

Individual Official Application for Certification or Initiative

A. General Information / Contact Details:

FULL NAME: _____

Your Sport: _____

Birth Date (dd/mm/yy): _____

Address: _____

Telephone: _____

City/Town: _____

Fax: _____

Postal Code: _____

Email: _____

Officiating Identification # (if available): _____

Current Officiating level: _____

B. Funding details:

Are you applying for (please select one): Certification Initiative

C. Have you included the following information: (check all of the information included with your application)

..... Endorsement of Provincial Sport Organization (using the form attached)*

* In the absence of a Provincial Sport Organization in good standing with Sport Nova Scotia, applicants are asked to contact Candice Petten at SNS (tel. 902-425-5450 ext. 372; fax. 902-425-5606; email: cpetten@sportnovascotia.ca).

..... Written letters of reference from three sources (using the form attached)

..... Complete budget submission (including all revenue streams & estimate of expenses)

..... Comprehensive professional development / officiating plan

..... Amount of Request (indicate the amount of money requested for this certification or initiative)

D. Complete the following application and submit along with all supplementary information to:

Candice Petten, *Support4Sport* Administrative Coordinator
c/o Sport Nova Scotia, 5516 Spring Garden Rd., 4th Floor, Halifax, NS, B3J 1G6

I consent to the collection and use of my personal information as stated in the Sport Nova Scotia Privacy Policy. I understand that the Sport Nova Scotia Privacy Policy is accessible at www.sportnovascotia.ca or in electronic or hard copy format by contacting sportns@sportnovascotia.ca or 425-5450.

Signature of Applicant: _____ Date: _____

QUESTION 5: Budget (cont'd)

Name of initiative: _____

Date of initiative: _____

EXPENSES (identify the approximate amounts associated with the initiative in the areas noted below. Where appropriate provide details)

- > Travel/Transportation (including such things as airfare, mileage, rental cars, taxis etc.) \$ _____
- > Accommodations (including number of rooms x number of nights x number of occupants x room rate) \$ _____
- > Food (estimate the costs of meals e.g., # of meals per day x days)..... \$ _____
- > Event Fees (including registrations, conference fees, entry fees, tuition etc...) \$ _____
- > Other Certification Fees, Sanctioning Fees, Association Fees etc..... \$ _____
- > Incidentals \$ _____
- > Equipment \$ _____
- > Other: _____ \$ _____
- > Other: _____ \$ _____

TOTAL EXPENSES: _____

REVENUE (identify approximate amounts of assistance available from the following sources for the initiatives noted above):

- > \$ Available from NSO (National Sport Organization.) \$ _____
- > \$ Available from PSO (Provincial Sport Organization)..... \$ _____
- > \$ Available from Club \$ _____
- > \$ Available from HHP (Health Promotion & Protection)..... \$ _____
- > \$ Available from Self \$ _____
- > \$ Available from Fundraising \$ _____
- > \$ Available from Sponsorships \$ _____
- > \$ Available from Other sources: _____ \$ _____
- > \$ Available from Other sources: _____ \$ _____

TOTAL REVENUES: _____

AMOUNT REQUESTED from Support4Sport for this initiative: \$ _____

QUESTION 6: Using this form, ensure your application has the endorsement of **the President of your Provincial Sport Organization**. To do this, contact your Provincial Sport Organization (e.g., Soccer Nova Scotia) to review your application and get the PSO President to complete the following section. This section must be submitted along with the rest of the application.

All Applicants must have the endorsement of their Provincial Sport Organization to be eligible for Sport Fund consideration. In the absence of a Provincial Sport Organization in good standing with Sport Nova Scotia, applicants are asked to contact Candice Petten at SNS (tel: 902-425-5450 ext. 372, fax: 902-425-5606, email: cpetten@sportnovascotia.ca)

Name of Applicant (please print) _____

Name of Provincial Sport Organization (please print) _____

Name of Provincial Sport Organization President (please print) _____

Note to the PSO President: Include any information you feel may be important for the Allocation Committee to know about this Applicant and/or the certification/initiative for which they are requesting funding through *Support4Sport*.

I, _____, do hereby acknowledge that I have reviewed this
(print name of President)
application and on behalf of _____ confirm its accuracy and support the
(print name of Provincial Sport Organization)
application for financial assistance through *Support4Sport*.

Signature of President: _____ Date: _____

QUESTION 7: Applications must include three letters of reference from individuals who can comment on your officiating endeavors. Use the following form, and ensure that each letter is submitted along with the rest of the application.

All OFFICIAL Applicants must have three written letters of reference to be eligible for *Support4Sport* consideration. These may include:

- A Mentor Official
- A Peer Official
- The Provincial Head Official
- Academic Supervisor/guidance counsellor
- Others who can comment on your officiating involvement

Name of Applicant (please print) _____

Name of ENDORSER (please print) _____

Telephone number: _____ Email address _____

Mailing Address: _____

In what capacity have you been associated with the applicant? _____

How long have you known the applicant? (years) _____

Note to the Endorser: Include any information you feel may be important for the Allocation Committee to know about this Applicant and/or the certification/initiative for which they are requesting funding through *Support4Sport*.

Signature of Endorser: _____ Date: _____

CHECKLIST: To ensure that your application is complete, have you....

- Completed the cover sheet with all of your contact information? Yes _____ No _____
- Included all of the information about your past officiating involvement? (Question 1) Yes _____ No _____
- Included your officiating goals for the next 1-2 years? (Question 2) Yes _____ No _____
- Described your officiating plans for the next 1-2 years? (Question 3) Yes _____ No _____
- Described the initiative(s) for which you are requesting funding? (Question 4) Yes _____ No _____
- Completed the budget table for each initiative & added supporting documentation? (Question 5) Yes _____ No _____
- Included the endorsement/signature of the Provincial Sport Organization President? (Question 6) Yes _____ No _____
- Included THREE LETTERS of REFERENCE (Question 7) Yes _____ No _____

Send your completed application and all additional information to:

Candice Petten
Support4Sport Administrative Coordinator
c/o Sport Nova Scotia
5516 Spring Garden Rd., 4th Floor
Halifax, NS, B3J 1G6

Official applications reviewed by *Support4Sport* committee on a monthly basis