

SPORT PARTICIPATION INITIATIVE

GRANT APPLICATION

To enhance or increase participation in sport or opportunities in coaching, officiating and volunteering for under-represented groups such as girls and women, Aboriginal people, economically disadvantaged persons, and persons with a disability.



Alberta



Canadian
Heritage

Patrimoine
canadien

Canada

Mission of the Alberta Sport, Recreation, Parks, and Wildlife Foundation (ASRPWF)

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

The purpose of the **Sport Participation Initiative** is to provide support for the development and operation of programs for under-represented groups such as girls and women, Aboriginal people, economically disadvantaged persons, and persons with a disability; enhancing or increasing:

- participation in sport
- opportunities in coaching, officiating, and volunteer leadership.

Eligibility – Who Can Apply?

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. Municipalities, First Nations and Métis Settlements
3. Educational Institutions

For-profit organizations will not be considered for funding

For More Information

www.tpr.alberta.ca/asrpwf/programs/funding/index.asp

Program Coordinator:

Steven Patrick

780-644-4897

This number can be reached toll free through Service Alberta by first dialing 310-0000.

Project Guidelines

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

- ◆ All projects must fit within the mandate of the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ◆ The objectives of the proposal must be consistent with Canadian Heritage's mandate for sport: Sport Canada defines a sport as an activity that involves two or more participants engaging in a competition. It involves formal rules and procedures, and requires tactics and strategies, neuromuscular skills and a high degree of difficulty, risk and effort. It excludes activities in which a motorized vehicle is the primary determinant of the competitive outcome. Thus, many physical activities that may require substantial physical effort, such as walking/jogging, gardening, aerobics, home exercise, car racing, hiking, and skateboarding are not considered a sport.
- ◆ In order to avoid any duplication, projects must be outside the scope of existing ASRPWF programs.
- ◆ Priority will be given to projects that are innovative and creative.
- ◆ Projects should be new, or substantially enhance current programming.
- ◆ Projects must be program oriented. Research projects are not eligible.
- ◆ 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.
- ◆ An SPI applicant may not receive funding from another lottery funded program or foundation for the same identified project.
- ◆ Please note that typical grants range up to \$10,000.

Eligible Expenses

- ◆ Equipment, facility rental, coach/officials costs, program resource development, promotion
- ◆ Quotes and Sources of Estimate must be included.
- ◆ Office related equipment will be considered low priority.

Items not Funded

- ◆ Capital building projects.
- ◆ Debt reduction or covering shortfalls on operating budgets.
- ◆ Operational costs and administrative expenses.
- ◆ Team/group travel.
- ◆ Uniforms and similar club apparel, and items of a personal nature for club members (footwear, jackets, waterbottles, etc.).
- ◆ Fundraising events.

The Application Process

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

- ◆ Application deadlines are 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. Faxed or emailed applications will not be accepted.
- ◆ An original copy of the Declaration Page must be provided.
- ◆ Decisions on applications will be made within 90 days of the respective deadline.

Report and Commitment

An applicant receiving funding shall submit a completed Accountability Report to the ASRPWF 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 ASRPWF and Sport Canada
 - C. Statement of Grant Expenditure
 - D. Declaration of Grant Expenditure
 - E. Reporting Outcomes
- ◆ Any monies not utilized for the particular project stated on the application shall be returned to the ASRPWF within 60 days of the completion date of the project.
 - ◆ A condition of accepting funding is that an auditor authorized by the ASRPWF 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.

NOTE: This program is a joint agreement with Canadian Heritage (Sport Canada) and Alberta Tourism Parks and Recreation (Alberta Sport, Recreation, Parks and Wildlife Foundation).

- ◆ Applicants are requested to arrange publicity to recognize the contribution of the ASRPWF and Sport Canada.
- ◆ Communications and Services offered by the applicant should adhere to the Official Languages Act.

Application for: Sport Participation Initiative

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

Legal Name of Applicant/Organization: _____

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

_____ Postal Code: _____

Contact Person: _____ Res. Telephone: _____

Bus. Telephone: _____ FAX # _____

Email Address: _____

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

1. How will this project enhance participation in sport or opportunities for coaches, officials, or volunteers for under-represented groups?

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.

Freedom of Information and Protection of Privacy Act

The personal information that you provide on this form and any attachments will be used for the purpose of administering the Sport Participation Initiatives grant. It is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of the Act. Should you have any questions about the collection of this information, you may contact: Steven Patrick at 905 Standard Life Centre, 10405 Jasper Avenue, Edmonton, AB T5J 4R7 or via telephone at 780-644-4897.

Budget Information – please indicate amounts pertaining to this application

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

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

Declaration

Financial Contact (the person responsible for finances on the proposed project must complete the following declaration).

I, _____
(NAME) (OFFICIAL POSITION)

(PHONE - BUSINESS/HOME)

do solemnly declare to take full responsibility for receiving and disbursing all monies received from the ASRPWF, in response to the application, of which this statement forms a part.

Declared at _____, Alberta This (day/month/year) _____

Signed: _____

Witnessed: _____

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 – An original of this declaration must accompany all applications. Please keep a copy for your records.

Document Checklist

Please mark with an .

Application Checklist

- A covering letter is attached, presenting a clear and complete description of the proposed project and program goals. This letter should also indicate:
- how the program might be sustained after funding through SPI is no longer available
 - an indication of the methods for providing acknowledgement to Sport Canada and the ASRPWF

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 if applicable

Support Documentation Checklist

- Support documentation from other groups that will benefit (schools, local groups, etc.) is attached (if applicable)