



CLINIC GRANT PROGRAM

INFORMATION and APPLICATION FOR:

**Financial assistance towards
hosting a major event**

Submit completed application to:

Info@afsf.ca

CLINIC GRANT PROGRAM INFORMATION

PURPOSE

The purpose of the Clinic Grant Program is to encourage skater development in Alberta by providing financial support to those who wish to host a major event thereby promoting skater, coach and official growth throughout the province.

ABOUT THE PROGRAM

The Foundation strives to manage the application process in a fair, equitable and efficient manner.

- **Grant Submission deadlines**
 - June 1st and October 1st.
 - Application form **MUST** be received by email only. We are not responsible for lost or redirected emails
- **Incomplete and Ineligible Applications**
 - Incomplete applications will be returned
 - Faxed applications are not accepted
 - Applications that cannot be read are ineligible
 - Incorrect budgets on applications are ineligible
 - Outstanding accountability reporting from previous grant recipients
- **Application Process**
 - Decisions on applications will be emailed (with email that the grant was sent from) to applicants within 60 days of the respective deadline.
- **Program Information**
 - Due to the anticipated volume of applicants and limited funds, not all requests meeting the established criteria are approved for funding
 - Applications are reviewed on their individual merit based on the mandate of the Foundation and the financial resources available
 - Funds will be dispersed upon receipt and review of all criteria listed under Final Post Event Report within 60 days

GRANT ELIGIBILITY CRITERIA

Eligible applicants include:

- Must reside in Alberta and have been a resident of Alberta at least one year prior to applying
- Skating Clubs/ Coaches /Officials must be current member(s) in good standing with the Foundation
- Funding amounts may be adjusted depending on the number of applications received
- Annual clinics are ineligible
- Priority will be given to programs specific to skater development

APPLICATION CRITERIA

Each application for an event must include the following:

- Covering letter presenting a clear and complete description of the clinic, dates, main objectives to be met, expected participants (athletes, coaches, officials and parents), benefits of clinic and a preliminary agenda
- List of other funding you have applied to, and other funding already committed to the clinic
- A pre-event budget of all expected costs
- An indication of other groups that may benefit from the event and any financial and/or written support these groups have to offer
- Additional information to assess an individual's or hosting party's qualifications
- Chart of organizing committee and positions held

APPLICANT EVENT REQUIREMENTS

An applicant receiving Alberta Figure Skating Foundation Clinic Grant funding shall:

- Print the AFSF logo on the event letterhead, posters and printed materials (logos are available via email/on the www.afsf.ca).
- Print the AFSF logo in the event program. A message from the President or ads is also available upon request.
- Verbally acknowledge the contributions of AFSF at all event functions (e.g. press conference, during the event, banquet, etc.).
- Display AFSF banners at the site and at all event functions at our discretion
- Provide complimentary ticket passes so that AFSF representatives can attend the event.

POST EVENT REPORT

An applicant receiving funding shall submit a post event report to the Alberta Figure Skating Foundation within 30 days of the event's completion. This report must include:

- A copy of the final event program/agenda
- A description of the event outcome
- Evaluation summary from participants
- A financial statement indicating all income and expenses related to the event. This statement is to be signed by the Event Chairperson and the Event Treasurer.
- A condition of accepting funding is that an auditor authorized by the Alberta Figure Skating Foundation will have access to examine an applicant's books and records.

APPLICATION PROCESS

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

- ♦ A completed application form, with all required attachments, is to be submitted to the Alberta Figure Skating Foundation to the email: info@afsf.ca
- ♦ Applications will be reviewed on a biannual basis with **deadlines being June 1st and October 1st of each year.**
- ♦ Late applications will not be considered and funding will not be provided after the event.
- ♦ Previous financial accounting is required prior to considering future applications from the same group.
- ♦ The review process can take up to 60 days from the deadline date. If you require information on the status of your *application*, please email: info@afsf.ca



CLINIC GRANT PROGRAM APPLICATION

Applicant Name		
Address		
	CITY	POSTAL CODE
Contact Person	POSTION	
	PHONE	CELL
	EMAIL:	
Event Name		
Event Date(s)		
Event Location		
Facility Address		
	CITY	POSTAL CODE
Total Participant Numbers	ATHLETES	COACHES
	OFFICIALS	PARENTS

Are there any grants or services being provided by other provincial departments, cities/towns and/or crown corporations?

Yes

No

If "Yes", please describe: _____

Indicate the funds being requested through the AFSF Clinic Grant Program: \$_____

To complete your application, please prepare and attach the following:

- A budget for the event indicating all projected operating costs and sources of total revenue related to the event. Indicate those expenditures for which you are requesting support from the Alberta Figure Skating Foundation.
- Provide an organizational chart outlining the committees and duties that have been established to host this event. Provide names of designated personnel.

- Cover Letter presenting a clear and concise description of all criteria listed for the clinic:
- Additional information to assess an individual's or hosting party's qualifications
- Preliminary program or agenda
- Provide any additional information to support your application.

DECLARATION

We, the undersigned, declare that all information provided in this application is correct. We understand that if actual events, participation and other data differ from the information presented in this application, the financial assistance (or appropriate portion of it) may have to be returned to the Alberta Figure Skating Foundation.

We also declare that we have read the Clinic Grant Program Information and agree to all conditions contained therein and we agree to adhere to the Applicant Event Requirements and Post Event Report.

Event Chair	Signature	Date
Event Treasurer	Signature	Date

Freedom of Information

The personal information collected using this form is required for the administration of the Clinic Grant Program. Collection and use of the information will be to administer the program and ensure payment of funds which may only be disclosed as provided in the Freedom of Information and Protection of Privacy Act.

For further information about this collection and the use of the personal information, please contact the Foundation: info@afsf.ca