



| SUBSIDY PROGRAM OF REQUIREMENTS |

2021

Dear sport organization/athlete,

In accordance with the General Subsidy Ordinance (AB. 1998 No. 34), an application for an **incidental subsidy** must be submitted to the Minister of Education, Culture Youth, and Sport, at least two months prior to the activity, for which funding is being requested.

This Program of Requirements document is to inform you that the procedures of a subsidy request must be respected in the interest of efficient processing. The timely submission of your application is necessary for the careful planning of the country's budget for the upcoming year, as is per the procedures of good governance.

To facilitate the processing of requested subsidies, the requested documentation must be submitted as accurately, honestly, and as thoroughly as possible, and should be submitted within the given timelines which ensures prompt and efficient processing.

Attached, please find the Program of Requirements when applying for a subsidy.

Thank you for your cooperation!

Department of Sports

Government Administration Building

Soualiga Road #1, Pond Island, Philipsburg. St. Maarten

Tel: 1721-542-0651/ 542-2026 Ext: 2768



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1. PURPOSE

The purpose of the Subsidy Program of Requirements is to create opportunities for sports organizations and athletes to further develop sports and recreational activities on Sint Maarten to ultimately enrich the living environment and well-being of all Sint Maarten citizens.

As the leading funding entity associated with the development and execution of sports services and activities, the Government of Sint Maarten and by extension, the Minister of Education, Culture, Youth and Sport makes a subsidy available to assist individuals and recognized sporting bodies engaged in sport development activities and events.

The Program of Requirements outlines on a step-by-step basis the process in which funding/subsidy can be requested. The program also creates a framework that classifies applicants and identifies the requirements and conditions under which subsidy is considered.

2. ELIGIBILITY FOR SUBSIDY

Applicants for **Sport related development/activities** must fall into one of the three recognized categories to be eligible for subsidy. Considerations for deviation from the criteria outlined within each category can be made on a case by case basis. The definitions and criteria for recognition and submission of a request can be found below:

1. National sport Governing Bodies - NGBs

A National sport Governing Body/National Federation is the authority recognized by the Department of Sport and the Sint Maarten Sports & Olympic Federation for the administration of sporting disciplines under its jurisdiction. This includes the right to select national teams for those disciplines and has the largest number of affiliates, clubs, and associations representing a national sports section. The NGB should be affiliated with their international governing body (International Federation) for the sport.

Criteria for Recognition as a NGB:

- Signed application request by the authorized person(s);
- Possession of an active bank account registered in the name of the organization at a recognized financial institution;
- Copy of the approved organization statutes/articles of incorporation (hand in only once);
- Copy of the organization's Chamber of Commerce registration (once a year);
- Crib number from the Tax Office;
- Annual Program/strategic plan and budget;
- Certified Accounts Financial Operational report for the previous year;
- Social report of the previous year, which should include development plan for total sport participation;
- Affiliation to the International Governing Body;
- Minutes of Last AGM (which include the election of Officers);

2. Sport Serving Bodies

The category of Sport Serving Bodies refers to institutions, associations, leagues, clubs, community/faith-based, and other recognized entities whose sole function or partial function is the conduct and coordination of sporting events/activities. Sport Serving Bodies shall be registered with the Sports Department and their respective NGB's where applicable.

Criteria for recognition as a Sports Serving Body:

- Signed application request by the authorized person(s);
- Provision of evidence of the entity's success in a similar type of projects previously undertaken;
- Possession of an active bank account registered in the name of the organization at a recognized financial institution;
- Having a formal structure in place which shall be the main decision-making arm of the entity;
- Copy of the approved organization statutes/articles of incorporation (hand in only once)
- Copy of the organization Chamber of Commerce registration;
- Crib number from the Tax Office;
- Budget for the event/activity and accompanying quotations;
- Invitation with relevant information (e.g. Registration fee) in regards to the event/activity (*if applicable*);
- Endorsement letter from respective NGB (*if applicable*);
- Proof of permission to be absent from school for children/students (*if applicable*);

3. Individuals

Under the terms of these guidelines, individuals are citizens of St. Maarten who are actively engaged in physical activity and sports development and those who may not be attached to a club, association or NGB.

Criteria for recognition as an individual:

- Signed application request by the authorized individual;
- Endorsement letter from respective NGB;
- Subsidy request letter outlining past, present, and future standing in proposed sport;
- Amount requested and accompanying quotations;
- Birth Certificate or Passport as evidence of Dutch St. Maarten citizenship (registration letter where applicable);
- Two (2) Testimonials attesting to their suitability for assistance;
- Invitation with relevant information in regards to the event/activity (if applicable);
- A request for a child under the age of 18 must be made by a parent or guardian on behalf of the child;

→ Additional criteria for recognition:

Organizations for whom subsidy is granted must comply with the following areas:

- Adherence to the safeguarding guidelines for all personnel dealing with youth;
- Regular upgrading of personnel, specifically coaches and referees;
- Organization/participation in informational sessions for athletes, coaches, volunteers, and organizations relating to drug use and doping;

- Recorded within the National Sports Registry;
- In good standing with the Inspectorate of Taxes (taxes and social premiums);

3. EXPENSES ELIGIBLE FOR SUBSIDY

The expenses eligible for funding are based on the Department’s policy themes 2020 – 2023. In 2023 the Department will review the current policy themes.

(1) Stimulate sports participation and accessibility for all:

- a. Sports equipment, materials, and apparel
- b. Informational sessions, introductory clinics, mini-tournaments, and events
- c. Execution of national tournaments and leagues (materials, insurance, stipends, trophies)
- d. Sports activities for vulnerable groups (transportation, materials, facility usage to host clinics, sessions, or tournaments)

(2) Institutional strengthening:

- a. Certification for personnel in sports administration, sports officials, international standards, safeguarding, organizational development, health, and safety, etc.
- b. Participation and certification for coaches and trainers:
 - i. in house (e.g. materials and registration fee)
 - ii. bringing a trainer to the island (e.g. travel, accommodation, material, and meals)
 - iii. going abroad (e.g. registration, travel, accommodation, and transportation)

(3) Sports tourism:

- a. Participating in international or regional tournaments, training camps, and conferences (travel costs, accommodation, equipment, insurance)
- b. Hosting regional or international tournaments (promotion, accommodation, transportation, insurance, materials)

**Considerations for deviation from the above can be made on a case by case basis*

4. SUBSIDY APPLICATION SUBMISSION

The registration process of applying for funding forms a fundamental part for the Department of Sport and applicants are strongly advised to adhere to the procedural requirements for application to avoid delays in the processing of their funding requests. All required documents, as stipulated by the General Subsidy Ordinance, must be attached upon submission.

Organizations and individuals requesting subsidy or funding from the Department of Sport shall be guided by a three-step process that involves:

1. Application

Following the General Subsidy Ordinance (AB. 1998 No. 34), an applicant must submit:

- All documentation stipulated in chapter 2 for recognition;
- A budget/financial breakdown of the requested funds with accompanying quotations;

- An overview of the purpose and structure of the activities for which the subsidy is requested;
- Where applicable, all applications for subsidy or funding should be accompanied by evidence of significant efforts at fundraising and/or additional sourcing of funds.

Proposals shall be submitted to the Minister of OCJS, in writing, at least two months prior to the start of the project/activity. The application is submitted via DIV or registered mail, to the following address:

General Affairs DIV Department

Name of current Minister

Minister of Education, Culture, Youth & Sport

Government Administration Building

Soualiga Road #1, Pond Island, Philipsburg. St. Maarten.

2. Verification

Once proposals have been (completely) submitted they will be subjected to a process of verification for authenticity and relevance. The verification process can only start once all requested documents have been submitted.

3. Certification

All applicants will be informed within (2) months from receipt of submission whether their request has been approved by the Minister and the estimated time of disbursement. Where necessary, in instances where the proposal has not been approved, feedback will be provided to the applicant to help build his/her capacity in the development of such proposals in the future.

- A Ministerial Decision will bind the successful applicant to carry out their activities following the parameters stipulated by the Department of Sports.
- Within three months after completion of the approved event/activity, a report/breakdown must be submitted to the Department of Sports.

For more information concerning acquiring subsidy please copy the link below into your web browsers URL or scan the QR code:

http://decentrale.regelgeving.overheid.nl/cvdr/xhtmloutput/historie/Sint%20Maarten/208309/208309_1.html



5. GROUNDS FOR REFUSAL

Subsidy requests may be denied if they do not fulfill expectations laid out in the Subsidy Ordinance and the Program of Requirements. Requests may also be denied if there are not sufficient funds within Government's budget for the requested activities. Organizations, individuals within organizations, and/or affiliates that violate or have violated international and/or local laws, treaties, and conventions will not be considered for subsidy. Lastly, recipients of subsidies that have not submitted the required reporting or insufficient reporting as outlined in article 17 of the Subsidy Ordinance will not be considered for funding.

6. DECISION TO GRANT SUBSIDY

Within two months after receiving the completed application, a decision is taken on the granting of the subsidy (provided that the country's budget for the year in question has already been established). This may, by reasoned decision, be extended by two months. The institution will be notified hereof in writing, within the first two months of processing.

7. ADVANCE PAYMENT

Once approved, the subsidy is made available by way of advance, the amount granted is stated in the Ministerial Decision. The Minister will decide on the timeline of the payment. Following the subsidy ordinance, the advance is paid out up to a maximum of 100% of the full subsidy.

8. ACCOUNTABILITY: REPORTING REQUIREMENTS

The subsidy recipient must account for;

- Within three months after completion of the approved event/activity, a report/breakdown must be submitted to the Department of Sports.
 - The reporting must outline the extent to which the subsidy has been spent on the purpose and/or the activities for which the subsidy has been approved according to the subsidy agreement; all receipts and invoices must be attached to the quantifiably substantiated report and accumulate to the granted amount.

The Minister of MECYS will finalize the subsidy (settlement) within four months of receiving the social report and the financial report. By a reasoned decision, this can be extended by up to two months; the institution is thereby notified of this before the end of the first four months.

9. AMENDING AND REPEALING SUBSIDY

Should the organization's activities not fulfill the expectations as outlined in the subsidy issuance then the Minister reserves the right to amend the parameters of the subsidy or repeal it in cases of extreme or complete non-compliance.

10. STIPULATIONS FOR GRANTING SUBSIDY

Stipulations for incidental Subsidy, as following the General Subsidy Ordinance (AB. 1998 No. 34):

Art. 12:

An application for an incidental subsidy must be submitted to the Minister of OCJS, in writing, at least two months prior to the initiation or start of the activity for which funding has been requested. This is done via DIV or registered mail, to the following address:

Name of current Minister
 Minister of Education, Culture, Youth & Sport
 Government Administration Building
 Soualiga Road #1, Pond Island, Philipsburg. St. Maarten.

Art 13:

2a. by applying for an incidental subsidy the following must be submitted:

- a. A budget
- b. A statement of the purpose and structure of the activity for which the subsidy is requested

Art. 14:

Within two months after receiving the application, a decision should be taken on the granting of the subsidy (provided that the country's budget for the year in question has already been established). This may, by reasoned decision, be extended by two months. The institution will be notified hereof in writing, within the first two months of processing.

Art. 15:

The subsidy is made payable by way of advance, the amount granted and the timeline is to be determined. As a rule, the advance is paid out up to a maximum of 100% of the full subsidy.

Art. 17:

The institution shall submit a quantifiably substantiated report of the activities undertaken by the institution and the expense method of the granted subsidy to the Minister of ECYS, within three months after the activity has taken place.

Art. 18:

The Minister of ECYS must finalize the subsidy (settlement) within four months of receiving the quantifiably substantiated report, annual report, and financial report. By a reasoned decision, this can be extended by up to two months; the institution is thereby notified of this before the end of the first four months.

Art. 25:

The institution may appeal to the Minister of ECYS against the decision taken (written Ministerial decision) within six weeks after the date of the decision being taken or of its notification, or within six weeks from the date when the decision has been considered as rejected (alleged deadline for giving a decision has elapsed, without a decision having been made). The Minister of ECYS must decide within two months on the appeal after the institution has been heard or has had the opportunity to make themselves heard.

11. CHECKLIST FOR INCIDENTAL SUBSIDY

For incidental subsidy, the request must include the following documentation:

1. Local governing body

- Signed application request by the authorized person(s).
- Budget / financial breakdown of the requested funds and total event budget with accompanying quotations.
- Overview of the purpose and structure of the activities for which the subsidy is requested.
- Copy of the organization statutes.
- Minutes of last AGM (which include the election of officers).
- Copy of the organization Chamber of Commerce registration, not older than 6 months.
- Crib number from the Tax Office.
- Organization's strategic plan and annual budget.
- Social report of the previous year.
- Proof of affiliation to International Governing Body
- Invitation with relevant information in regards to the event/activity. (If applicable)

2. Sport Serving Bodies

- Signed application request by the authorized person(s).
- Budget / financial breakdown of the requested funds and total event budget with accompanying quotations.
- Overview of the purpose and structure of the activities for which the subsidy is requested.
- Provision of evidence of the organization's success in a similar type of project previously undertaken.
- Possession of an active bank account registered in the name of the organization.
- Having basic rules and procedures governing its operation (copy of the organization statutes).
- Copy of the organization Chamber of Commerce registration.
- Crib number from the Tax Office.
- Invitation with relevant information (e.g. Registration fee) in regards to the event/activity (If applicable).
- Endorsement letter from respective NGB (If applicable).

3. Individuals

- Signed application request by the authorized individual.
- Budget / financial breakdown of the requested funds and total event budget with accompanying quotations.
- Overview of the purpose and structure of the activities for which the subsidy is requested.
- Endorsement letter from respective NGB.
- Subsidy request letter outlining past, present, and future standing in the proposed sport.
- Amount requested and accompanying invoices.
- Birth Certificate or Passport as evidence of Dutch St. Maarten citizenship (registration letter where applicable)
- Two (2) Testimonials attesting to their suitability for assistance (airfare/equipment).
- Invitation with relevant information in regards to the event/activity (if Applicable);