

NA DEVELOPMENT FUND 2006 – 2007: INFORMATION LETTER

1 INTRODUCTION: NA DEVELOPMENT GRANTS “A” AND “B”

- 1.1 The FIH NA Development Fund is open to National Hockey Associations (NAs) that are members of the International Hockey Federation (FIH).
- 1.2 **The application period starts on 1 November 2005 and the deadline for submission of applications is 1 February 2006.** It is planned that grants will be notified in May 2006.
- 1.3 The FIH wants to continue the process of applications (by NAs) and grant awards (by FIH) in the traditional biennial time schedule.
- 1.4 **A firm allocation has been made to the Fund for 2006 and it is anticipated that a similar amount will be available in 2007.** To enable plans to be managed over the whole two year period, the application process asks you to specify costs in each year.
- 1.5 Grants will consist of a **firm commitment by the FIH for 2006 plus a note about the 2007 portion of a grant.** No new application will be required for the 2007 portion of a grant; the application submitted before 1 February 2006 will cover 2006 and 2007.
- 1.6 **The 2007 portion of the grant will be confirmed before 1 January 2007 after a satisfactory report on the A or B grant activities till November 1, 2006 has been received by the CDO with a copy to the FIH Office.**
- 1.7 If you do not apply before 1 February 2006, the next opportunity for obtaining a grant will be in 2008. In other words, **there is no second round of applications for 2007.**
- 1.8 To be considered, **applications must be completed in full** and returned to the FIH CDO in your Continent **before the deadline of 1 February 2006.** Late or incomplete applications will not qualify for support. Each NA intending to submit a grant application is strongly recommended to contact the CDO to announce and discuss its intention at the earliest stage possible. For B grant applications early contact with the CDO is a requirement.
- 1.9 All NAs may apply for a relevant grant but may not necessarily be awarded one. Assessments will be made on the basis of the proposed use of the grant, need, the development plans and potential of NAs and the overall strategic and operational plans of the FIH and the Continental Hockey Federations (CFs).
- 1.10 NAs which have a National Hockey Development Plan (NHDP) must submit their current plan together with their application. The latest update of the plan must not be older than 2005.
- 1.11 It is FIH policy to focus its support on NAs which try to work in a structured way on sustainable hockey development. For that reason, NAs which want to make an A grant request, but which do not have even a basic NHDP, must include the request for assistance of a FIH Consultant in the preparation of a NHDP in 2006. That assistance will be by e-mail correspondence and a visit of the consultant to the country of the NA. This is dealt with as item 1 on the “A” grant application form. These NAs may also make applications for other types of “A” grant support but such requests will only be considered on submission of the NHDP.

- 1.12 Timely reporting about any 2004-2005 “A” and “B” grants is a condition for awarding a 2006-2007 grant.
- 1.13 There are two different types of Development Grants:
- 1.14 “A” Grant - with a value up to maximum Swiss Francs (CHF) 2,500 over the 2 years:**
- the aim is to promote short-term projects intended for completion before May 2007 and/or May 2008.
 - applications may be for one or more projects taking place between May 2006 and May 2008.
 - you are recommended to give consideration to requests for “in-kind” support (see items 1 to 4 on the “A” grant application form).
 - FIH reserves the right to decline applications or to adjust the amount of the grant, depending on the number of applications. To enable activity and financial planning over the two years, it is unlikely that more than CHF 1,250 will be granted in the first instance for 2006.
 - FIH may also suggest changes to the proposed uses of grant funds after consultation with the CDOs (who consult the CFs) and with the FIH Development Manager and after consideration by the FIH Development and Coaching Committee (DCC). The DCC has a mandated member from each CF.
- 1.15 **“B” Grant - to a maximum value of CHF 20,000 over the 2 years:**
- the aim is to promote or underpin structural and sustainable hockey development.
 - “B” grants may be awarded to individual NAs or to two or more NAs where there is a logical basis for regional co-operation. (The FIH sees real added value in co-operation between NAs in development projects. NAs can be of similar development level but also with one higher hockey developed NA working with less hockey developed NAs -"twinning".)
 - there will only be a limited number of “B” grants. The CDOs in consultation with the CFs and the FIH Development Manager, the FIH DCC and the FIH Executive Board, will consider which applications will contribute most effectively and meaningfully to global hockey development in line with the FIH and Continental Strategic Plans.

2 THE APPLICATION PROCEDURE

Please read these instructions carefully and contact your Continental Development Officer (CDO) before completing your application.

2.1 “A” GRANT

2.1.1 Use the official Application Form for the “A” grant included with this Information Letter: complete all sections and submit the form, duly signed by the President or Secretary General of your NA, to your CDO.

2.1.2 If your NA was awarded an “A” grant in 2004-05: you must include a report on the use of that grant. A Report Form is included with this Information Letter. If your NA was awarded a B grant in 2004-2005, you must have reported according to the [letter sent to you in February 2005](#).

2.1.3 You can request the grant for one or more projects.

- 2.1.4 **If you do not have a National Hockey Development Plan:** you must request a FIH Consultant's assistance to prepare a NHDP as one of your options. We recommend a request to the value of CHF 1,250 for that. If you have a basic NHDP and intend to develop it into a more complete plan, please attach it to your application so that it can be seen whether, and if so what sort of, assistance would be valuable for you. If you already have a full NHDP, please attach it to your application.
- 2.1.5 **If you request the grant (or a portion of it) for a visit of a qualified FIH Course Conductor (Coaching or Umpiring) or of a FIH Hockey Development Consultant,** and the grant is awarded, the FIH will appoint the Conductor/Consultant for a period to be agreed with you. FIH will pay his/her travel costs and basic allowance to cover his/her small expenses directly in accordance with established policy (see below). However, costs of accommodation, meals and transportation in your country are the responsibility of your NA.
- 2.1.6 **A FIH Conductor's visit for a coaching/umpiring course:** a single visit, preceded by e-mail contact about the level and the program of the course, is likely to be of approximately five full days duration (excluding travel days). The FIH will set aside or allocate up to CHF 1,250 of the grant to cover the expenses of the Conductor/Consultant for a single visit.
- 2.1.7 **Educational and training projects, such as participation in international courses and workshops:** the FIH will reimburse (part of) the airfare and will pay for the participation fee, where applicable, for the appointed participant from your country. This will count for a total of CHF 1,000 in your grant application but may vary depending on the circumstances, logistics and actual costs.
- 2.1.8 **Examples of Youth Development and of Club and Association Development** are given on the application form.
- 2.1.9 **Amounts may vary from those referred to above** based on actual approved quotations or costs.
- 2.1.10 Towards the end of the application form, you are asked to indicate **the calendar years in which the project costs will fall**. You are also asked to **list the projects in priority order**.

2.2 "B" GRANT

- 2.2.1 **Use the official Application Form for the "B" grant included with this Information Letter:** complete all sections and submit the form, duly signed by the President or Secretary General of your NA, to your CDO. If necessary, add attachments to the application form to provide a comprehensive explanation of the project and implementation details (targets & timeframes) and to indicate progression in your planning.
- 2.2.2 **You must be able to present a long-term (3 to 4 years) National Hockey Development Plan which has been updated in 2005:** indicate which project(s) contained in the Plan would benefit specifically from the use of the "B" grant in 2006-2007.
- 2.2.3 **The National Hockey Development Plan (NHDP)** must show that the NA:
- has analysed the existing hockey situation and the qualitative and quantitative development potential in the country;
 - has considered the obstacles obstructing the development of hockey and how these obstacles can be overcome;

- wants to implement a realistic 3-year (or longer term) National Hockey Development Plan for structural hockey development and what the measurable development targets are for each year;
- has a specified and detailed budget estimation and funding plan for the implementation of the NHDP, which can realistically cover the costs;
- has adequate management and staff for the execution of the plan (professionals and/or volunteers).

2.2.4 If your NA was awarded a grant in 2004-05, you must include a report on the use of that grant:

- if you received an "A" grant in 2004-05 but have not yet reported on the use of that grant, a report must be submitted together with your 2006-07 application; a report form is included with this Information Letter.
- if you were awarded a "B" grant in 2004-05, you would have signed a MoU with the FIH. All reports due to the end of November 2005 should form part of your submission for any grants in 2006-07.

2.2.5 The application form asks you to break the overall project down into phases with start/finish dates and costs for each phase.

2.2.6 A special opportunity that can be considered by NAs who have team(s) preparing for qualification tournaments for the Olympic Games and who are eligible for a B grant, is to have a highly qualified and internationally experienced FIH Coach as Coaching Consultant. That service can be offered in a limited number of cases. NAs interested in this are requested to contact the FIH Coaching Manager via the CDO in their continent to discuss the kind of arrangement which could be made.

3 THE APPROVAL PROCEDURES

3.1 All applications should be submitted directly to the CDO responsible for DCC activities in your Continent: they will be dealt with by the CDO in consultation with the FIH Development Manager, and discussed with other responsible parties in the CF as appropriate.

3.2 The FIH DCC will consider the applications taking account of the advice and recommendations of the CDOs, the FIH Development Manager and the CFs.

3.3 For "A" grant applications, the FIH DCC will consider:

- the quality of the application;
- the current status of the National Hockey Development Plan;
- the benefits of the proposed projects;
- special recommendations from the CDO and the CF;
- the relationship of the proposed projects to FIH objectives.

3.4 For "B" grant applications, the FIH DCC will consider:

- the quality of the application;
- the quality of the National Hockey Development Plan;
- the importance of the proposed use of the grant;
- the hockey development potential in the country of the applicant NA;

- the multiplier effect of a possible grant (eg could a grant from FIH be used by the NA to generate contributions from other sponsors?);
 - if the proposed use of the grant is in line with the policy of the FIH;
 - special recommendations from the CDO and the CF;
 - the wider implications for development in the region;
 - the need of the NA for the requested grant and the potential to find other funds.
- 3.4 **For “A” grants, the FIH Executive Board has mandated the FIH DCC to decide on awards.**
- 3.5 **For “B” grants, the DCC will submit recommendations to the FIH Office Bearers who will make final decisions on awards on behalf of FIH Executive Board.**
- 3.6 **The FIH Office will inform applicant NAs of the outcome of their applications by 15 May 2006 with a copy to the relevant CDO.**
- 3.7 **Payment for successful “A” grant applications** will be made as soon as the DCC has approved the application if it is a cash grant. For “in kind” grants, the responsible CDO will contact the NAs.
- 3.8 **For successful “B” grants applications, a Memorandum of Understanding (MoU) will be drafted.** This MoU is prepared by the NA in close cooperation with their CDO. The FIH will make a pro forma MoU available for use by the CDOs and the NAs concerned. The MoU should contain information on:
- the use of the grant;
 - the intended effect of the use of the grant (ie “performance indicators”);
 - the requirements for reporting on progress and final results;
 - the terms of payment by the FIH.

The information given in the grant application must be good enough to serve as the basis for drafting the MoU. The MoU needs the signature of the President or the Secretary General of the recipient NA and the CDO. It also requires the approval and signature of the Chairman of the DCC. **MoUs must be completed and signed off by 1 July 2006.**

4 PAYMENT PROCEDURES

- 4.1 **For “A” grants:** a positive decision by the DCC means the FIH can immediately pay the “A” grant for 2006 unless it is an “in kind” grant in part or whole, in which case payment/delivery will be as described above.
- 4.2 **For “B” grants:** the first instalment of the amount awarded will be paid immediately after the FIH has approved the MoU submitted by the NA and the CDO. Unless otherwise agreed between the parties and specified in the MoU, a second and final instalment will be made in February 2007 subject to receipt of a written progress report (or reports, as the case may be) and to adjustments for any “in-kind” portions. If the grant is partially “in-kind”, that portion will be processed as described above or as otherwise agreed by the parties.
- 4.3 Any NA which receives a “B” grant in 2006-07 will be required to present a final written report (including an evaluation of the project and a record of expenditure) to the CDO and FIH by mid June 2007.
- 4.4 **If an NA is indebted to the FIH and/or its CF in respect of affiliation fees, it cannot apply for a grant.**

5 ATTACHMENTS ENCLOSED

- Application form for 2006 - 2007 "A" grant
- Application form for 2006 - 2007 "B" grant
- Report on the use of the "A" grant 2004 - 2005
- Contact Details of the CDOs

This Information Letter and the documents above are available to download from the FIH website (www.worldhockey.org) in the *Development* section.

Dated: 5 November 2005