



# CLINIC GRANT PROGRAM

The Clinic Grant Program focuses on promoting skater development in Alberta. The program provides financial support for those who wish to host a major event, and as a result, promote skater, coach and official growth throughout the province.

Application Guidelines	
<b>GRANT ELIGIBILITY CRITERIA</b>	<p>Applications for the <b>Clinic</b> grants are reviewed on their individual merit based on the mandate of the Alberta Figure Skating Foundation (AFSF), the financial resources available, and the following parameters:</p> <ul style="list-style-type: none"> <li>• Applicant <b>MUST</b> be a current member in good standing with the AFSF.</li> <li>• Applicants <b>MUST</b> be in the Province of Alberta.</li> <li>• Applications must be received by the two deadlines: June 1 &amp; October 1</li> <li>• Priority will be given to clinics that are creative, innovative and directly related to skater development.</li> <li>• All events must fit within the mandate of the AFSF.</li> <li>• Participants that are AFSF members will receive a registration discount.</li> <li>• Funding after-the-fact is discouraged.</li> <li>• Limited funds and a large volume of anticipated applications means that not all requests meeting the established criteria may be approved for funding.</li> </ul>
<b>APPLICATION PROCESS</b>	<p>The following process has been formulated so the AFSF can manage applications in a fair, equitable and efficient manner:</p> <ul style="list-style-type: none"> <li>• Applications may be submitted on a clinic basis by the applicant at any time, provided that the application is complete.</li> <li>• All applications must be emailed to the AFSF at the email address on the application form by the application deadline. We are not responsible for lost or redirected emails.</li> <li>• Decisions on applications will be made within 60 days following the appropriate deadline.</li> </ul>

<p><b>APPLICATION REQUIREMENTS</b></p>	<p>Before the AFSF can fund a particular program, each application must include the following:</p> <ul style="list-style-type: none"> <li>• A covering letter presenting a clear and complete description of the clinic, dates of clinic, main objectives to be met, expected participants (skater, coach, parents and officials), benefits of clinic you are proposing, and a preliminary agenda.</li> <li>• A list of other funding you have applied to, and other funding already committed to the clinic.</li> <li>• A preliminary pre-event budget</li> <li>• An indication of other groups that may benefit from the event and any financial and/or written support these groups have to offer.</li> <li>• Additional information may be requested to assess an individual's or hosting party's qualifications for funding.</li> <li>• Chart of organizing committee and duties held</li> </ul> <p>A document checklist is included with application forms to help ensure you have met all of the above requirements.</p>
<p><b>POST EVENT REPORT</b></p>	<p>An applicant receiving funding shall submit a report to the AFSF within 30 days of the completion date of the event. This report must include:</p> <ul style="list-style-type: none"> <li>• A description of the outcome of the event.</li> <li>• An evaluation of the event's success, in relation to its objectives.</li> <li>• A signed financial statement (post-budget) of all income and expenses associated with the event, including receipts, where appropriate.</li> <li>• Auditing of stated program goals may also be requested.</li> <li>• Previous financial accounting is required prior to considering future applications from the same group.</li> </ul> <p>Funding will be issued upon receipt and review of post clinic report and commitment criteria. Any funding not used for the particular clinic stated on the application must be returned to the AFSF within 60 days of the completion date of the event.</p> <p>A condition of accepting the funding is that an auditor authorized by the AFSF will have access to all books and records having any connection with the funding received, to ascertain whether they were spent for the purpose for which they were intended.</p>