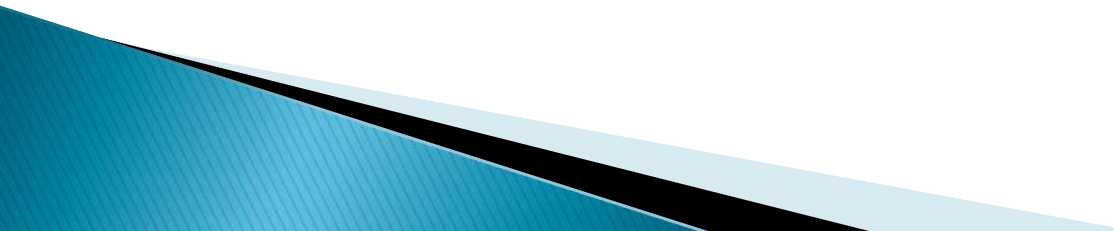# Presentation to National Associations & Government Agencies

By the Sports Development Foundation

Developing a Nation Through Sports

Table of Contents

- Introduction
- Role of the SDF
- Eligibility for Funding
- The Budget Process
- The Approval Process
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Introduction/Background

- The Sports Development Foundation (SDF) was established in 1995 with the mandate to enhance the development of Jamaica through Sport

- In accordance with the Betting Games and Lotteries Act (BGLC), the Foundation receives 40% of the cess (tax) paid over by Supreme Ventures Limited to the CHASE Fund

Role of the SDF

- The main activity of the Foundation is to promote and encourage the development and growth of talent and skills and facilities and activities concerning all aspects of sports aimed at uplifting the social and economic well-being and awareness of the youth of Jamaica

Role of the SDF cont'd.

This is achieved by:

- The provision of community/school-based multi-purpose sports facilities

- The enhancement and improvement of National sports facilities

- Aiding the development of National sporting associations

- Enhancing the wholistic development of athletes through an Athletes Welfare Fund

Role of the SDF cont'd.

- Aiding the development of community-based sports programmes through which talented athletes can be identified through grants provided primarily to Government Agencies

- Aiding the development of sports programmes at the school level through grants made to the G.C. Foster College and the Institute of Sports (INSPORTS)

Eligibility for Funding

The Foundation, guided by it mandate, aims to provide financial assistance for the development of sport, based on the development potential of each sport, taking into consideration the following:

1. The public profile of the sport
2. Participation levels
3. Geographic spread of the sport
4. Availability of facilities
5. Potential for international success
6. Achievement at excellence level
7. Governing body's membership and affiliation to international governing body of the sport

Eligibility for Funding cont'd.

A.   <u>National Sporting Associations</u>

- Eligible sports associations are those recognized by their international governing bodies, and

- The Jamaica Olympic Association

B.   <u>Government Agencies</u>

This category includes Government Agencies and organizations with specific responsibilities or the development of sports or sports programmes

Eligibility for Funding cont'd.

APPLICATION FOR ANNUAL SUPPORT/SUBVENTION

Applications must be accompanied by:

▸ A Development Plan (see format on our website **sdf.org.jm**)

▸ Audited Financial Statements for the financial year prior to the date of application. Where applicable, unaudited statements prepared by the National Associations will not be rejected

Eligibility for Funding cont'd.

- ▶ **Incorporation Information**

  (This must be presented with the *first application only*)

- ▶ **Organizational Structure**

  (This must be presented with the *first application only*)

- ▶ **Evidence of Membership and/or Affiliation**

  *(There must be **current** regional and/or international membership and/or affiliation with the relevant governing body for the sport)*

If there are changes to the aforementioned, this must be communicated to the Foundation

Eligibility for Funding cont'd.

- In addition, if the National association intends to host/participate in a regional or international event, the relevant application form must be submitted (form available on the SDF's website)

All application forms available on the Foundation's website **sdf.org.jm** are now in writable PDF format

The request for funding should reach the SDF no later than 31st October each year for the ensuing year

The Budget Process

The funds received by the Foundation are allocated in seven (7) broad categories, namely:

1. **Administrative Expenses**
   ◦ That is the cost of running the Secretariat which must be kept at a minimum. It is our target that these costs should not exceed 15% of the proceeds received from the Gaming Industry in any year

2. **Reserve Fund**
   ◦ That is the retention of 10% of proceeds received from the Gaming Industry which is invested in short term securities

The Budget Process cont'd.
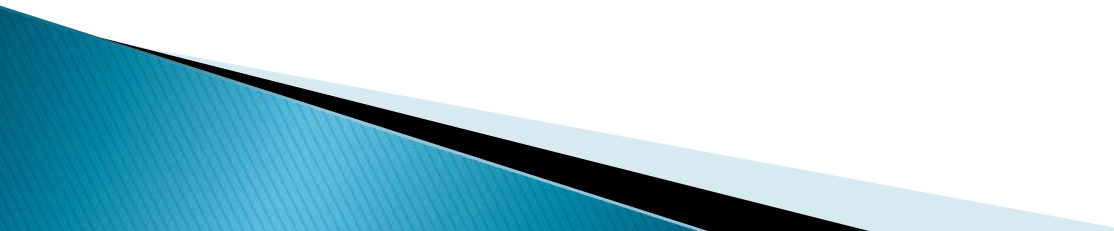
3. ## Infrastructure Projects
    - The funding of infrastructure projects depends on the availability funds and the accessed national and community needs

4. ## Grants to National Sports Associations
    - The Foundation assists eligible National Sports Association each year in their development. This funding is intended to be used for:

        - Payment of technical staff
        - Administrative expenses
        - Training costs, and
        - Competition expenses

The Budget Process cont'd.

The amount allocable to each Association is based on the following criteria:
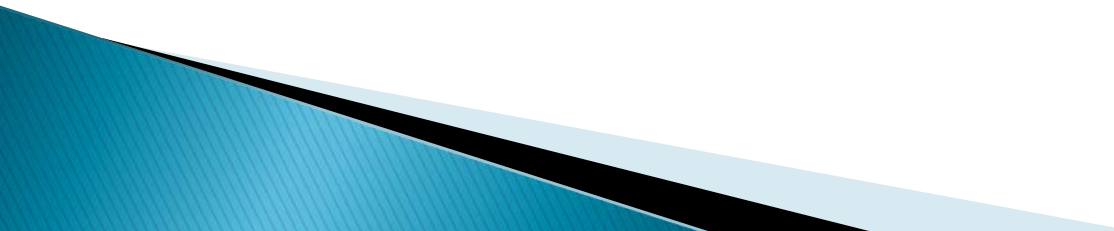
- Level of achievement of the sport

- National impact of the sport

- Number of participants, and

- The growth potential of the sport

The Budget Process cont'd.

5. **Government Agencies and Institutions**
   ◦ Grants to these organizations facilitates the development of sport at the school and community levels.

The beneficiaries are:

- G.C. Foster College of Physical Education & Sport
- Independence Park Limited
- Institute of Sport (INSPORTS)
- Social Development Commission

The Budget Process cont'd.

6. **Athlete Welfare Fund**
   ◦ This fund have been established to assist active and retired persons (athletes, coaches, administrators) who have represented Jamaica by providing funding for:
     · Medical expenses
     · Capital expenditures (wheelchairs, etc.)
     · Training equipment
     · Scholarships
     · Accommodation & living expenses during national representation
     · Competition fees

Requests for assistance from this Fund must be sanctioned by the respective National Sport Association

The Budget Process cont'd.

7. **Allocation Grants**

   ◦ This represents funds that are reserved on a yearly basis. These funds are made available to the Allocations/Projects Sub-Committee of the Board of Directors of the SDF.

   This Committee makes recommendations to the full Board of Directors based on their assessment of the ad-hoc requests received monthly from National sports associations, schools, community civic organizations and other public and private sector bodies for assistance for sport-related programmes/activities/projects

The Budget Process cont'd.

It is important that the 31st October deadline be met in order for the SDF to comply with our reporting deadlines

Description	Submission Deadline to MOF
Draft Budget	December 29
Final Budget	January 31

- The budget is presented to Parliament for final approval by April 30th

- Once the projected income flows are achieved, expenses and grants are paid as approved by the Board of Directors

The Approval Process

Operational Framework
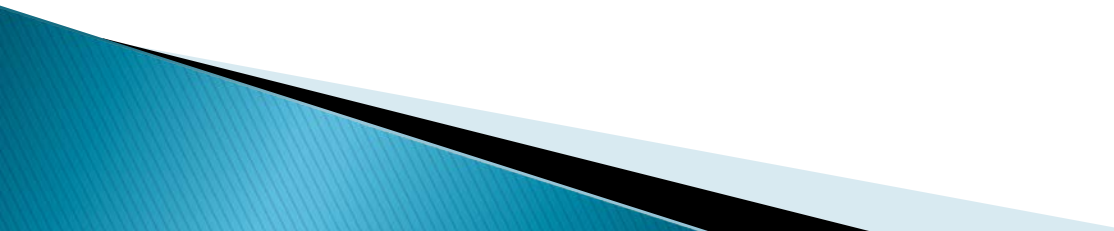
The SDF is managed by a Board of Directors (BOD)

The responsibilities of the BOD include

1. To ensure the accountability of all persons who manage the resources of the Foundation

2. To facilitate the development of adequate information, control evaluation and reporting systems within the SDF

3. To facilitate the development of specific and measureable objectives and performance targets and,

4. To enhance the efficient and effective management of the Foundation's resources

The Approval Process cont'd.

The BOD has established sub-committees. These include at the minimum:

- An Allocations/Projects Committee

- An Audit Committee, and

- A Finance Committee

The Approval Process cont'd.

The Allocations/Projects Committee

This Committee

- Meets on the 1st Tuesday of each month to review requests received

- Makes <u>recommendations</u> for approval to the full BOD

- Meets at the end of each year (takes the form of an Annual Retreat) to review submissions/proposals in order to make recommendations to the full BOD in relation to grants to
  - National Associations
  - Government Agencies, as well as
  - Proposed sports infrastructure development

The Finance Committee

This Committee meets on the 2nd Tuesday of every month

This Committee is responsible for

- Approval of draft and final budgets prior to final approval by the full BOD

- Monitoring the source and use of funds

- Ensuring that funds are spent in a prudent manner in achieving the mandate of the SDF

- Reviewing monthly financial statements and management reports

- Ascertaining the availability of funds to support the recommendations of the Allocations/Projects Committee

The Approval Process cont'd.

The Board of Directors

The BOD meet every third Tuesday of the month

The Board meets to
> - Review the Minutes of meetings presented
> - Review the reports of all sub-committee
> - Ratify the recommendations made by all sub-committees

Final decision on requests received by the SDF are not made until the BOD has ratified the recommendations of the Allocations/Projects and Finance Sub-committees

The Approval Process cont'd.

Approvals from Allocation Grants

Requests for funding from this category should reach the SDF no later than five (5) working days before the end of the month for consideration at the Allocations/Projects Committee (held on the 1st Tuesday of the following month)

At the minimum, the approval process takes one month.

The Approval Process cont'd.

Payments

▸ Subventions are paid monthly (for the most part)

▸ New requests, once approved, are paid within the relevant time frame

▸ Quarterly statements are given to National Associations/Institutions/Government Agencies to outline the

  ▸ Yearly grant

  ▸ Amount disbursed to date, and the

  ▸ Remaining balance to be disbursed

The Reporting Process

Application of yearly support for the upcoming year to be submitted by 31st October of current year.

The Application must include:

- The Development Plan (PDF fillable form available on SDF's website)

- A brief outline of the activities done and targets met during the current year to include the highlights and challenges of the year

- Information with regard to change of executives

- Application for funding for regional/international competition (PDF fillable form available on website)

Development Plan

Notes
- Reports should reach the SDF no later than **31st October**
- All sections of form are to be completed
- Typeset to be minimum 12

SECTION A – SUMMARY OF ACTIVITIES
- *Highlights and challenges of the current year's activities*
- *Proposed activities for the upcoming year*
- *Budget of activities*
- *Objectives/goals of the Association for the year and how these goals will be measured*

SECTION B – PROPOSED ACTIVITIES FOR UPCOMING YEAR
(Complete the form below listing the total cost of each project and the amount that is being requested from the SDF)
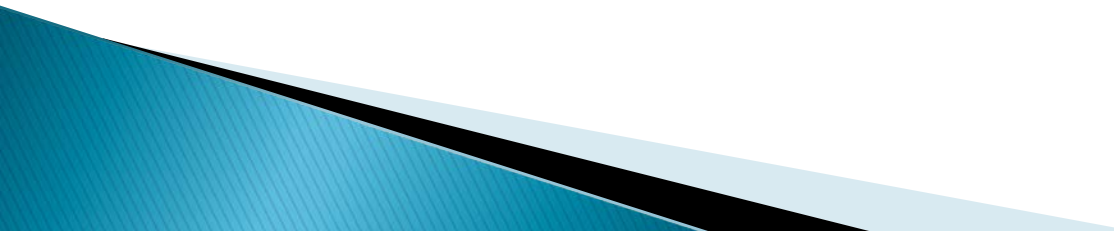
Srl.	ACTIVITY	TOTAL COST OF ACTIVITY	AMOUNT REQUESTED FROM THE SDF
1			
2			
3			
	TOTALS		

SECTION C – ADDITIONAL INFORMATION REQUESTED
- **Annual Budget**
- **Calendar of Events for upcoming year**
- **List of Executive Officers, positions and contact information**
- **Copy of last audited financial statements**
- **Do you have a website? If so, please list the URL address to add to the SDF's website**

APPLICATION FORM FOR REQUESTING FUNDING SUPPORT TO HOST OR PARTICIPATE IN REGIONAL/INTERNATIONAL SPORTING EVENT

1. NAME OF ASSOCIATION_____

2. PRESIDENT'S NAME/CONTACT PERSON_____

3. TELEPHONE(S) & EMAIL INFO._____

4. NAME/TYPE OF EVENT_____

5. DATE & VENUE OF EVENT_____

6. TYPE OF EVENT   REGIONAL   INTERNATIONAL

7.   IS THIS EVENT APPROVED BY YOUR REGIONAL/INTERNATIONAL BODY?:
      YES   NO

8.   IS FINANCIAL ASSISTANCE REQUIRED FROM THE SDF?:   YES   NO

      IF YES, HOW MUCH?:_____

9.   WHAT IS THE TOTAL BUDGET?-:_____

10.   IS THE BUDGET FOR THIS EVENT INCLUDED IN THE CURRENT
      DEVELOPMENT PLAN?   YES   NO

11.   HAS THE MINISTRY SUPPORTED YOUR BEING HOST OF THE EVENT?
             YES   NO

IF YES, KINDLY ATTACH LETTER OF APPROVAL FROM THE MINISTRY OF SPORTS

12.   DO YOU NEED ANY OTHER ASSISTANCE FROM THE GOVERNMENT?
             YES   NO

      IF YES, STATE TYPE OF SUPPORT REQUIRED _____

The Reporting Process cont'd.

REQUEST FOR FUNDING TO HOST A REGIONAL/INTERNATIONAL COMPETITION

▸ This request must be submitted at a minimum of 24 months prior to the scheduled date of the event and must be accompanied by a letter from the Ministry of Sport/GOJ granting the respective National Association permission to host the event

The Reporting Process cont'd.

Quarterly Reports

- The absence of proof that funds granted have been used for the intended purposes is a frequent audit observation

Why are these reports necessary?

- To provide accurate, timely information concerning the use of the funds granted by the SDF

- It must be borne in minds that the SDF has a fiduciary responsibility concerning the money in its care which really belongs to the people of Jamaica

The Reporting Process cont'd.

Quarterly Reports

- Each National Association/Government Agency is required to prepare and submit quarterly reports to show how the funds received from the SDF have been spent

Quarterly Report

QUARTERLY REPORT RE UTILISATION OF FUNDING FROM THE SPORTS DEVELOPMENT FOUNDATION

Name of Association _____ **Period from** _____ **to** _____

Activities	Objectives/Goals	Status Report	% Complete	Amount Spent

Total Expenditure for this quarter (A) $
Balance brought forward from previous quarter (B) $
Allocation from the SDF for this quarter (C) $
Balance carried forward to next quarter (B +C-A) $

Name Preparing Officer		Name Head of Association	
Title		Title	
Signature		Signature	
Date		Date	

Due Dates for Quarterly Report

FOR PERIOD	DUE DATE
January to March	01–May
April to June	01–Aug
July to September	01–Nov
October to December	01–Feb

Annual Reports

For Associations receiving a single disbursement cheque for the year, the Report must be submitted within that year

Annual Report

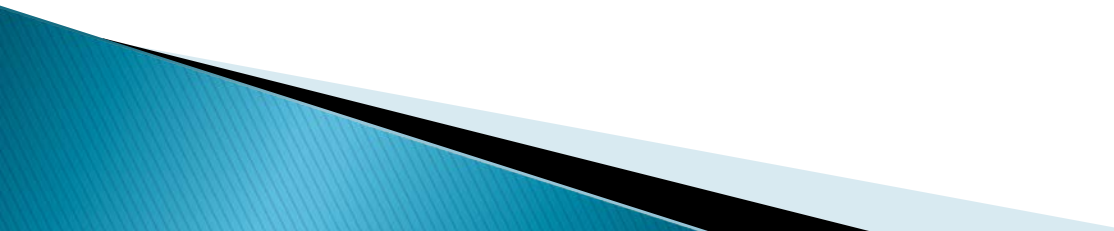## ANNUAL REPORT RE UTILISATION OF FUNDING FROM THE SPORTS DEVELOPMENT FOUNDATION

Name of Association _____ **Period from** _____ **to** _____

Activities	Objectives/Goals	Status Report	% Complete	Amount Spent

Name Preparing Officer		Name Head of Association	
Title		Title	
Signature		Signature	
Date		Date	

The Reporting Process cont'd.

CONSEQUENCES OF FAILURE TO SUBMIT REPORTS

▸ Failure to submit yearly Applications results in no funding being allocated to the respective Association or Agency

▸ Failure to submit request for funding to host events results in inadequate preparation, possible embarrassment to the country and lack of funding to properly host the event

The Reporting Process cont'd.

▸ Failure to submit quarterly reports by the due dates results in the cessation of monthly grants/subventions until the month in which the outstanding reports are received

Kindly note that no retro payment will be made

Association Services Department

Role & Function

The Association Services Department will represent the first point of contact for all sporting associations that use the services of the SDF

Association Services Department

Role & Function

This department will be responsible for the efficient delivery of:

- *Secretarial services*

- *Responding to queries*

- *Printing/Assisting in the preparation of Minutes and other typed documents*

- *Booking/reserving meeting room schedules*

Association Services Department

Typing and/or Photocopying of Documents

- Documents will be typed and/or copies made based on the request of the Association

- The Foundation operates a two-day turn around system i.e. Associations are asked to leave documents in the morning **(before 9am)** and pickup the following afternoon **(by 4pm)**

- Documents will be photocopied as requested and the Foundation will make every effort to make delivery by the following day.

Association Services Department

Photocopying of Documents

- If the amount of paper required to photocopy document exceeds 100 sheets of paper, the Association will be requested to provide the additional paper required

Association Services Department

SDF's Website

▸ In order to keep our website current, we ask that:

- Associations provide pictures or short video clips (5-7minutes) of their respective events

- Press releases

- News Items (includes change in Executives)

- Testimonials (how the SDF has assisted in any aspect)

Association Services Department

Calendar of Events

An electronic version of the Calendar of Events (COE) is to be submitted for upload to the site. The COE must have the following information:

- Month
- Date
- Event
- Venue
- Contact person, and
- Telephone contact(s)

Association Services Department

Banners

The SDF has banners to be displayed at events; kindly contact the office when required.

- A 'banner log' is maintained to record:
  ◦ Who received the banner(s)
  ◦ The date the banner(s) were received
  ◦ How many banners were received
  ◦ Which Association will be using them

The receiver signs upon receipt and it is also recorded when the banner(s) are returned

Association Services Department

Recognition

▸ Just like any other sponsor, the SDF demands its recognition via the print or electronic media

Association Services Department

Meeting Rooms

(**Only National Associations** may enjoy this privilege)

- Two reservation logs (A main log and a copy log) are maintained for the scheduling of meetings.
  - These reservation logs are updated by the Association Services Officer. This Officer keeps the main log and the copy log is kept at the Guard post.

Association Services Department

- If a meeting room is reserved and the meeting is either postponed or cancelled, please notify the Foundation ASAP in the event that another Association wishes to use the room

- Without reservation, there is no certainty of the availability of a meeting room

- **Note:**   Don't assume the rooms are not reserved and turn up to convene a meeting on the compound – please call first to confirm

Association Services Department

- ## Scheduling of Meetings

Meetings may be held at the SDF as follows:

- Monday to Friday from 8:30 am to 9:30pm
- Saturday and Sunday from 9:00am to 6:30pm

The security leaves at 10pm during the week and 7pm on weekends

Association Services Department

- ## Facilities Available at the SDF

The following meeting rooms are available for use

Association Services Department

Meeting Room 1 capacity = 10-15

Association Services Department

Conference Room – capacity = 35

Association Services Department

Change of Executive

- Kindly formally notify the SDF when there's a change in the Executive body, giving all relevant contact information