

# **DEVELOPMENT INITIATIVES PROGRAM**



GRANT APPLICATION

Alberta

## **Mission of the ASRPWF**

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To facilitate and enhance activities, lifestyles and legacies through the development of active partnerships in Sport, Recreation, Parks and Wildlife programs.

## **Purpose of the Program**

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The purpose of the **Development Initiatives Program** is to provide support to Albertans working in the areas of sport, recreation, parks and wildlife for project and program related endeavors.

## **Eligibility – Who Can Apply?**

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Eligible applicants include, but are not limited to:

1. Community not-for-profit groups registered (and in good standing) under one of the following:
  - Societies Act
  - Agricultural Societies Act
2. Non-registered not-for-profit groups providing up to date financial statements and support documentation
3. Municipalities, First Nations and Métis Settlements
4. Educational Institutions
5. Individuals
6. Organizations and Individuals conducting research

**For-profit organizations will not be considered for funding**

## **For More Information**

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[www.asrpwf.ca](http://www.asrpwf.ca)

Program Coordinator:

Steven Patrick 780-644-4897

North / South Regional Coordinator

Stacey Plitt 780-422-7108

All numbers can be reached toll free by first dialing 310-0000.



## Project Guidelines

Applications will be reviewed on their individual merit based on the objectives of the Foundation, the financial resources available and the following parameters:

- ◆ All projects must fit within the mandate of the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ◆ In order to avoid any duplication, projects must be outside the scope of existing Foundation programs.
- ◆ Priority will be given to projects that are innovative and creative.
- ◆ Please note that typical grants range up to \$5,000.
- ◆ Projects should have a component of self-help: an indication of funds and/or volunteer time contributed by the individual or organization.
- ◆ Applications for projects must be received prior to the initiation of the project/purchase of equipment.
- ◆ Projects requesting operational costs and administrative expenses are not eligible due to the ongoing nature of the request.
- ◆ A DIP applicant may not receive funding from another lottery funded program or foundation for the same identified project.

### Additional Guidelines for Organizations

#### Purchase of Equipment

- ◆ Equipment for the effective running of programs is eligible.
- ◆ Quotes and Sources of Estimate must be included.
- ◆ Office related equipment will be considered low priority.
- ◆ **Items not to be funded:** uniforms and similar club apparel, and items of a personal nature for club members (footwear, jackets, waterbottles, etc. ).

#### Conferences and Events

- ◆ Application may be made for costs of speakers.
- ◆ **Items not to be funded:** prizes and trophies, officials' costs, facility rental.

#### Coaches, Instructors and Leaders

- ◆ Consideration may be given to providing funds for the hiring of part-time/full-time coaches, leaders, or other personnel once every five calendar years.
- ◆ For these requests, an explanation of how the need was determined must be included.

#### Other Items not Funded

- ◆ Capital building projects.
- ◆ Debt reduction / covering shortfalls on operating budgets.
- ◆ Operational costs and administrative expenses.
- ◆ Team/group travel.

### Additional Guidelines for Research

- ◆ A budget of expenses, a resume, and support letters relating to the project must be included.
- ◆ For university researchers, a supplemental signature page must be included.

### Additional Guidelines for Individuals (non-research)

- ◆ A maximum of \$1,000 per 12 month period per applicant will be awarded.
- ◆ An individual may only receive funding for three years.
- ◆ A budget of expenses, a resume relating to the application, and quotes and sources of estimate must be included.
- ◆ A letter of support from the Provincial Sport/Recreation Association must accompany all individual applications.
- ◆ Priority will be given to:
  - athletes in the "training to compete" stage of their sport's Long Term Athlete Development (LTAD) model
  - coaches training athletes in the "training to compete or training to win" stage of their sport's LTAD model
  - individuals with extraordinary circumstances.
  - NOTE: Athletes eligible for Podium Alberta funding will not be eligible for DIP funding.

### The Application Process

The following process has been formulated so the Foundation can deal with applications in a fair, equitable and efficient manner.

- ◆ Application deadlines are January 1, May 1, and October 1 each year.
- ◆ Complete applications must be postmarked on or before the deadline and sent to the address on the application form.
- ◆ *Section 5: Declaration* must be completed and mailed with original signatures.
- ◆ Decisions on applications will be made within 90 days of the respective deadline.

#### **Faxed or emailed applications will not be accepted**

*Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will be approved for **Development Initiatives Program** funding.*

### Report and Commitment

An applicant receiving funding shall submit a completed Accountability Report to the Foundation within 60 days of the completion date of the project. A reporting template will be provided upon approval and includes:

- A. Performance Measurements
- B. Demonstration of Public Recognition of the Foundation
- C. Statement of Grant Expenditure
- D. Declaration of Grant Expenditure

- ◆ Any monies not utilized for the particular project stated on the application shall be returned to the Foundation within 60 days of the completion date of the project.
- ◆ A condition of accepting funding is that an auditor authorized by the Foundation will have access to all books and records having any connection with the monies received to ascertain whether they were spent for the purpose for which they were intended.

**Previous financial accounting is required prior to considering future applications from the same group.**

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## Application for: Development Initiatives Program

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(Please print in blue or black ink or type all responses)

### Section 1: Contact Information

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Legal Name of Applicant/Organization: \_\_\_\_\_

Mailing Address (cheque will be forwarded to this address unless otherwise indicated):

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: (Miss, Mrs., Ms., Mr.) \_\_\_\_\_

Res. Telephone: \_\_\_\_\_ Bus. Telephone: \_\_\_\_\_

FAX number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Section 2: Program Information

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Please answer the following questions in the space provided (more detailed information **must** be included in a covering letter - see document checklist below)

1. What are the purpose and program goals for this funding request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Indicate the number of participants that will benefit from this funding and the location of this project.

\_\_\_\_\_  
\_\_\_\_\_

3. Expected Start Date (month and year): \_\_\_\_\_ Expected Completion Date (month and year): \_\_\_\_\_

**Please note: "Ongoing" as a completion date will not be accepted. An actual date must be indicated for accountability purposes. For equipment purchase, indicate a date by which the equipment will be purchased.**

4. Indicate any **innovative** or **unique** factors that may be associated with this project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section 3: Freedom of Information and Protection of Privacy Act

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This information is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the *Act*. This information will be used internally to process your Development Initiatives Grant application. Should you have any questions about the collection of this information, you may contact Steven Patrick, Alberta Sport, Recreation, Parks & Wildlife Foundation, Alberta Tourism, Parks and Recreation, at 905 Standard Life Centre, 10405 Jasper Avenue, Edmonton, AB T5J 4R7 or via telephone at 780-644-4897.

## Section 4: Budget Information – please indicate amounts pertaining to this application

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Internal Contribution \_\_\_\_\_ +  
Other Contributions \_\_\_\_\_ +  
DIP Grant Request \_\_\_\_\_ =  
**Total** \_\_\_\_\_

**Internal Contribution** should include club funds, fundraising, volunteer time, etc. specific to this application.  
**Other Contributions** should include other grants, sponsorships, donations (cash or in-kind), etc. specific to this application.  
**DIP Grant Request** is the amount you are requesting with this application.  
**Total** will equal the sum of the three other categories.

A detailed budget outlining revenues and costs **must** be attached. For purchases, please attach Quotes and Sources of Estimate.

## Section 5: Declaration

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**Applicant** (the Contact Person listed in Section 1 above)

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(OFFICIAL POSITION)

**Financial Contact** (the person responsible for finances on the proposed project must complete the following declaration).  
The Financial Contact will take full responsibility for receiving and disbursing all monies received from the Foundation.

\_\_\_\_\_  
(FINANCIAL CONTACT NAME)

\_\_\_\_\_  
(OFFICIAL POSITION)

\_\_\_\_\_  
(PHONE - BUSINESS)

\_\_\_\_\_  
(PHONE - HOME)

\_\_\_\_\_  
(FINANCIAL CONTACT SIGNATURE)

\_\_\_\_\_  
(DATE)

**PLEASE RETURN TO:** Alberta Sport, Recreation, Parks and Wildlife Foundation  
Alberta Tourism, Parks and Recreation  
905 Standard Life Centre  
10405 Jasper Avenue, Edmonton, AB T5J 4R7

**Please note – This declaration with original signatures must accompany all applications. Please keep a copy for your records.**

## Section 6: Document Checklist

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Please mark with an .

### Application Checklist

- A covering letter is attached, presenting a clear and complete description of the proposed project and program goals.
- For individuals/research grant, a resume of experience relating to the proposed project and support documentation is included.

### Budget Checklist

- A detailed budget outlining revenues from all sources and costs is attached.
- Items on budget are listed in order of priority.
- Quotes and Sources of Estimates are attached (as required).
- If your organization is non profit and not registered, a copy of most recent financial statement and support documentation is attached.

### Support Documentation Checklist

- Support documentation from the municipality is attached (if applicable).
  - Support documentation from other groups that will benefit (schools, local groups, etc.) is attached (if applicable).
  - Support documentation from the respective provincial sport or recreation association (mandatory for individual applications).
  - For University Researchers: Supplemental signature page is attached.
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