

Inclusive & Adaptive Skating Development Initiative

Final Program Framework

Document Control

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Approval	Executive Director
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Review Cycle	Annual review following the skating season; governance review every three years
Owner	Organizational Excellence

1. Purpose

This Framework establishes the governance and administration of Skate AB|NT|NU's Inclusive & Adaptive Funding Program and supports its ongoing development through the Inclusive & Adaptive Skating Development Initiative. It provides direction for program administration, communications, evaluation and continuous improvement to ensure funding is used strategically, consistently and transparently. The Framework is intended to provide consistency from year to year while allowing the funding program to evolve in response to participant needs, community feedback and available funding.

2. Vision

Individuals of all abilities have meaningful opportunities to participate in quality skating experiences within all Skate Canada pathways across Alberta, Northwest Territories and Nunavut.

3. Objectives

- Increase participation and reduce barriers in clubs of all sizes across the Section.
- Support quality inclusive programming by educating coaches and clubs and integrating with Program Delivery Standards.
- Build club and coach capacity in the ability to identify, attract and support skaters with diverse needs.
- Support sustainable programming and meaningful community partnerships.
- Measure and communicate the impact of the Initiative.

4. Guiding Principles

- Participant-centred
- Coach-led
- Equity across club sizes and geographies
- Simple to access and validate with appropriate club accountability
- Sustainable
- Continuous improvement year over year.
- Meet or exceed Skate Canada Program Delivery Standards
- Leverage existing Section information wherever possible to reduce administrative burden.

5. Governance

- Skate AB|NT|NU Board approves the annual budget.
- Staff Lead coordinates administration, communications and annual review.
- Section staff verify eligibility, process payments and support clubs.

- Inclusive & Adaptive Skating Working Group recommends funding and provides advice on the ongoing development of the funding program.
- The governance structure and Working Group will be reviewed following the first year of implementation.

6. Working Group

- Membership should seek expertise in athlete development and participant pathways, coaching, regional perspectives, inclusive programming, community partnerships and administration.
- Members are selected for their expertise. Given the nature of the skating community, affiliations with clubs are expected.
- Members must declare any actual, perceived or potential conflict of interest relating to an individual application and will not participate in the discussion or recommendation for that application.
- Key staff and proposed Working Group members should review significant program changes before implementation.

7. Annual Program Cycle

September 10	Launch Initiative and applications
October 18	Intake 1
November	Funding recommendations and first payment
January 22	Intake 2
February	Funding recommendations and first payment
Spring	Reporting, evaluation and recommendations

8. Eligibility

- Applicants must be in Good Standing, meet Program Delivery Standards, comply with previous grant reporting requirements and meet financial obligations to the Section.
 - Applicants may be asked to work with Skating Programs Coordinator to ensure Program Delivery Standards are met prior to / throughout the timeframe in which the Inclusive & Adaptive programming is offered.
- Eligibility will be verified internally by the Section wherever possible.
 - Applicants will not be asked to provide information that is already readily available to the Section or can reasonably be verified through existing Section processes.

9. Funding Framework

- Overall program funding will be finalized and approved annually.
- Funding supports participant access, quality programming and sustainable club development.
- Funding may support both new initiatives and the continued delivery of established successful programs.
- Funding decisions are made annually based on the published assessment criteria, available funding and the overall goals of the funding program.
- Funding will generally be issued as 50% upon approval and 50% following acceptance of required reporting.
- Funding limits and exceptional requests will be established annually.

10. Assessment Principles

- Applications will be assessed using a standardized assessment rubric.
- Following assessment, the Working Group will review the overall distribution of funding to support regional representation, rural and urban balance, and the overall goals of the funding program.

11. Reporting

- Each funded application requires a Program Summary, Expense Summary with supporting documentation and a Final Report.
- Final payment will be released following receipt and acceptance of required reporting.

12. Communications & Evaluation

- Celebrate participant, family, coach and club stories where appropriate.
- Annually evaluate participation, regional distribution, partnerships, funding utilization and opportunities for recognition and continuous improvement.

Supporting Documents

- Program Rubric
- Program Administration Guide
- Grant Application Form