

## Official Languages Program (OLP) Guidelines

The Official Languages Program (OLP) is a partnership between Sport NB, the Sport and Recreation Branch of the Department of Tourism, Heritage and Culture, and the Department of Intergovernmental Affairs for the Province of New Brunswick. It aims to help member organizations better serve and communicate with their members in both official languages. Sport NB coordinates translation requests through a third-party service.

### Key Services Offered

1. Translation and Proofreading Services
2. Simultaneous Translation Services (Interpretation)
3. French Second Language Training

#### 1. Translation and Proofreading Services

Sport NB offers free or subsidized English-to-French and French-to-English translation of essential documents for all non-profit members, including:

- **Governing documents:** Constitutions, bylaws, policies, and employee manuals.
- **Promotional materials:** Newsletters, brochures, and event programs.
- **Communications:** Press releases, social media content, and website text.

Sport NB fully covers the cost of translating governing documents. For all other document types, coverage is based on membership type:

Membership Type	Coverage
Full Members	<ul style="list-style-type: none"><li>- 0–10,000 words: Fully covered</li><li>- 10,001+ words: 50% covered up to 20,000 words</li><li>- 100% charged to member for any words beyond 20,000</li></ul>
Associate Members (only open to non-profit organizations)	<ul style="list-style-type: none"><li>- 0–5,500 words: Fully covered</li><li>- 5,501+ words: 50% covered up to 10,000 words</li><li>- 100% charged to member for any words beyond 10,000</li></ul>

**To request a service:** Complete the intake form and submit it, along with documents for translation, to [translation@sportnb.com](mailto:translation@sportnb.com).

## **2. Simultaneous Translation Services (Interpretation)**

Financial support for translation services during provincial events, including:

- Online and in-person conferences, workshops, training sessions, and webinars.
- Funding limit: Up to \$3,000 per organization, per event.

**To apply:** Submit the request form to [translation@sportnb.com](mailto:translation@sportnb.com), along with the receipt of service.

## **3. French Second Language Training**

- Open to staff or key contact person (full-time and part-time, paid, unpaid, volunteer) who are employees of Full members and Associate members (non-profit only).
- Courses are offered in the Fall and Winter sessions. Sport NB aims to provide both in-person and online options, depending on membership demand.

**For more information:** Email [info@sportnb.com](mailto:info@sportnb.com).

### **Program Notes**

- Funding is available until the end of the fiscal year or until the program budget is fully allocated. Once the budget is depleted, Sport NB can still facilitate translation requests but will not subsidize any of the costs.
- Program guidelines are subject to change each fiscal year.
- Sport NB holds the right to reject any request.