



Manitoba Underwater Council Inc.

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Grant Policy

Written, Reviewed and Approved by Board of Directors	
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FORM0001 March 13, 2021



CHANGE RECORD SHEET

ISSUE	DATE OF RELEASE	REASONS FOR REVISION	APPROVAL
A	March 13, 2021	Original Issue	Board of Directors

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1. INTRODUCTION

This policy has been prepared in accordance with Sport Governance Manual October 3 2016 (AD01). It relates to the general conduct of the affairs of the Manitoba Underwater Council Inc., a corporation without share capital incorporated under the Manitoba Corporations Act and referred to as "MUC".

1.1 APPLICABLE DOCUMENTS

The following documents, at the indicated Revision level and/or date of issue, are applicable to the extent specified herein. If no Revision level or date of issue is specified, the current revision is applicable.

- AD01 Sport Manitoba Sport Governance Manual October 3 2016

1.2 REFERENCE DOCUMENTS

Reference documents provide background and / or supplementary information to the contents of this document.

- RD01 - FORM0015 A Sport Program Grant Application Form

1.3 ACRONYMS

- MUC - Manitoba Underwater Council
- PSO - Provincial Sports Organization



2. DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a. “Organization” refers to: Manitoba Underwater Council

3. PURPOSE

The Manitoba Underwater Council (MUC) is presently receiving a Sport Program grant from Sport Manitoba. In keeping with the support of our member clubs, the majority of this funding will be granted to those clubs that request financial assistance to maintain and further their sport programs within the Manitoba Underwater Council fiscal year (1 April – 31 March) provided MUC receives the funding.

This new grant is presently equivalent to and replaces the funds received through Sport Manitoba from Manitoba Lotteries. These funds replaced the monies MUC used to get for working Bingos for Manitoba Lotteries.

4. APPLICATION

Clubs will be required to submit an application for funding assistance and on completion of the program, or prior to end of MUC fiscal year, submit a finalized report on the application. Clubs requesting assistance for programs for the next fiscal year shall complete a copy of the attached form and submit it to the Treasurer of Manitoba Underwater Council by March 15 of the current year, so your request can be considered in our budget for next year.

Areas grant funding could be used that would meet MUC and Sport Manitoba requirements:

- Coaching
- Equipment
- Facilities
- Officiating
- Program staffing
- Travel
- Other expenses to promote or move your sport program forward

Funding cannot be used for the purchase of any beverages containing alcohol or items containing cannabis.

5. REPORTING

As well as this, the club will be responsible for keeping records of their finances showing where the funds were expensed for seven years after the year submitted.



APPENDIX A: FORM0015A Sport Program Grant Application Form

SPORT PROGRAM GRANT APPLICATION FORM
PSO (Provincial Sport Organization): (Group the request is being requested from)
Grant Requested By: (Club that is requesting the grant)
Project Name:
Project Description:
Location of Project:
Projected project date(s): (Date or date period for the Project)
In Red (Actual date or date period the Project took place)
Identify the established SMART objectives for the project. Specific: _____ Measurable: _____ Attainable: _____ Relevant: _____ Time-Bound: _____
Identify the how these SMART objectives will be evaluated. Specific: _____ Measurable: _____ Attainable: _____ Relevant: _____ Time-Bound: _____
After the Project, identify if the objectives were met. Why or why not. (Mark Y/N) <input type="checkbox"/> Specific: _____ <input type="checkbox"/> Measurable: _____ <input type="checkbox"/> Attainable: _____ <input type="checkbox"/> Relevant: _____ <input type="checkbox"/> Time-Bound: _____



Project Budget - Income and Expenses		
Item	Income	Expense
Project Actual - Income and Expenses		
Item	Income	Expense
Authorization		
Club Representative:		
_____	_____	_____
Name	Signature	
PSO Recommendatory:		
_____	_____	_____
Name	Signature	