



CLINIC GRANT PROGRAM

INFORMATION and APPLICATION FOR:

**Financial assistance towards
hosting a major event**

Submit completed application to:

Info@afsf.ca



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	
GRANT ELIGIBILITY CRITERIA	<p>Applications for the Clinic 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"> • Applicant MUST be a current member in good standing with the AFSF. • Applicants MUST be in the Province of Alberta. • Applications must be received by the two deadlines: April 15 and September 15. • Priority will be given to clinics that are creative, innovative and directly related to skater development. • All events must fit within the mandate of the AFSF. • Participants that are AFSF members will receive a registration discount. • Funding after-the-fact is discouraged. • Limited funds and a large volume of anticipated applications means that not all requests meeting the established criteria may be approved for funding.
APPLICATION PROCESS	<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"> • Applications may be submitted on a clinic basis by the applicant at any time, provided that the application is complete. • 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. • Decisions on applications will be made within 60 days following the appropriate deadline.

<p style="text-align: center;">APPLICATION REQUIREMENTS</p>	<p>Before the AFSF can fund a particular program, each application must include the following:</p> <ul style="list-style-type: none"> • 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. • A list of other funding you have applied to, and other funding already committed to the clinic. • A preliminary pre-event budget • 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 may be requested to assess an individual's or hosting party's qualifications for funding. • Chart of organizing committee and duties held <p>A document checklist is included with application forms to help ensure you have met all of the above requirements.</p>
<p style="text-align: center;">POST EVENT REPORT</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"> • A description of the outcome of the event. • An evaluation of the event's success, in relation to its objectives. • A signed financial statement (post-budget) of all income and expenses associated with the event, including receipts, where appropriate. • Auditing of stated program goals may also be requested. • Previous financial accounting is required prior to considering future applications from the same group. <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>



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