



IBU Development Support 2022/2023

April 2022

IBU Development projects (Guidelines)

Objectives

1. Build the capacity of existing members to better regulate, promote and develop the sport at a national level.
2. More activity by member federations.
3. Promotion of gender equality, sustainability and good governance

Project targets

1. Youth and Junior athletes' development as part of a long-term national strategy
2. Biathlon expert support
3. Support of training venues
4. NF Partnerships
5. Dual Career
6. Sustainable business development

General principles: IBU Development projects support

The total budget for all projects is 900,000 EUR

1. Every NF can receive a maximum of 20,000 EUR for **NF's development projects** related to project groups: Youths and juniors athletes development, and Biathlon experts support or support of training venue and another 20,000 EUR for projects related to **Sustainability, Gender Equality or Athletes' involvement after sports career**. Additionally, 20,000 EUR can be spent per each NFs Partnership project. The application for a partnership project is independent of the individual project support per NF. The IBU will set the budget allocated to the national federation project(s) after analysing the budgetary proposal of the NF.
2. One NF can apply for more than one NF's development project, but the maximum IBU contribution may not exceed 20 000 EUR.
3. The additional 20,000 EUR that can be spent on Sustainability, Gender Equality or Athletes' involvement after sports career projects **must not exceed 10,000 EUR per project**.
4. **NFs from the "A category"** have to lead at least one NFs Partnership project with national federations from the "C or D category" to apply for all development project support.
5. According to the most recent IBU Development Structure, NFs from the "A and B category" have to cooperate with NFs from the "C and D category" within the partnership project. One NF from the "A and B category" may lead a maximum of 3 partnership projects. In one partnership project, more than two NFs can be engaged. The NFs Partnership project **doesn't require 50%** of the applicant's contribution.
6. The IBU financial support for NF's development projects and Sustainability, Gender equality and Athletes' involvement after sports careers shall not exceed 50% of the total project costs to ensure its own financial activities from the NFs. **Donated services** (ex. professional services free of charge, value-in-kind) or voluntary work may not exceed 50% of the NF contribution. If the applicant reduces the budget during the execution of the project, the IBU contribution may be reduced accordingly due to the 50% rule.
7. The total development support cannot be bigger than 20% of the NF's turnover from the previous year (2021). **Please note** that if your turnovers are less than 50 000EUR, your NF may apply for a maximum of 10 000 EUR development support.
8. The following projects are not to be considered for any development support:
 - stadium constructions
 - stadium maintenance
 - renovation of targets
 - material requests
 - car purchase
 - Team equipment and any materials already provided through the supplier pool



9. All applications have to be submitted online via IBU Scope.
10. The applications will be analysed by the Development Director and Secretary-General and communicated to the EB according to the following criteria:
 - a. Compatibility with the objective and guidelines of the programme
 - b. Athletes/Coaches/Expert profile
 - c. Feasibility of the activities
 - d. Budget consistency

Following the analysis and approval, the Development Department will confirm the project application in the IBU Scope, set the maximum budget, and inform the NF about the budget distribution.

11. Following the project's approval, the NF must ensure that the approved activities are completed, and comprehensive reporting is provided as indicated on each project. The report generally includes a statement on the achieved goals, an expert report where required, and a list of invoices or other documents confirming the costs incurred. The reports with financial statements should be sent no later than **30 days after the project's end but no later than 15th April 2023**. The IBU has the right to publish the reports on the IBU website.
12. 50% of the financial support will be transferred after the project has been approved, and the other 50% will be transferred after the project report has been accepted.
13. Only the NFs which finalise the project before the next application period starts can apply for the next IBU Development projects support.
14. IBU reserves the right for announced/unannounced visits to check the project implementation. In case of misused support, the IBU might decide to suspend the respective NF from any development support for a certain time.

Call for applications:

08th April 2022 until 23rd May 2022

Duration of projects:

01st June 2022 to 31st March 2023

Applications will be processed on the following dates:

19th and 20th June 2022

Announcement of results:

21st June 2022

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Projects description

1. Youth and Junior athletes' development as a part of the long-term national strategy

1.1. Identification and training of youth and junior athletes with regard to increasing the number of athletes at the national and international level

The project offers the NFs financial assistance to identify and train talented athletes for youth competitions at a national, regional and international level. Activities that might be included in the project are short-term national identification projects and training camps.

1.2. Popularisation of biathlon among kids (minimum age of 12 years)

The project offers the NFs financial assistance to identify and train talented athletes for youth competitions at a national, regional and international level. Activities that might be included in the project are biathlon activities to popularise the sport and delivered regularly to kids or learning and sharing initiatives.

The following applies to both projects (1.1. and 1.2.):

Co-financing may cover the following costs:

- 1) Transport for participants
- 2) Accommodations
- 3) Insurance of project participants, coaches
- 4) National coach-coordinator fee
- 5) Transportation of sports equipment
- 6) Other approved by IBU

The following expenses will not be taken into consideration within the scope of this project:

- 1) Costs relating to the participation of athletes in national and international events

The application must be submitted through IBU Scope and must include the following information:

- 1) Description of a long term national strategy
- 2) Proposed action plan based on the expected objectives
- 3) Dates and deadlines of the various phases/activities of the projects
- 4) Detailed budgetary proposal covering all expenses, accommodation costs, and fees agreed with the coach or coordinator of the project
- 5) Other parties included in the project, especially Olympic Solidarity (OS) findings, if applicable

The NF must provide, through IBU Scope, the following documents no later than 30 days after the end of the project:

- 1) Financial report
- 2) Technical report
- 3) Photos and any other useful documents

2. Biathlon expert support and human resources management

2.1. Establishing a Youth and Junior Athletes Programme with the supervision of IBU

The project aims to support countries in building or evaluating a biathlon development strategy related sports system by putting in place a medium- or long-term plan consisting of consultations with an expert assigned by the IBU.

The project is dedicated to **NFs with a basic biathlon structure** and weak training system, but which have the potential for improvement.

You can refer to the list of potential projects below:

- 1) To encourage grassroots development or further develop existing initiatives
- 2) To establish/improve the national competition system
- 3) To set up or strengthen youth and junior training programme
- 4) To create a national talent identification system

This programme is not meant to cover the costs of hiring a coach who trains the national youth and junior team. It is about the consultation with an appointed expert who can put together a realistic medium- or long-term action plan with attainable objectives within the national setting.

Depending on the needs, the appointed expert can divide her/his mission into short-term visits of two or three weeks rather than one long-term period.

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Expert's transport costs
- 3) All the costs linked to the presence of the expert in the country (accommodation, food, domestic transport)
- 4) Expert's fee
- 5) Health and accident insurance
- 6) Other approved by IBU

The application must be submitted through IBU Scope and must include the following information:

- 1) Dates and deadlines of the various phases/activities of the projects
- 2) CV of the expert (only if the NF proposes the expert)
- 3) Detailed budgetary proposal covering all expenses, including travel and accommodation costs as well as fees agreed with the expert

The experts may be proposed by the NF or appointed by the IBU.

While the action plan is being implemented, the NF must maintain constant and close contact with the expert. The expert should immediately inform IBU in writing of any problems that may occur to allow for the quick reaction if necessary.

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Technical report
- 3) Technical information by the expert
- 4) Photos and any other useful documents

2.2. Advice on IBU Rules & Guidelines and Governance

The project's main objective is to strengthen the national federation's basic structure related to good governance policies and biathlon facilities.

You can refer to the list of the project below:

- 1) Workshops according to the needs
- 2) Expertise and consulting venues

Co-financing may cover the following costs:

- 1) The expert's fee and travel to the next airport

The application must be submitted through IBU Scope and include the following information:

- 1) Plan of the expert's visit
- 2) Dates and deadlines of the various phases/activities of the project
- 3) Detailed budgetary proposal
- 4) Other parties included in the project

The IBU appoints the experts.

While the action plan is being implemented, the NF must maintain constant and close contact with the expert. The expert should immediately inform IBU in writing of any problems that may occur to allow for a quick reaction if necessary.

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Technical report
- 3) Technical information by the expert
- 4) Photos and any other useful documents e.g. developed policies

3. Support of training venue

The project offers the NFs financial assistance to equip the facility with biathlon training targets, laser or air rifles to train youngsters and develop biathlon at the national level.

You can refer to the list of projects below:

- 1) Buying the biathlon targets
- 2) Provision of laser or air rifles for training youngsters

Co-financing may cover the following costs:

- 1) Biathlon targets costs (a maximum of 10 targets)
- 2) Laser or air rifle costs

The application must be submitted through IBU Scope and include the following information:

- 1) Documentation that proves the existing training facility for the biathlon targets
- 2) Information about the users of the laser or air rifles
- 3) Dates and deadlines of the various phases/activities of the projects
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Administrative report
- 3) Photos and any other useful documents

4. NFs Partnerships

The project's main objective is to facilitate the exchange of knowledge and experience among NFs and mutual support in keeping our sport at a high level. Exchange and cooperation programs between nations include coaches and athletes training, coaches/referee/officials education and practical training, administrative staff training and mentorship programmes.

According to the actual IBU Development Structure, partnership projects involve cooperation with one of the NFs from category A or B (only NFs from the A or B category can submit the application for the partnership project). One NF from the A and B categories may lead a maximum of 3 partnership projects. In one partnership project, more than two NFs can be engaged.

The NFs Partnership project **doesn't require 50%** of the applicant's contribution.

You can refer to the list of potential projects below:

- 1) Best practice exchange system for administrative staff
- 2) Joint camps combined with educational programmes for coaches (seminars, presentations, meetings, etc.)
- 3) Joint Referee/Official Seminars
- 4) Joint Technicians Seminars

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Travel and accommodation costs
- 3) Expert's fee during the seminars and workshops
- 4) Health and accident insurance
- 5) Other approved by IBU

The application must be submitted by the A or B category NF via IBU Scope and must include the following information:

- 1) Plan of the exchange program
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Draft of the seminars and other educational activities agenda
- 4) Detailed budgetary proposal covering all expenses, including travel and accommodation costs and fees agreed with the experts
- 5) Statement of the third party (NF) about participation in the project

While the action plan is being implemented, the NF must maintain constant and close contact. The A or B category NF will be responsible for the overall organisation and follow up of the seminars, workshops, and camp, including but not limited to the logistical arrangements, communication with participating NFs and reporting to the IBU.

The A or B category NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Technical report
- 3) Photos and any other useful documents

5. Dual career

5.1. Athletes' involvement after a sport career

The project aims to keep more retired biathletes in the biathlon family through co-financing (in cooperation with the NF) of biathletes' remuneration, training, or education who want to stay in the national federation coaches technicians staff, etc.

The project offers the NFs financial assistance to keep athletes in the sports organisations in different roles and ensure a smooth post-sporting transition for athletes. The project should last a minimum of 6 months.

Co-financing may cover the following costs:

- 1) Athletes' education or training related to the sports organisation's work (sport management, coaches at a different level, etc.).
- 2) Athlete's remuneration in a sport or administrative area within the NF.

Athletes must fulfil the following criteria to be considered for financial support:

- 1) Represents the NF at the international level in senior categories for a minimum of 2 seasons
- 2) Only athletes who have not been convicted of a doping offence or sanctioned for actions contrary to standards of sporting ethics.

The application must be submitted through IBU Scope and must include the following information:

- 1) Dates and deadlines of the various phases of the projects
- 2) CV and motivational letter of the athlete
- 3) Detailed budgetary proposal
- 4) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Athlete's evaluation form
- 3) Photos and any other useful documents, e.g. certificates

6. Sustainable business development

6.1. Sustainability

The projects' main objective is to support NFs' efforts to make their activities more sustainable, reduce their own carbon footprint as a federation and support awareness-raising projects and initiatives.

Projects can concern the creation of an NF sustainability strategy (with expert Support if needed), calculating the NF's carbon footprint, preparation of a carbon management plan or any projects that aim to raise the general awareness of sustainable behaviour and climate advocacy.

Potential projects include:

- 1) Creation of an NF Sustainability strategy and/or policy
- 2) Calculation of the NF's carbon footprint (baseline)
- 3) Preparation of a carbon management plan
- 4) Development of communication and educational programmes to grow awareness of sustainability and advocate for the importance of climate action by the national biathlon family, stakeholders and fans

Co-financing may cover the following costs:

- 1) Organisational and administrative costs
- 2) Expert's travel costs
- 3) Expert's fees
- 4) Preparation and production of materials (e.g. policy or calculation or campaign materials)
- 5) Other as approved by IBU

The application must be submitted via IBU Scope and include the following information:

- 1) Proposed action plan based on the expected project objectives
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Definition of external expertise required
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Administrative report
- 3) Photos and any other support documents, e.g. brochure, invitation

6.2. Gender Equality and Diversity

The project's main objective is to increase the number of girls in the biathlon family and ensure equal opportunities for everyone. In addition, projects can focus on increasing the number of women practising biathlon, activating women coaches in biathlon, all activities related to creating an NF gender equality policy, prevention of harassment and abuse, etc.

You can refer to the list of potential projects below:

- 1) Encourage gender equality and diversity activities or further, develop existing initiatives
- 2) Organise gender equality seminars, webinars and workshops to encourage more women working in biathlon
- 3) Establish programmes focusing on the prevention of harassment and abuse

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Expert's (lecturer) travel costs
- 3) Expert's or lecturer's fee
- 4) Preparation and production of materials (e.g. brochure)
- 5) Other approved by IBU

The application must be submitted through IBU Scope and must include the following information:

- 1) Proposed action plan based on the expected objectives
- 2) Dates and deadlines of the various phases/activities of the projects
- 3) Draft of seminars/workshops agenda
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

The NF must provide the following documents no later than 30 days after the end of the project via IBU Scope:

- 1) Financial report
- 2) Administrative report
- 3) Photos and any other valuable documents, e.g. brochure, invitation