Funding Applications Policy

*This is a Volleyball PEI Policy applicable to all registered members.*

1) Purpose:

To establish a transparent process through which Volleyball PEI can provide financial support to its members when their efforts align with Volleyball PEIs mission and vision.

2) Policy Statement:

2.1 Volleyball PEI shall identify what if any strategic priorities it wishes to undertake as part of its annual budgeting process.

 Those priorities may include:

 Club development

 Athlete development

 Official development

 Coach development

2.2 Where Volleyball PEI has an opportunity to assist clubs or athletes with flow-through funding, to the extent reasonable, the board should treat clubs and athletes equitably.

2.3 The board shall also establish a process for addressing applications for support which fall outside of the normal practice. When possible, these requests should be:

 a) directed for submission through the regular process

 b) directed to submit a proposal for consideration as part Volleyball PEI’s budgeting process, or lastly,

 c) Submit a proposal for consideration mid-year.

2.4 Proposal submitted under 2.3(b) or (c) will be reviewed on a case- by-case basis. Whenever possible, precedent cases will be referred to.

3) Provisions:

3.1 As part of its budget process the Board of Directors should identify priorities for support, and identify the appropriate eligibility criteria, amount of support, and application process that would support:

 Club development

 Athlete development

 Official development

 Coach development

 3.2 This review should include the presentation of a report on the success of discuss financial supports offered to clubs, athletes, or officials to determine if the supports were one time or regular supports.

 3.3 A call for applications and deadlines should be advertised on its website and by email to the appropriate level of membership for application.

 3.4 An application for funding that is outside of the established process, at the time of the annual budget, or mid-year shall include a formal letter of request and a proposal that outlines:

 The program areas being supported

 The nature, length, and scope of the effort

 The type and amount of support requested from Volleyball PEI

 The amount of support from other sources

 Consideration of the impact on other member activities.

4) Process for Approval:

 4.1 Applications submitted under section 3.1 shall be reviewed in accordance with the requirements of the application process agreed by the board.

4.2 Proposals submitted under section 3.4 should be submitted to the Executive Director (or President if no E.D exists) before any activity begins. The applicant will be advised if the proposal will be considered as part of the budget process or at the next scheduled board meeting. If the application is time sensitive, the ED may refer the matter to the Executive for more immediate consideration.

4.2.1 Any submissions referred to the Executive for decision shall be disclosed at the next scheduled meeting of the Board.

4.2.2 The applicant shall be informed in writing about the success of their application regardless of whether or not the proposal was accepted.

4.3 Unless the resubmission of a proposal is invited, any resubmission shall be treated as a new application.

5) Communications

5.1 This policy will be communicated to all staff, committee chairs, committee members and directors by the Executive Director (or in the absence of the E.D., the President) of Volleyball PEI.

6) Approval & Review :

 6.1 This policy was approved by the Volleyball PEI Board in 2019

 6.2 Date of last review: March 2022