I N T E R N A T I O N A L S K A T I N G U N I O N

Communication No. 1531

ISU Development Program

(effective immediately replacing Communication No. 1434)

I. Introduction

Following the decisions taken during the 2008 Congress, the Council deemed it opportune to review the applicable ISU policy and operating structure relating to the ISU Development Program. This also takes into account the experience gained during the past years, proposals submitted by the Development Coordinator, the Sports Directorate, the Director General and the Council.

Therefore the Council has agreed to the following principles and decided upon the future course of action as outlined below:

II. Mission Statement & Objectives

Article 4, paragraph 2 of the ISU Constitution states the following:

"The ISU Development Program makes financing available, within a budget set by the ISU Council, to:

a) further the principles of the ISU, including those related to fair and effective distribution of ISU financial support to and for the benefit of ISU Members and participants ;

b) improve the quality and numbers of participants (including Officials) in competitive international Figure and Speed Skating;

c) aid Member development programs that meet ISU criteria;

d) aid young, talented skaters in need of support;

e) provide experienced coaches and sport administrators on a temporary basis to assist Members; and

f) support development initiatives identified by ISU Members, Technical Committees, Commissions and the Council.

All ISU Members may propose projects and activities and are encouraged to accept responsibility to carry-out: (1) specific initiatives decided by the ISU, or (2) Member-suggested activities approved by the ISU, with the universal purpose of stimulating regional and global development of the ISU sports.

ISU Development Program funds must be expended carefully, seeking measurable results for evaluation. Expenditures and the results achieved must be reported to the ISU in writing by the Member/sponsor of the activity. Such reports shall be submitted in the form, and at such times, as specified in the authorizing ISU document."

In addition to the principles stated in the ISU Constitution, the Council established the following principles:

i) Infrastructure projects (ice rink construction, renovation etc) shall not be supported, neither in the form of ISU loans nor ISU contributions;

ii) The available ISU Development Program funds will be concentrated in the categories
   A. Development Projects;
   B. Council Development Projects (in particular but not limited to the financing of the ISU Junior Grand Prix of Figure Skating and ISU Junior World Cups Speed Skating and possibly Short Track Speed Skating);
   C. Contributions to Members;

iii) A Development Project can only be considered for ISU support if each participating Member is contributing financially towards the cost of the Development Project;

iv) The host Member where an ISU Development Project is performed will be involved in the project and should actively participate in the Project preparation and execution.

v) All financial support made available through the ISU Development Program must be used by the concerned Member for the ISU sport disciplines only;

vi) Priority will be given to Development Projects involving the participation of juniors or lower age categories as defined in the ISU Regulations. In special cases promising young senior Skaters may also benefit from the projects;

vii) Development Projects involving two (2) or more Members (Partnerships) are encouraged;

viii) In case of successfully executed Development Projects, the ISU will encourage and support follow-up Development Projects;

ix) If Development funds are allocated to an ISU Member, the ISU Secretariat will need written instructions from the Members, signed by the Member's President and General Secretary/Executive Director/Director General/CEO (see Rule 104/4). These payment instructions shall include the amount as well as the exact bank details (bank name, address, account number, name of the account holder). Even though the budget and applications are in Swiss Francs, the payment may be made in US$. It is understood that the amount paid is gross and any taxes are not for the ISU account;

x) It is important to acknowledge that the ISU Development Program is funded in order to improve the skating activities of Members. The ISU Council, Sports Directorate and Development Coordinator must have clear evidence that the Program’s objectives will be achieved.

For this purpose, ISU Delegates as directed by the Council may also visit Members in order to gain an overview of how the ISU funded projects may or will develop, and to determine whether the financial support from the ISU will result or has resulted in an improvement of skating in the country.

III. Operating Structure

The Operating Structure of the ISU Development Program is according to Article 16, paragraph 3.c) and Article 23 of the ISU Constitution as follows:

"Article 16.3.c):
Each Vice President, in the corresponding branch, supervises the activities of the Sports Directorate, the Technical Committees and the Development Coordinator.
In the area of the Development Program, in particular they:

- *i) decide upon the proposals prepared by the Development Coordinator of the ISU Development Program, each Development Project and budgets for the Program and Projects;*
- *ii) approve reports on implementation of the program and Projects;*
- *iii) with the assistance of the Treasurer, the Development Coordinator and Secretariat check the correctness of the final accounts of the Projects and/or engage external auditors for such purpose;*
- *iv) report regularly to the Council on the matters stated above sub (i) – (iii).*

Article 23:

1. *The Council shall appoint a Development Coordinator. In case of need the Council may appoint two or a maximum of three Coordinators and in such case form a Development Commission. References in this Article to the Coordinator shall include the Commission, if formed.*

2. *The Coordinator reports to and is supervised by the Vice-Presidents, each in the respective branch. The Vice-Presidents shall collaborate with each other in decisions taken to assure consistent implementation of the ISU Development Program.*

3. *The Coordinator shall closely cooperate with the Vice-Presidents, the Sports Directorate and the Technical Committees in implementation of the Development Program.*

4. *The Coordinator shall:*

- *a) collaborate with the Sport Directorate and Technical Committees in preparing an annual proposal of activities considered in general categories, e.g. training camps, scholarships, seminars, etc., with related budgets that, in total, are within the ISU budget;*
- *b) receive and organize requests for development aid from Members, and from within the ISU and prepare tentative proposal and budget of each Development Project;*
- *c) evaluate, on a timely basis, plans and programs submitted for consistency with Development Program objectives and the current budget allocations;*
- *d) establish various performance indicators for each approved project or activity and to identify successes and failures in meeting such indicators;*
- *e) prepare quarterly a plan of the Coordinators' business trips and a corresponding budget of expected expenses ;*
- *f) properly check the use of the financial contributions to Members for individual Projects;*
- *g) report periodically to the Vice-Presidents and Council on the work and progress of the Program with emphasis on the performance results.*

***5**.a) The annual proposal of activities and the related budget prepared in accordance with paragraph 4, a) above is subject to joint decision of the Vice-Presidents who shall approve or disapprove such proposal.*

b) All other proposals and plans prepared by the Coordinator under paragraph 4 must be submitted, prior to implementation, to the respective Vice President who decides upon approval or disapproval (See article 16, paragraph 3, c), (i)).

***6**. Any change in an approved proposal, or a proposal for a business trip not included in the plan, shall be submitted before implementation for approval of the Vice President of the branch involved.*

***7.** The Council may, from time to time, specify in greater detail the functions and duties of the Development Coordinator and establish a timetable for Development Program submissions, review actions and related activities".*

The day to day operations relating to the Development Projects are performed by the ISU Development Coordinator, Mr. György Sallak. A designated employee of the ISU Secretariat provides administrative support to the concerned ISU bodies in the execution of the Development Program. All other budget items under the Development Program (ISU annual contributions, other Council projects such as the ISU Junior Grand Prix of Figure Skating and the ISU Junior World Cup Speed Skating) are directly administrated by the ISU Council through the ISU Secretariat and the concerned ISU bodies.

IV. Implementation

As stated in chapter II. above, the available ISU Development Program funds will be concentrated in the categories

A. Development Projects;
B. Council Development Projects (in particular but not limited to the financing of the ISU Junior Grand Prix of Figure Skating and ISU Junior World Cups Speed Skating and possibly Short Track Speed Skating);
C. Contributions to Members;

which are herewith explained in more detail as follows:

A. Development Projects

The following types of Development Projects are subject to ISU Development Program assistance divided in 2 categories, i.e. Projects for which Members must submit a specific application (hereafter called "Member Proposed Projects") and projects for which no application is necessary (hereafter called "Direct Development Program Projects"), namely:

1. Member Proposed Projects

a) Training Camps/Seminars;
b) Competitions;
c) Coaches Education
d) Equipment;
e) Administrative support;
f) Other support.

The different types of Member Proposed Projects are explained in more details as follows:

In general, each project application must state clearly the objectives and goals. The project must state the intended measurement standards that will be used to assess the progress of the participants. Examples of a measurement standard could be improved competition results, a rise in rankings, an improved presence on the international scene etc.

The following criteria apply for the funding of the different types of Member Proposed Projects:

a) Training Camps/Seminars

Priority is given to regional training camps (involving at least two ISU Members). Participants in such camps should be Novice/Junior or other lower age category. In certain cases recent Senior Skaters of outstanding talent and competitive level may be included as participants.

The Camps/Seminars must constitute a clear "Added Value" as compared to regular training camps organized by Members, i.e. the inclusion of different support staff/coaches that ensure a high level education beyond the normal scope of Member organized camps/seminars. A simple change of the location of such camp/seminar with the usual Member support staff/coaches cannot be considered as containing "Added Value" and is therefore not acceptable for ISU Development Program support. Only camps/seminars with moderators approved by the Technical Committees are acceptable for Development Program support.

Based on the experience gained, the Council reserves the right to establish a list of Regional Training Centres that are considered as most appropriate for certain regions and that may be privileged for ISU Development Program support.

b) Competitions
International Competitions or Inter-Club competitions in areas where young Skaters (Novice/Junior or other lower age category Skaters) have few opportunities to compete internationally may be considered for ISU Development support. ISU Rules must apply and only ISU listed Officials may officiate. Organizers are expected to provide appropriate competitive and accommodation conditions when hosting such competitions benefiting from ISU Development Program assistance. The ISU may play a coordinating role within regional areas in order to ensure consistent support of such competitions (in particular Novice competitions) among Members of the respective regional area on a rotational basis.

c) Coaches and Officials education
Educational programs at training camps or competitions where experienced coaches, officials or other sports experts of international level act as moderators. The main objective of this type of support is to help the implementation of ISU Regulations in particular after substantial rule changes have been applied, thus raising the level of sport-awareness among these groups.

d) Equipment
Equipment purchases (skates etc) can be considered only in special cases when the financial background of the Member applying for such assistance to purchase equipment justifies an exception.

e) Administrative Support
The ISU recognizes that the administrative capability and efficiency of each Member is essential to ensure a proper governance of the sport. Members may therefore apply for funding to improve its administration. Such funding may be granted for a limited period of time with the understanding that the Member fully cooperates and that the improved administrative efficiency respectively administrative self-sufficiency is achieved within the set period of time.

f) Other support
Applications for sports or sports-related activities not listed above can be considered only in extraordinary cases and based on a specific motivation for such request. Depending on the nature of the application, the respective Vice-President will refer the request to the Council for a Council evaluation and decision under the category of Council Development Projects.

1.1. Administrative conditions and procedures for application and implementation of Development Projects

i) Applications must contain complete information, description of the project and a detailed budget in Swiss Francs;
ii) The Member submitting the application must make a financial contribution towards the project. The amount of the Member's contribution towards the project must be shown on the application. Failure to provide this data will negate the application;
iii) Members have the opportunity to apply for financial support for Development Projects at any time of the year. However, all applications must be submitted not later than four (4) months before the proposed beginning of the implementation of the project. In case of regional projects the ISU may coordinate applications from different Members and the 4 months deadline may be changed as necessary;
iv) The Form as per **Appendix B1** must be used when applying and must be sent by fax or e-mail to both the Development Program Coordinator and the ISU Secretariat;
v) The ISU Development Coordinator will evaluate applications received as soon as possible and will act upon all applications in a timely manner. Investigations will be undertaken, and additional information such as tentative and/or final listings of participants may be requested.

Reference will be made to the Member information in the ISU database (see Circular Letter No 599). Applying Members will be informed on a case by case basis. If an application is not accepted or remains pending, Members will be advised of the reasons by the Development Coordinator;

vi) Ongoing projects will be monitored by the Development Coordinator, the Sports Directorate and the respective Vice-President;

vii) If development funds are allocated to a Member, the Member will be informed in writing by the ISU Secretariat and the Member shall provide written payment instructions, signed by its President and General Secretary/Executive Director/Director Genera/CEO (see Rule 104/4). These payment instructions shall include the amount to be paid and exact bank details (bank name, address, account number, name of the account holder). Any payments will be made to the ISU Member only;

viii) At the time of approval, the Development Coordinator/ISU Secretariat will outline reporting requirements and their timelines. All Members who receive financial support shall send their report to the Development Coordinator and ISU Secretariat, specifying how the money has been used in the project. The reports **(Appendix B2**) are a necessary requirement in order to evaluate new applications and for a Member to remain subject to benefit of future ISU Development Program help. Furthermore, as per Article 16/3.c)iii), the correctness of the final accounts of the projects will be checked. For this purpose, the ISU may, at its discretion, request the submission of actual vouchers and accounting details.

ix) The above-mentioned conditions and procedures are subject to review from time to time as issues evolve and progress within the ISU.

2. Direct Development Program Projects

The following support is initiated by the Development Coordinator in cooperation with the concerned ISU internal bodies, in particular the Sports Directorate and the Technical Committees:

a) Junior Scholarships;

b) Coaches/Sports Administrators support;

c) any type of project normally to be proposed by Members (as listed under 1. a) through f) above) if the ISU considers that the Member(s) concerned are not taking the necessary initiatives in an appropriate and timely manner.

The Junior Scholarships and Coaches/Sports Administrators support type of Direct Development Program Projects are explained in more details as follows:

a) Junior Scholarship Program

As one of ISU Development Program's main objectives, the ISU aims to provide support for young Skaters of outstanding talent coming from developing Members (Members who are developing in one or both branch/es). The Junior Scholarship Program is based on the results of ISU Junior World Championships, the ISU Junior Grand Prix of Figure Skating or for Synchronized Skating other ISU sanctioned Junior competitions such as in particular but not limited to the Synchronized Skating World Challenge Cup for Juniors.

Criteria for selection of the "awarded" Skaters:

Participation and results in recent Junior World Championships of the respective discipline or the ISU Junior Grand Prix of Figure Skating (or International Synchronized Skating Junior Competitions).

Talented Skaters who might have missed (for injury etc) the Junior World Championships, the ISU Junior Grand Prix of Figure Skating or the Synchronized Skating Junior Competitions may

exceptionally be considered for the an ISU Scholarship if observed and recommended by the respective Technical Committee and/or the ISU Sports Directorate.

Scholarships are awarded once in a calendar year (during period April through June).

Although the ISU is endeavouring to support as many Skaters as possible, the number of ISU Scholarship Awards is limited to the available budget.

Each ISU Scholarship awarded amounts to:

- US$ 6’000 per individual Skater
- US$ 7’200 per pair/couple.
- US$ 7’200 per Synchronized Skating team

ISU Scholarship award decision making procedure:
The potential Skaters deserving an ISU Scholarship will be identified by the Development Program Coordinator in co-operation with the Sports Directorate, and with respective Technical Committees, if required. The Final decision is made by the ISU President.

Members will be informed of ISU Scholarship awards for their Skater(s). Members are requested to fill in their portion of the Form as per **Appendix A1 and A2** “Confirmation of Scholarship Funding”. Members must inform the awarded Skater(s) of the award(s) at their earliest convenience (see example as per Appendix A4) and obtain from the awarded Skater(s) the confirmation on the Form as per **Appendix A 3** that the ISU eligible skating activity will continue in the next two seasons. The Skater(s) is also requested to provide details through his/her Member of the expected use of the scholarship amount and to indicate the payment instructions for a transfer directly to his personal (or if not of legal age to his parents) account. It is recommended that ISU Scholarships be used for covering the costs of attending training camps and competitions.

Members must nominate a “Mentor” for each supported Skater/couple/team who is located near the Skater’s training site and who will help in the daily organization and who will control the training plans. This “Mentor” needs also to sign all reports issued by the Member.

Only Skaters competing at Junior level will be considered for the Junior Scholarship Program.

Submitting a completed and duly signed Forms as per **Appendix A1, A2, A3 and A4** is an essential condition for the payment of the awarded amount.

If the awarded Skater(s) despite his/her/their previous confirmation to continue his/her/their international skating career **(see Appendix A3),** does not continue a competitive (ISU eligible) skating career for the 2 seasons following the award of an ISU Scholarship, then the Member of such Skater(s) must inform the Development Coordinator and ISU Secretariat without delay and transfer the full amount of the awarded ISU Scholarship back to ISU Secretariat.

b) Coaches/Sports Administrators support
Members actively developing ISU disciplines with little activity in their country and consequently requiring the assistance and support of experienced coaches and sport administrators may be considered for this type of ISU Development Program assistance based on the following criteria:

Evidence showing minimum of 2 years of international activity indicating progress in a developing ISU discipline for the applying Member. Such progress must be demonstrated by improving results

achieved by the Member's Skaters in the respective ISU Junior World Championships or ISU Junior Grand Prix of Figure Skating.

Upon request by the Development Program Coordinator, financial background information of the Member concerned demonstrating the limited financial resources of the Member.

The potential Members and concerned Coaches or Sport Administrators will be identified by the Development Program Coordinator in co-operation with the Sports Directorate, and with respective Technical Committees, if required. Final decision is made by the ISU President.

Coaches/Sport Administrators support is a one time annual amount of US$ 10'000. No application by Members for this type of Development support is possible.

The Members benefiting from the ISU Development Program support for Coaches/Sports Administrators will be informed and will be requested to inform the ISU Development Coordinator and ISU Secretariat of the full contact details of the Coach or Sport Administrator concerned. The coach/ Sports Administrator should have a link to the Member.

The amount of US$ 10'000 shall be transferred in two instalments, i.e.

- The first instalment of US$ 5'000 shall be transferred to the selected Member upon receipt of the full contact details of the Coach or Sport Administrator concerned as well as the payment instructions duly signed by the Member's President and General Secretary.
- The second instalment of US$ 5.000 shall be transferred following the submission by the Member of a full report **(Form as per Appendix D)** to be submitted to the Development Program Coordinator and the ISU Secretariat not later than 12 months following the payment of the first instalment, detailing the activity of the supported discipline in the subsequent year in the following areas:
- Evidence of continued improvement in the concerned discipline at an international level;
- Skaters recruitment activity resulting in an increase in the number of young Skaters and their improvement of results at national level;
- Summary of coordinating activities within the ISU Member;
- Participation at coaches' seminars organized by ISU (if available) or at national level.
- A final report **(Form as per Appendix D)** must be submitted to the ISU Development Coordinator and ISU Secretariat latest 12 months after receipt of the second instalment.

The failure to submit an acceptable report in due time might result in the cancellation, reduction or delay of the payment of the second instalment respectively of future ISU Development Program support.

B. Council Development Projects (in particular but not limited to the financing of the ISU Junior Grand Prix of Figure Skating and ISU Junior World Cups in Speed Skating)

The Council decided to continue support towards the ISU Junior Grand Prix of Figure Skating and the ISU Junior World Cup Speed Skating until further notice at the current financial level as included in the current ISU Congress approved Budget. Additional special projects might be supported by the Council on a case by case basis and depending on the available Development Program funds.

C. Contributions to ISU Members and other initiatives supported by the ISU Council

The principles and procedures of this category remain basically unchanged from the current practice, i.e. financial support as a **contribution** is to permit Members to send Skaters to Championships and International Competitions, training camps, equipment purchases and other important initiatives. The amounts will be distributed in the following way:

As already outlined in ISU Communication 1492, paragraph 5, the ISU Council decided to implement the following criteria to evaluate the annual Development Contributions to ISU Members, commonly known as the C Contribution.

An evaluation of whether a Member will receive this Contribution in full, partially or not at all will be carried out at the end of each season. Each Member will be categorized, separately for the Figure Skating and Speed Skating branches based on their participation in ISU Events (Junior World Championships, Junior Grand Prix of Figure Skating events, Synchronized Skating World Challenge Cup for Juniors and ISU World Cups in Speed Skating and Short Track Speed Skating). The categories will be as follows:

Group A = Members that have had NO skaters participating in any ISU Event during the past three seasons.

Group B = Members that have participated in senior ISU Events but have not had any junior skaters participating in a junior ISU Event (Junior World Championships, Junior Grand Prix of Figure Skating events and also in the Synchronized Skating World Challenge Cup for Juniors) during the past three seasons.

Group C = All remaining Members

Members listed in group A and B will be identified by the ISU Secretariat and referred to the ISU Development Program Coordinator for evaluation. The ISU body in charge of the Development Program implementation shall, in due time for the Autumn Council meeting, make a proposal to the Council indicating which amount (if any) of the Development Contribution should be paid to the concerned Members. Additionally, the Development Program Coordinator within its given mandate, will provide additional advice and/or ISU Development Program support to the A & B group Members.

Group C Members will receive the Development Contribution based on the established criteria as previously published in the currently valid ISU Communication 1434.

An amount determined in the bi-annual budget approved by the Congress (Swiss Francs 2 Million per year for the period 2006-2008) will be equally divided among the Members.

The payment will be made not earlier than December 13 of each year, upon receipt of written instructions from the Members signed by the Member's President and General Secretary. Such payment instructions shall include the amount as well as the exact bank details (bank name, address, account number, name of account holder).

After every season, the Members having received such a contribution must send a report as per **Appendix C** (Contributions) specifying how the money has been used during the season by stating set objectives and how those have been reached. This report must be received at the ISU Secretariat no later than November 1 of each year.

Milan, **Ottavio Cinquanta**, President

October 8, 2008

Lausanne, **Fredi Schmid**, Director General

Appendix A1

CONFIRMATION OF SCHOLARSHIP FUNDING / PAYMENT INSTRUCTIONS

ISU Member:

Name of Skater(s)/Team:

Name of Skater(s)' Mentor:

Date:

Amount:

The financial support for this project is authorized to be released directly to the Skater(s) as follows *(except for Synchronized Skating Teams for which the payment shall be made through the respective ISU Member):*

Bank: _____

Address: _____

Branch Number: _____

Account Name: _____

Account Number: _____

IBAN Number: _____

Statement:

The ISU Member, the Skater(s), the Skater(s)' Mentor and legal guardian (if applicable) guarantee that this scholarship money is being released directly to the named Skater(s):

Signature of Skater(s)	Signature of Legal Guardian for Skaters under 18 years of age
Signature of ISU Member President and General Secretary	Signature of Mentor

Fax and e-mail simultaneously to:

Development Program Coordinator	International Skating Union
György Sallak	Development Program
c/o Hungarian National Skating Federation	Chemin de Primerose 2,
Stefánia ut. 2	CH-1007 Lausanne,
H-1443 Budapest, Hungary	Switzerland
Tel./fax : (+36) 1 222 53 01,	Fax off.: (+41) 21 612 66 77

Appendix A2

CONFIRMATION OF SCHOLARSHIP FUNDING

For ISU Members

This form is to be completed by the ISU Member of the Skater(s) receiving the Scholarship.

Name(s) Skater(s) /Team: _____

Date(s) birth: _____

ISU Member: _____

Name of Mentor: _____

The following outlines how we will support the development of the above-named Skater(s) or Team:

_____

_____

_____

_____

Signed ISU Member President & General Secretary Mentor:

Date:

Fax and e-mail simultaneously to:

Development Program Coordinator	International Skating Union
György Sallak	Development Program
c/o Hungarian National Skating Federation	Chemin de Primerose 2,
Stefánia ut. 2	CH-1007 Lausanne,
H-1443 Budapest, Hungary	Switzerland
Tel./fax : (+36) 1 222 53 01,	Fax off.: (+41) 21 612 66 77
E-mail: gsallak@hunskate.hu	E-mail: info@isu.ch

Appendix A3

CONFIMRATION OF SCHOLARSHIP FUNDING

For the Skater(s)/Team

This form is to be completed by the Skater(s) (Team Captain for Synchronized Skating) receiving the Junior Scholarship.

Name of Skater(s)/
Team: _____

Date of birth: _____

ISU Member: _____

I (we), the undersigned hereby undertake to continue skating in the two skating seasons to come.

The following outlines how I (we) intend to use this scholarship to advance my (our) training:

_____

_____

_____

_____

Signed Skater(s)/
Team Captain:

Date:

Fax and e-mail simultaneously to:

Development Program Coordinator	International Skating Union
György Sallak	Development Program
c/o Hungarian National Skating Federation	Chemin de Primerose 2,
Stefánia ut. 2	CH-1007 Lausanne,
H-1443 Budapest, Hungary	Switzerland
Tel./fax : (+36) 1 222 53 01,	Fax off.: (+41) 21 612 66 77
E-mail: gsallak@hunskate.hu	E-mail: info@isu.ch

[ISU Member stationary]

Appendix A4

Date

To: Name and Address of awarded Skater(s) [or Synchronized Skating Team Captain]

Dear [Skater(s) First Name(s)]:

The ISU, within its Development Program, has established a scholarship program to assist junior Skaters at international level. The [ISU Member Name] is pleased to inform you that you have been selected as a recipient of a **Figure Skating, [or Speed Skating or Short Track Speed Skating or Synchronized Skating] ISU Scholarship** to the amount of **US$ [amount].**

In order to receive these scholarship funds from the ISU, the attached ISU Scholarship Confirmation Forms A1 and A3 should be completed by you personally and returned through the national ISU Member Federation to the ISU. Therefore, please complete and sign these forms and return them to the undersigned at your earliest convenience.

Congratulations and best wishes for your future success!

Sincerely,

ISU Member President or General Secretary

Attachment: ISU Scholarship Confirmation Forms A1 and A3

Appendix B1
part I

ISU DEVELOPMENT PROGRAM – DEVELOPMENT PROJECTS

ISU MEMBERS APPLICATION FOR

PROJECT-BASED DEVELOPMENT SUPPORT

APPLICATION GUIDELINES

Please refer to the "ISU Development Program" Communication, Paragraphs IV Administrative conditions and procedures for application and implementation of Development Projects.

All applications shall be submitted directly to:

Development Program Coordinator
György Sallak
c/o Hungarian National Skating Federation
Stefánia ut. 2
H-1443 Budapest, Hungary
Tel./fax : (+36) 1 222 53 01,
E-mail: gsallak@acenet.hu

and

International Skating Union
Development Program
Chemin de Primerose 2,
CH-1007 Lausanne,
Switzerland
Fax off.: (+41) 21 612 66 77
E-mail: info@isu.ch

Appendix B1
Part II

ISU MEMBERS APPLICATION FOR

PROJECT-BASED DEVELOPMENT SUPPORT

ISU MEMBERS

Applications for funding assistance must be submitted as follows: (Use a computer or typewriter to complete).

a) Cover page
b) Description of the project
c) Budget presentation

ISU MEMBER: _____

NAME and CONTACT information of person completing application.

Name: _____

Address: _____

_____

Telephone: _____

Fax: _____

E-mail: _____

Application for:
- ☐ Single and Pair Skating
- ☐ Ice Dance
- ☐ Synchronized Skating
- ☐ Speed Skating
- ☐ Short Track Speed Skating
- ☐ Administrative support
- ☐ Other support

NOTE: A separate application must be made out for each discipline.

We attest that this application has been reviewed and is supported by us as the ISU Member. All information is true and accurate.

We agree to submit project reports and accounting when and as required.

_____ _____
ISU Member President ISU Member General Secretary

Place _____ Date _____.

Appendix B1
Part III

A complete application must have all of the following detailed information attached:

1. Project Title

2. Description of the objective(s) of the project

3. Description of the expected results of the project and how these results will be measured

4. Outline of a clear timeline (start, completion)

5. Description of the complete project in as much detail as required

6. List of all resources as required for the project (describing detail or background of an individual, project manager, coach, etc.)

7. Indication of how the results of the project will be evaluated (in case of training camps including performance indicators)

8. An accurate and detailed budget (in Swiss Francs). The following categories are a guide to preparing the budget:
   i) Facilities;
   ii) Board/Lodging, travel;
   iii) Fees for experts/consultants (per person/day/hour);
   iv) Audio visual;
   v) Printed material;
   vi) Administrative costs;
   vii) Other.

<u>Complete budget as follows:</u>

Expenses: Total Costs: SFr _____
(state full details)

ISU Member's Contribution: SFr _____

ISU Member's request for Development Program funds: SFr _____

All applicants are advised that the Development Program will review each application based on the **database** questionnaire information on file (see ISU Circular Letter no 599).

Appendix B2

ISU DEVELOPMENT PROGRAM – DEVELOPMENT PROJECTS

ISU MEMBERS REPORT ON THE USE OF PROJECT BASED DEVELOPMENT SUPPORT

ISU Member: _____

Responsible Person (Project Manager) Name _____

Address _____

_____

Phone _____ FAX _____

E-mail _____

A. The Federation received _____CHF

B. Please provide the following information related to the ISU support received:

- Summary of results achieved based on performance indicators
- Course Outline
- Daily Timetable
- Participants involved (names, age, sport level, nationality)
- Others involved (names of all coaches, officials, moderators, etc.)
- Final Expenditure for the project – Financial Reports of the whole project must be provided. This must include detailed financial information on the use of funds of participants, ISU Member(s), ISU and where relevant other sources such as National Sports bodies etc. Proof of receipts and billing may be requested by the ISU at any time within the 24 months following the completion of the project.
- Quantitative proof of results of the project
- Other pertinent comments

Place: _____ Date _____

Signature of ISU Member President

_____

Signature of ISU Member General Secretary

_____

This report must be received by the ISU no later than 30 days after the project is completed

Appendix C

ISU DEVELOPMENT PROGRAM – CONTRIBUTIONS TO ISU MEMBERS

REPORT ON THE USE OF
CONTRIBUTIONS TO ISU MEMBERS

ISU Member _____

Contact Person_____
_____

Address _____

_____

Phone _____ Fax _____

E-mail _____

Place _____ Date _____

Signature of ISU Member President Signature of ISU Member General Secretary

_____ _____

A. The Federation received US$_____ for the year 20_____

B. The Federation has used this amount to support the following: (Examples).

	Amount in US$ equivalent
Travel cost for attending the following competitions (please attach copies of the relevant protocol pages)	_____
Cost for attending the following training camps or courses (please specify in an attachment)	_____
Organizing/holding the following clinics, seminars, etc. (please specify in an attachment)	_____
Other support: (please specify in an attachment)	_____

This report must be received at the ISU Secretariat by November 1 of each year.

Appendix D

ISU DEVELOPMENT PROGRAM – Members Report

MEMBERS REPORT ON THE USE OF
COACHES/ SPORT ADMINISTRATORS DEVELOPMENT SUPPORT

ISU Member: _____

Responsible Person (Project Manager) Name _____

Address _____

_____

Phone _____ FAX _____

E-mail _____

A. The Federation received _____CHF

B. Use the following headings along with your application to report on the project which was approved _____.

The headings are as follow:

Breakdown of initiatives carried out during the 12 month period
Summary of results achieved
Participation at coaches' seminars
Statistics on skating activity (measurable increases in number of young skaters/ improved results)
Analysis for future initiatives/Areas of improvement

Place: _____ Date _____

Signature of ISU Member President

_____

Signature of ISU Member General Secretary

_____

This report form must be received by the ISU
no later than 12 months after the first installment