

## Discipline Standing Committee – Policy for Application to Development Project(s)

The ICF Discipline Standing Committees may apply for development project(s) to the ICF Development Department, with the overall objective to globally develop the discipline in the long term.

These policies establish a framework to guide the planning, application, and execution of such projects, ensuring strategic alignment and transparency.

### Strategic Alignment

To propose a development project, the following conditions must be met:

- A **Discipline Development Strategy**, including a **gap analysis**, must be established and shared with the ICF Development Department before submitting a project proposal.
- The **gap analysis** should assess the current state of the discipline, identifying 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 Discipline 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**, or working towards equal participation. Projects that do not fulfil gender equality shall not be considered.
- 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 consider **developing NFs** in the targeted discipline.
- Targeted National Federations must actively support the development action while also implementing a parallel strategy to strengthen the discipline internally, ensuring long-term growth and sustainability.
- If an expert is contracted for running the project, the per diem must adhere to ICF policies, with a maximum of **€170 per day of action**.

### **Application Process**

- Applications will be reviewed by the ICF Development Department and the designated ICF Executive Member(s).
- A detailed project **proposal** must be submitted by the Chair of the Standing Committee, outlining objectives, methodology, and expected outcomes.
- A detailed project **budget proposal** must be submitted.
- 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.

### **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.

### **Evaluation Timeline**

- The evaluation process and follow-up questions may take **a couple of weeks** before final approval is granted.

### **Communication During Implementation**

- During the project implementation, the ICF must be provided with photographs and relevant information to facilitate communication about the project on its media platforms.

## **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.