



WOMEN IN LEADERSHIP FUND





EXECUTIVE SUMMARY

Rugby Canada is committed to diversity and inclusion in all aspects of the game. In an effort to diversify leadership in rugby so that the game reflects all of Canada, Rugby Canada are proud to continue to offer this Women in Leadership program.

Mirroring the [*World Rugby Women in Executive Leadership Scholarship Program*](#), this program will award 6 recipients from rugby club executive committees across the country funding of up to \$2000 to pursue development opportunities that will enhance their ability to lead from within our sport. It is the goal of the program to provide a strong and diverse leadership base in Canada and a pipeline to the World Rugby Scholarship Program and beyond.

Recipients will create an individualized development plan that may include formal and informal education, attendance to conferences, participation in working groups or committees, or other relevant activities. Travel, accommodations, and conference fees in association with these activities may also be covered. In addition to the opportunities that they identify in their applications, recipients will also have access to courses at the Queens Executive Business school. Fund recipients will be required to submit an annual report on their progress and development within one year of the fund having been awarded.

ELIGIBLE APPLICANTS MUST:

- Currently be involved in rugby at an administrative or governance level within a Provincial Union or Provincial Board of Directors **OR**,
- Currently be involved in rugby at a governance level within a member club.



HOW IT WORKS



STEP ONE APPLICATIONS

Application forms can be accessed here and will be accepted until Monday, December 9th, 2024, at 5pm EST.



STEP TWO SELECTIONS & NOTIFICATION

Selections will be made by Monday, December 16th, 2024. Once all those selected have been notified and have accepted the funding, the recipients will be publicly announced.



STEP THREE PROFESSIONAL DEVELOPMENT

Each recipient will move forward with pursuing their personal development plan that was part of their application.



STEP FOUR REPORTING

As part of the agreement in receiving the fund, each recipient commits to sharing their journey through reports, photos and any other method they may choose.

FUNDS AVAILABLE

Six funds of \$2000 each are available. As part of the application, candidates must include specific opportunities that they will use the funding to access.

Recipients will also be enrolled in one of 2 pre-selected courses within the [*Queen's Executive Education*](#) program.



ELIGIBLE EXPENSES

Eligible expenses include formal and informal education, conference attendance fees, and travel and accommodations for participation in these and working groups or committees.

FOR EXAMPLE:

- Conferences (*[Petro Canada Sport Leadership Sportif, WRCRA](#)*)
- Formal Education (*[Queen's Executive Education, Institute of Corporate Directors](#) courses*)
- National or Regional Forums (*[Rugby Canada Return to Play Working Group, RAN Player Welfare Working Group](#)*)
- *[World Rugby Union Management Program](#)*
- Conferences and Forums outside of Sport

INELIGIBLE EXPENSES MAY INCLUDE:

- Salaries or honorariums



TERMS & CONDITIONS OVERVIEW

KEY DATES

Applications open: **Wednesday, November 6th, 2024**
Applications close: **Monday, December 9th, 2024, at 5pm EST**
Selections made: **Monday, December 16th, 2024**

PRIORITY DEVELOPMENT AREA

Priority will be given to applicants who are currently involved in clubs looking to enhance gender equity and diversity in their administration.

ELIGIBILITY

Eligible applicants must:

- Be currently involved in rugby at a governance level within a Provincial Union or Provincial Board of Directors **OR**,
- Be currently involved in rugby at a governance level within a member club in good standing.

EXPECTATIONS OF FUND RECIPIENTS

Successful applicants will be expected to:

- Complete a report about what the funding supported, how it impacted their development and subsequently how it affected the club.
- Complete their selected [Queen's Executive Education](#) course.
- Provide invoices upon completion of their development opportunities that are consistent with their expenditure and the work detailed in the original application.
- Remain in the rugby executive role indicated in the application for the duration of the professional development opportunities.
- Submit photographs and/or a short video capturing the development opportunity and/or highlighting the importance and impact of the funding.

EVALUATION CRITERIA

Applications will be evaluated based on the following criteria:

- Quality and clarity of the Impact Statement.
- A detailed and complete budget that reflects the expenses relating to the identified development opportunities.
- Alignment with the Priority Development Area that are described in the Eligibility section of the Program Overview document.

LEGAL

Rugby Canada reserves the right to withhold funding from any successful application should the work detailed in copy invoices differ from the application details.

Applicants that commence work prior to a funding decision being reached do so at their own risk and should not rely on funding being granted.

The final amount of any award is at the discretion of Rugby Canada and may be less than the amount requested in any application.

All awards may be subject to additional terms and conditions imposed at the discretion of Rugby Canada.



FUND APPLICATION

[CLICK HERE TO BEGIN](#)

By clicking the link above, you will be directed to the Fund Application Form. This form has been created as a fillable PDF form. In order to complete this document electronically you will need Adobe Reader (version 8.1) or newer. This file must be downloaded and saved before being completed.

If you are not using the Adobe Reader, either on a Mac or a PC, please do so. You can download Adobe Reader for both Macs and PCs here: <https://get.adobe.com/reader/>



Mac users, please note, to complete the form, ensure that you have opened the document in Adobe Reader (version 8.1) or newer and not the Mac default 'Preview' application.