

***COACH AND OFFICIAL
DEVELOPMENT INITIATIVES***

“VISITATION”

APPLICATION



ALBERTA
SPORT, RECREATION
PARKS & WILDLIFE
FOUNDATION

905 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

Alberta

Mission

To further develop coaches and officials (umpires, referees, judges) in Alberta.

Purpose

The purpose of the **Coach and Official Visitation** grant is to provide support to Provincial Associations to offset travel and accommodation costs to host an out of province or out of country coach or official.

Criteria

- ◆ Provincial Association must apply.
- ◆ Coach or officials must be out of province or out of country permanent resident.
- ◆ Visiting coach or official will conduct provincial coaching or officials clinics, assist with training and/ or selection.
- ◆ For a Canadian visiting coach or official maximum grant is \$2,000/ year per Provincial Association (consecutive years not eligible).
- ◆ For a out of country visiting coach or official maximum grant is \$5,000/year per Provincial Association (consecutive years not eligible).
- ◆ Coach or official visitation is a maximum of 6 months.

Freedom of Information

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 **Coach and Official Development Initiatives Grant** application.

Should you have any questions about the collection of this information, you may contact:

Shona Schleppe
Alberta Sport, Recreation, Parks and Wildlife Foundation
Alberta Tourism, Parks & Recreation
(780) 415-0262
shona.schleppe@gov.ab.ca

The Application Process

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

- ◆ Applications can be submitted on a project basis by the applicant at any time providing the application is complete.
- ◆ **Application deadlines are:
May 15
October 15**
- ◆ All applications must be mailed to the Alberta Sport, Recreation, Parks and Wildlife at the address on the application form and postmarked by the application deadline.
- ◆ Decisions on applications will be made within 60 days following the appropriate deadline.

Eligibility

Applications will be reviewed on their individual merit based on the objectives of the Alberta Sport, Recreation, Parks and Wildlife Foundation, the financial resources available and the following parameters.

- ◆ Priority will be given to projects that are innovative and creative plus indicate initiative and self-help on the part of the applicant.
- ◆ All projects must fit within the mandate of the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ◆ Projects requesting operational costs and administrative expenses are not recommended due to the ongoing nature of the request.
- ◆ Funding after the fact is discouraged.
- ◆ Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will be approved for **Coach and Official Visitation** grant funding.

Report and Commitment

A condition of receiving this funding is that the Provincial Association account for it receipt and disbursement in their annual reporting to the Foundation.

Auditing of stated program goals may also be requested.

Any funding not utilized for the particular project stated on the application shall be returned to the Alberta Sport, Recreation, Parks and Wildlife Foundation within 60 days of the completion date of the project.

A condition of accepting funding is that an auditor authorized by the Alberta Sport, Recreation, Parks and Wildlife Foundation 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.

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

Document Checklist

Before the Alberta Sport, Recreation, Parks and Wildlife Foundation can fund a particular program or project, specific details as well as a detailed budget are required. To assist in the preparation of an application, this 'document checklist' is included with the application form. Additional information may be requested to assess an association's qualifications for funding.

For all applicants, have you included with your application form...

Please mark with an .

- A covering letter presenting a clear and complete description of the proposed project.
- A list of other funding applied to, and other funding already committed to the project.
- An indication of the source of costs.
- An indication of other groups or clubs that may benefit from the project, and any financial and/or written support these groups have to offer.
- An indication of the expected completion date of the project.

Application Form
Coach and Official Development Initiatives – Visitation

(Please print or type all responses)

Provincial Association: _____

Mailing Address: _____

Postal Code: _____ Bus. Telephone: _____

Contact Person: _____ Res. Telephone: _____

Email: _____

(cheque will be forwarded to above address unless otherwise indicated)

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

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

2. Outline a description of the project. _____

3. Indicate the number of participants that will benefit from this funding, the date and location of this project.

of Participants: _____

Expected Start Date: _____ Expected Completion Date: _____

Location: _____

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

Budget Information (please complete indicating total budget)

Funding Categories (Identify specific items)	Total Cost of Project	Funding From Other Sources		Requested Funding from the Foundation
		Source	Amount	
Total				

Declaration

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

I, _____
(NAME) (OFFICIAL POSITION)

_____ do
(PHONE - BUSINESS/HOME)

solemnly declare to take full responsibility for receiving and disbursing all funding received from the Alberta Sport, Recreation, Parks and Wildlife Foundation, 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
 Telephone: (780) 415-0262**