have towards building leadership within the Japanese Canadian community. (Maximum 300 words)

**BUDGET**

**Project Budget**

Please enter a balanced budget showing projected sources of funding and expenses. Your budget should include a detailed breakdown/rationale for all expenses, in particular those that comprise 10% or more of the budget. If project costs exceed the maximum possible grant, please also specify all confirmed additional funding sources in your budget submission. It is critical that your budget aligns with the amount of funding requested. Please make sure your budget is worked out before completing this form.

**BUDGET TEMPLATE**

Please note, applicants are required to use the budget form that is built into the application. All fields must be filled out in order to move forward through the application. All Yes/No fields must be checked. It is highly recommended that the budget template below be used to work out the budget before beginning the online application form. The amount needed for the project, including the amount requested and any extra costs, must align with your overall budget or the application cannot move forward.

**Purchases**

Specify equipment, quantity, itemized cost, and the rationale for purchase. Please see the guidlelines related to Capital Purchases and Equipment Purchases when filling out these fields.

**Do you have Purchases?**

(E.g., Materials and tools, equipment, software, etc.)

Yes/No

If yes:

**• Sports Equipment**

**• Safety Equipment**

**• Uniforms and Training attire**

**• Coaching supplies, materials and aids**

**• Other Expense** (Purchases)

Please identify each expense. One expense per line.

**Rentals**

Specify equipment, rental rates, and rationale for rental.

**• Do you have Rental fees?**

(E.g., Venue, facility, audio visual, etc.)

Yes/No

If yes:

**• Equipment rental**

**• Other Expense** (Rentals)

Please identify each expense. One expense per line.

**Labour**

Specify hourly rates, hours of work, purpose, etc. Obtain more than one service quote, where possible.

Do you have Labour fees?(Required)

(E.g., Professional fees, facilitator fees, honoraria, etc.)

Yes/No

If yes:

**• Specific Training/Instructing Fees**

**• Athlete Levies and Fees**

**• Allocation for Final Report**

**• Sports Scientists**

**• Medical Personnel**

**• Manager Fees**

**• Trainer Fees**

**• Honoraria**

**• Other Expense** (Labour)

Please identify each expense. One expense per line.

**Travel Expenses**

Please specify the number of travelers, travel destinations, costs per traveler, number of days, etc.

**Do you have Travel Expenses?**

(E.g., Air travel, ferry travel, car rentals, etc.)

Yes/No

If yes:

**• Travel (Air, Ferry)**

**• Ground Transportation**

**• Accommodation**

**• Other Expense** (Travel Expenses)

Please identify each expense. One expense per line.

**Administrative Costs**

Administrative costs must not exceed 20% of the grant total.

**Do you have Administrative Costs?**

Yes/No

If yes:

**• Sports Registration Fees**

**• Sports Affiliation Fees**

**• Coaching courses and certification programs**

**• Other Expense** (Administrative Costs)

Please identify each expense. One expense per line.

**File Uploads**

**Confirmation of Participation**

Uploaded written and signed confirmation of participation in current sport through team or sport representative, coach or manager.

**Proof of Canadian Citizenship**

Proof of Canadian citizenship (scan or photo of passport or birth certificate).

**Proof of Sport Registration**

Proof of sport registration.

**Curriculum vitae (CV) or résumé**

Curriculum vitae (CV) or résumé. Highlighting any relevant sport-related accomplishments, teams played on, or competitions participated.

**Letters of Recommendation**

Two letters of recommendation (e.g., from a coach, manager, trainer or teacher) attesting to the applicant’s potential in their sport.

**Attestation of Application**

By completing this application form I declare that the information above is truthful and accurate to the best of my knowledge and belief. Yes