



IBU Development Support 2021/2022

April 2021

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 and sustainability.

Project targets

1. Youth and Junior athletes development as a part of long-term national strategy.
2. Biathlon expert support and human resources management (capacity building)
3. Support for training venues
4. NFs Partnership
5. Advice on IBU Rules and Guidelines, Sustainability, Gender Equality, Governance

IBU Development projects support general principles

The total budget for the project is 800 000 EUR.

1. The budget allocated to the national federation project(s) will depend on the results of the analysis of the budgetary proposal and will be a maximum of **20,000 EUR** per NF and **30,000 EUR** per joint projects (NF's cooperation). A partnership project does not exclude applying for an individual project.
2. According to the common IBU Development Structure, partnership projects concern cooperation with one of the NFs from category A or B. 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.
3. The IBU financial support shall not exceed 50% of the total project costs (to ensure own financial activities from the NFs). The donated services, voluntary work may not exceed 50% of NF contribution. If the applicant reduces the budget during project execution, the IBU contribution may be reduced accordingly due to the 50% rule.
4. One NF can apply for more than one individual project, but the maximal contribution may not exceed 20 000 EUR in total.
5. The total development support cannot be bigger than 20% of the NF's turnover the previous years
6. 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
7. The applications have to be submitted online in the IBU Scope
8. 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 inform the NF about the project's acceptance, the maximum budget, and the budget distribution.

9. 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, 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. The IBU has the right to publish the reports on the IBU website.

10. 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.
11. Only the NFs who finalise the project can apply for the next IBU Development projects support.
12. 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 from 15th¹ May 2021 until 30th October 2021

Duration of projects from 15th May 2021 to 30th March 2022

Applications will be processed on the following dates:

11th June for the projects running from 15th May to 30th March 2022

02nd September for the projects running from 01st October to 30th March 2022

04th November for the projects running from 01st December to 30th March 2022

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¹ The call for applications date may be changed due to the new software implementation

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

The project offers the NFs financial assistance to identify and train talented athletes for youth competitions at a national, regional and international level. The activities that might be included in the project are organising short-term national identifications projects and training camps, popularising biathlon activities delivered regularly to kids, learning and sharing initiatives.

The project aims to support national programmes focused on:

- 1) identification and training of youth and junior athletes with regard to increasing the number of athletes at the national and international level,
- 2) the popularisation of biathlon among kids (minimum age of 12 years).

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 sport 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 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, and 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 (capacity building)

2.1. Establishing a YJ/Athletes Programme with the supervision of IBU

Projects aimed at supporting countries in building or evaluating a biathlon development strategy related sport 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 the NFs with the basic biathlon structure and weak training system, but which have the potential for improvement.

You can refer to the list of the 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 hiring a coach to train the national youth and junior team. It is about the consultation with an appointed expert who can put together a realistic medium- to a 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 include the following information:

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

The experts may be proposed by the NFs 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 any problems that may occur to allow for rapid reaction, if necessary.

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) Technical information by the expert
- 4) Photos and any other useful documents

2.2. Athlete recruitment for biathlon development after sport career

Projects aimed at co-financing remuneration or training and education in cooperation with NF to athletes who stay in a national association as coaches, technician, 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 no less than 6 months.

Co-financing may cover the following costs:

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

Athletes must have the following profile to be considered for financial support:

- 1) Represents NFs at the international level in senior categories a minimum of 2 seasons period
- 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 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, through IBU SCOPE, the following documents no later than 30 days after the end of the project:

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

2.3. Gender equality

Projects aimed at increasing the number of girls practising biathlon, activating women coaches in biathlon, activities related to the introduction of gender equality policy, preventing harassment and abuse, etc.

You can refer to the list of the potential project below:

- 1) To encourage gender equality and diversity activities or further develop existing initiatives
- 2) To organise gender equality seminars, webinars and workshops to encourage more women working in biathlon
- 3) To establish programmes focused on preventing harassment and abuse

Co-financing may cover the following costs:

- 1) Organisational costs
- 2) Expert's (lecturer) transport 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 includes 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, through **IBU SCOPE**, the following documents no later than 30 days after the end of the project:

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



2.4. Sustainability

Projects aimed at creating a NF sustainability plan or calculating the carbon footprint and preparing a carbon management plan.

You can refer to the list of the potential project below:

- 1) To encourage development of systematic sustainability plans and initiatives for a NF
- 2) To promote understanding and reduction of the climate impact of biathlon through measurement of the carbon footprint of a NF's operations, development of measures to reduce that and joining the United Nations Sports for Climate Action Framework
- 3) To establish 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 approved by IBU

The application must be submitted through **IBU SCOPE** and includes 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) Definition of external expertise required
- 4) Detailed budgetary proposal
- 5) Other parties included in the project

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) Administrative report
- 3) Photos and any other useful documents, e.g. Brochure, invitation

2.5. Coaches scholarships related to IBU Academy activities

Scholarships focused on covering the accommodation and travel costs during the IBU Academy courses. This support will be launched in 2022.

3. Support of training venue

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

You can refer to the list of the project 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 rifles costs

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

- 1) Documentation that approves the existing training facility for the biathlon targets
- 2) Information about the laser or air rifles users
- 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, through **IBU SCOPE**, the following documents no later than 30 days after the end of the project:

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

4. NFs Partnership

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 mentorships.

According to the common IBU Development Structure, partnership projects concern cooperation with one of the NFs from category A or B. 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.

You can refer to the list of the potential project below:

- 1) Best practise exchange system for administrative staff
- 2) Joint camps combined with educational programmes for coaches (seminar, presentation, meetings, etc.)
- 3) Joint Referee/Official Seminars
- 4) Joint Technician 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 through **IBU SCOPE** by the NF leading project and 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 the travel and accommodations costs, and fees agrees 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 leading NF will be responsible for the overall organisation and follow up of the seminars, workshops, camp, including but not limited to the logistical arrangements, communication with participating NFs and reporting to the IBU.

The NF leading project 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



5. Advice on IBU Rules and Guidelines, Sustainability, Gender Equality, 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 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 any problems that may occur to allow for rapid reaction, if necessary.

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) Technical information by the expert
- 4) Photos and any other useful documents, e.g. developed policies