



Guidelines for the Amateur Sport Grant Application

What is the Amateur Sport Grant Program?

The Amateur Sport Grant program enhances amateur sports throughout the Calgary area. City of Calgary organizations, if eligible, can apply. The program supports capital projects that provide significant benefit to the continuation and enrichment of amateur sport. Grants can be used for new amateur sport facilities, expanding or developing existing facilities or purchasing equipment to be used for the support of amateur sports in Calgary.

The program is part of the Saddledome Foundation's commitment to provide an Olympic legacy from the operation of the Saddledome. The *Parks Foundation Calgary* (the Foundation) was appointed by the City of Calgary to administer the program, and the Calgary Flames, through an agreement with the Saddledome Foundation, are currently the primary source of funding.

The *Parks Foundation Calgary* is a non-profit organization dedicated to the development of amateur sport, the creation of parks and pathways and the protection of Calgary's river valleys. In addition to the Amateur Sport Grant program, the Foundation has been involved in more than \$130 million dollars worth of privately initiated projects since its inception in 1985.

What types of sports groups are eligible?

Any organization, club, league, educational institution or group can apply for a grant if they:

- Are a registered non-profit society for a minimum of 3 years & located in the City of Calgary
- Have objectives and programs relating to amateur sport
- Have not received an Amateur Sport Grant in the past 3 years

Schools: the first grant is limited to a maximum of \$20,000 dollars. The second grant is limited to a maximum \$10,000 matching grant. Currently schools are not eligible to apply for a third grant.

What types of projects are eligible?

Eligible capital projects might include the construction or renovation of sports facilities, or the purchase of sport-related equipment. Grants can only be applied to those portions of a major project that are sport-related (i.e. gym floors, but not washrooms, parking etc.). **The project must be within the Calgary municipal boundaries or of benefit to Calgary Athletes** (first time applicants must confirm their eligibility with the AMSP Grant Manager before applying).

Past grants have been provided to high schools for fitness and weight training equipment, community associations for recreation facilities, elite sport teams for training equipment, and recreational sports groups for facilities and equipment.

Projects that have commenced or been completed will not be funded retroactively (i.e., for the purpose of cost-recovery or to reduce any debts of the organization except under expressed approval by the Board of Governors of the Parks Foundation, Calgary).

How are the applications evaluated?

Applications are reviewed and evaluated by the *Foundation's* Amateur Sport Committee using the following criteria:

- A demonstrated need for the project as it relates to sport development;
- The number of athletes and other user groups.

- The essential need for financial assistance for the project.
- The ability of the applicant organization to assume all operating costs.
- Funding to be provided by the organization and its members as well as other sources of funding.

How do we apply?

Submit a written application to the *Parks Foundation Calgary*. Refer to the sample applications on the website for help in completing your application.

Nine (9) copies of the application are required. Only one copy of your By-Laws and Objectives, Certificate of Incorporation and Annual Return is needed - attached to the original application. Each copy of the application should be stapled. Binders or any other type of cover are removed. Applications must include a cover page and supporting documentation as outlined below.

The Cover Page must include in point form under these headings:

- Application date
- Name of your organization
- Mailing address, email, phone number, cell and Website address.
- Contact person(s) with phone numbers, email & full address if different from above
- Project description - a one paragraph or point form outline clearly describing your project and the project site location.
- Project budget
- Total cost for entire project
- Cost of sports-related aspects
- Grant amount being requested
- Funds to be provided by applicant organization
- Other grants applied for or received
- Other funding sources
- Anticipated total hours of volunteer labour

Supporting documentation should include:

- **Need for Project:** statements regarding the need for the project as well as supporting evidence, where applicable.
- **Benefit of Project.** Statements regarding the benefits for the project including the number and caliber of athletes who will benefit and opportunity for use by the surrounding community.
- **Recognition:** a description of how your organization will recognize the support of the Amateur Sport Grant program and its funders and administrators, the Calgary Flames, the Saddledome Foundation and the *Parks Foundation Calgary*.
- **Project Budget:** a detailed budget for the project.
- **Appendix A - Quotes:** three competing quotes for the specific items to be covered by the grant are required. Set up the quotes on a spreadsheet so prices for each item can be easily compared. *Attach the actual quotes from the companies to the spreadsheet.*
- **Appendix B - Membership Profile.** Attach the following:
 - your organization's current membership profile - age groups, gender, level and types of competition, and number of members in each group.
 - a summary of current membership fees.
- **Appendix C - Financials.** Attach the following:
 - current annual financial statements - signed by the Treasurer of your organization.
 - your organization's budget for the current year.
 - projected operating costs and revenues for the current year, where applicable.
 - Board of Directors: current list of Directors (names, title, address, phone & email).
- **Appendix D - Letters of Support.** Attach the following
 - letters of support/Agreements from the City of Calgary where applicable.
 - letters of support from user groups, donors and others who support your project.
 - Schools require a letter of support from the principal and other appropriate sources.
- **Appendix E - Non-Profit Status.** If this is the first time your organization has applied or these documents are not on file with the Foundation, provide one copy each of the following documents:

- Certificate of Incorporation & current Annual Return or a letter of endorsement from an appropriate organization acknowledging your organization's non-profit status.
- your organization's bylaws and objectives.

To avoid delay in processing your organization's application, please ensure that you have included all the information requested in the format outlined. If you have questions about the application process please contact us at 974-1070 or amateursport@parksfdn.com and we would be pleased to assist you.

Where do we send our applications?

Applications should be sent to:

Amateur Sport Grant Program
Parks Foundation Calgary
 225-13th Avenue SW
 Calgary, AB T2R 1N8
 Telephone: (403) 974-1070

When are the application deadlines?

Grant applications are reviewed three times per year. Application deadline dates are January 15th, May 15th, and September 15th.

The Foundation's Amateur Sport Committee reviews the applications using the evaluation criteria previously outlined. This review process may take up to eight weeks to complete. The Committee then forwards its recommendations to the Foundation's Board of Governors for final ratification. The applicants are then contacted.

If successful, how do we receive our grant funds?

Grant funds are normally paid directly to the recipient organization. Grants of less than \$20,000 will be processed upon completion of the project and receipt of a final report. Grants in excess of \$20,000 can be processed on a progressive basis, with documentation being submitted as materials are received and construction proceeds. Recipients normally have up to two years to expend the grant funds.

Any grant funds not claimed will revert back to the Amateur Sport Fund to be used for other projects.

What are the conditions associated with accepting a grant?

There are three main conditions associated with accepting an Amateur Sport Grant:

1. Within 30 days of the completion of the project, recipients must submit a final report including a:
 - signed financial statement of income and expenditures associated with the project.
 - copies of all invoices and cancelled cheques for the project if not already on file.
 - a signed copy of the Grant Agreement if not already on file.
 - description and assessment of the completed project.
2. Recipients must provide recognition of the support of the Amateur Sport Grant program and its funders and administrators, the Calgary Flames, the Saddledome Foundation and the *Parks Foundation Calgary*. This recognition should be determined in consultation with the Amateur Sport Committee. Provide a description of the recognition put in place or agreed upon.
3. Recipients must provide authorization for the *Parks Foundation Calgary* to audit all books, accounts, and records and to make any investigation deemed necessary to ensure that funds

paid to a project have been properly expended (a signed copy of the Grant Agreement is sufficient).

How do we get more information?

If you have questions about the Amateur Sport Grant Program please contact the *Parks Foundation Calgary* at (403) 974-1070 or visit our website at www.parksfdn.com.