

## **ODBA Special Funds Application Guidelines 2024-2025**

1. This application guideline is designed for individuals or groups (herein referred to as Applicant) to apply for monetary funding for developmental ODBA related activities (herein referred to as Event) using the ODBA Special Funds Application Form (herein referred to as the SFA).
  2. All decisions are not precedent setting.
  3. Applicants are expected to keep all related receipts.
  4. Incomplete applications can be grounds for being declined.
  5. Any questions regarding the application process should be directed to any ODBA BOD as soon as possible in writing.
  6. Applications can be received any time prior to the Event, and up to 30 days past an event. The ODBA BOD reserves the right to disperse the funds at their discretion, and/or after confirmation of the Event.
  7. The ODBA requires a minimum of 30 days to process applications.
  8. Any declined applications will be given a reason of why the application did not get approval.
  9. Approved applications can receive partial or full funding.
  10. In any case where reimbursement is provided for an Event that did not proceed to fruition (cancellation), the reimbursement must be returned in full to the ODBA within 30 days of the planned Event.
  11. Events must be related to an approved Badminton Canada, BON (badminton Ontario), or ODBA recognized activity.
  12. Beneficiaries of the funds must be a member in good standing of an ODBA affiliated badminton club at the time of the Event.
  13. A parent, legal guardian, coach, and/or host club will be consulted when a legal minor is either applying for, or being a recipient of funds. The application needs to provide this contact information, and the application must be signed by an applicant' parent and coach.
  14. A coach and/or host club may be consulted when any athlete is applying for funds. The application needs to provide this information.
  15. Funds will be paid in the form of a cheque only.
  16. International BWF tournaments will be given consideration for Special Funds;
  17. To encourage players in Ottawa district to compete in National Championships, National Junior Championships or National Open Championships outside of Ontario and Quebec provinces will be given consideration for Special Funds.
  18. The deadline to put in application for 2024-2025 season is June 5th, 2025
- Special Fund Application can be submitted to Yong (yong.shi@outlook.com) and cc to [thuyp12c5@gmail.com](mailto:thuyp12c5@gmail.com) this year using the form on second page.

## ODBA Special Funds Application Form

This form needs to be complete to the best ability of the applicant. Any secondary attachments are welcome and encouraged. Please provide information regarding the:

1. Name and Contact information of applicant, and beneficiaries of funds
2. Scope of the project/event: (e.g. tournament, fund-raiser, demonstration, out-trip)
3. Date and location of the project/event
4. Amount of Funds requested & Purpose: (e.g. food, lodging, gas, admissions, coaching)
5. Recipient and Community Benefit: (e.g. beneficiaries, target audience, advertising, educational purpose)
6. If the project/event results in a profit, how will this money be utilized?
7. Agenda of the project/event: (the itinerary of the event)
8. Host Club (where one plays badminton) and Coach contact information
9. Contact Information (as per Guidelines #14, and #15)
10. Signatures

\_\_\_\_\_  
RECIPIENT

\_\_\_\_\_  
PARENT

\_\_\_\_\_  
COACH