

Continental ICF Development Budget – Policies for Use and Application

The Continental ICF Development Budget is established to support development initiatives within each continent, under the initiatives of the Continental Association. A total budget of €42,000 per continental association over the two-year financial cycle 2025-2026 is allocated. These policies outline the scope, eligibility, and application process for accessing these funds, ensuring that projects align with strategic development goals while maintaining transparency and accountability.

Strategic Alignment

To apply for a Continental Development Project under this budget, the following conditions must be met:

- The **Continental Development Strategy**, which includes a **gap analysis**, must be established and shared with the ICF as a prerequisite.
- The **gap analysis** should assess the current state of the discipline and identify key challenges, weaknesses, or risks that may hinder its growth, sustainability, or participation levels. It should highlight areas requiring intervention to ensure the long-term success and stability of the discipline, addressing factors such as declining participation, resource limitations, or competitive imbalances.

Project Requirements

Each proposed project must clearly outline:

- A clear explanation of how the project is linked to the Continental Development Strategy and the gap analysis, demonstrating how it addresses identified challenges and contributes to the overall development objectives.
- The **long-term objective** of the project.
- A description and data on the **current situation** the project aims to improve.
- The **key expected outcomes**, including impacted National Federations (NFs), number of coaches educated, number of athletes involved, gender and age considerations.
- The **target groups**, specifying whether the beneficiaries are athletes, coaches, officials, or administrators.

Project Considerations

Projects must adhere to the following principles:

- Efforts should be made to achieve **gender balance**, working towards equal participation.

- Efforts should be made to fulfil sustainability requirements in all the ICF and Continental Associations projects.
- If **athletes** are the primary target group, priority should be given to a younger age group that has the potential to remain in competitive sport for several years, ensuring sustained development and long-term impact.
- Selection of participants must only considered **developing NFs** in the targeted discipline.
- Targeted National Federations must actively support the development action while also implementing a parallel strategy to strengthen the sport internally, ensuring long-term growth and sustainability.
- The budget cannot be used for salaries of employees of the Continental Association.
- If an expert is contracted for running the project, the per diem must adhere to ICF policies, with a maximum of **170 USD per day of action** (lower per diem rates may be agreed upon for different levels of expertise).

Application Process

- Applications will be reviewed by the ICF Development Department and the designated ICF Executive Member(s).
- Applications must be submitted by the Continental Association President or their recognized development representative.
- A detailed project **budget proposal** must be submitted.
- The Continental Association may request an **advance on the budget**, subject to a **financial audit**, or submit invoices for direct payment.
- All expenses must be supported by invoices.
- The ICF **may not reimburse any budget item** that was not initially described and approved in the original budget or project proposal.

External Financial Support

Continental Associations are expected to seek **additional financial contributions** from other partners, whether in monetary form or through in-kind support such as services or materials.

Submission and Approval

A detailed **project description** incorporating all considerations must be submitted to the ICF development department, including location and date. Applications can be submitted in **different formats**, provided they address all required elements. The **Application Form** in annex may be used if needed.

Submission time

The application for support shall be submitted 2 months in advance of the execution of the project

Evaluation Timeline

The evaluation process and follow-up questions may take 10 working days before final approval is granted.

Communication During Implementation

During the project implementation, the ICF must be provided with photographs, videos and relevant information to facilitate communication about the project on its media platforms. Additionally, any communication related to this development project must acknowledge and associate the ICF with the initiative.

Final Reporting

Upon project completion, a **final report** must be submitted detailing the actions undertaken, including photographic documentation, an assessment of the short-term impact, and future follow-up actions to ensure sustainability and further development.

Depending on the duration of the project, partial reports shall be submitted to the Development Department of the ICF.

(Policies approved by ICF Board of directors: March 2025)