



AMATEUR SPORT GRANT Guidelines

What is the Amateur Sport Grant Program?

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

The program is part of the Saddledome Foundation's commitment to provide an Olympic legacy. Parks Foundation Calgary was appointed by the City of Calgary to administer the program. The Calgary Flames, in partnership with the Saddledome Foundation, is the primary source of funding.

Parks Foundation Calgary is a non-profit organization dedicated to creating thriving communities and public spaces. We exist so all Calgarians can enjoy a healthy lifestyle by providing easily accessible and unique, sport and green spaces. Since the inception of the Amateur Sport Grant Program, we have awarded more than \$12 million dollars to groups in Calgary.

What types of organizations are eligible?

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

- Have been a registered non-profit society for a minimum of 3 years and are located in Calgary
- Have objectives and programs related to amateur sport and young athletes
- Have not received an Amateur Sport Grant in the past 3 years

Schools: the first grant is limited to a maximum of \$20,000, the second grant is limited to a \$10,000 matching grant and are not currently 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 (personal equipment not eligible). Grants can only be applied to portions of a major project that are directly sport-related. For example, a grant might be awarded to refinishing gym floors, but would not be awarded towards washroom or parking development. **The project must be within the Calgary municipal boundaries and demonstrate benefit to Calgary amateur athletes.** All applicants are encouraged to visit our website, <http://www.parksfdn.com/amateur-sport-grant/> and are required to contact the Parks Foundation Calgary office to discuss eligibility prior to submitting an application.

Past grants have been awarded 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).



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How are the applications evaluated?

Applications are reviewed and evaluated by the Amateur Sport Committee using the following criteria:

- A demonstrated need for the project and how it supports sport and athletic development
- Over-all impact the project will have and the number of athletes and other user groups it will support
- Essential need for financial assistance for the project as well as the funding commitment from the applicant organization, or other funding sources, to ensure your project reaches success
- The ability of the applicant organization to assume all operating costs after the project is complete
- Clear support from user groups and wider community (illustrated through support letters)

How do we apply?

Complete the application form found on the Parks Foundation Calgary website at <http://www.parksfdn.com/amateur-sport-grant/> by the appropriate deadline. We encourage all applicants to contact the Parks Foundation office with any questions and to discuss project eligibility.

Two copies of your application are required, one (1) hard-copy of the application as well as a complete electronic file. Please do not submit your application as multiple emails, or multiple files.

Where do we send our applications?

Hard-copy applications should be sent to:

Amateur Sport Grant Program
Parks Foundation Calgary
225-13th Avenue SW
Calgary, AB T2R 1N8

Electronic applications should be sent to the current Grant Program Manager. Check the Parks Foundation website for up to date contact information.

When are the application deadlines?

Grant applications are accepted three times per year, on the following dates:

- January 15th
- May 15th
- October 15th

The Amateur Sport Committee reviews each application using the evaluation criteria outlined above. The review process may take up to 12 weeks to complete. The Committee then provides its recommendations to the Parks Foundation Calgary Board of Governors for final approval, after which the applicants are notified.



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If successful, how do we receive our grant funds?

Upon approval of the Amateur Sport Grant, we require your organization, club, league, educational institution or group to apply for our Project Gift Administration (PGA) Program. Our PGA program assists groups with the account administration for the project, including payment of invoices and issuance of tax receipts for project donations. This is provided at no extra cost to the project or group.

Information on the benefits of this program and the application can be found on our website at <http://www.parksfdn.com/project-gift-administration/>.

All project funds outlined in the Project Gift Administration application are to be deposited with Parks Foundation Calgary to be used towards completion of the project. Invoices will be paid directly to project vendors to cover costs outlined in your original Amateur Sport Grant Program application. The Amateur Sport Grant funds awarded will be the last funds contributed towards the project to pay final invoices/expenses.

Recipients will have up to two years to use the grant funds. Any grant funds unspent after 2 years' time will revert back to the Amateur Sport Fund to support other amateur sport projects.

What are the conditions associated with accepting a grant?

The main conditions associated with accepting an Amateur Sport Grant include:

1. Recipients must apply for our Project Gift Administration (PGA) program and open a project account.
2. Recipients must submit the following:
 - Copies of all project invoices requiring payment
 - A signed copy of the Amateur Sport Grant program agreement, and all Project Gift Administration documentation if not already on file.
3. All project funds must be on deposit in the PGA project account.
4. Recipients must provide proof of recognition 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 Grant Manager.

How do we get more information?

If you have questions about the Amateur Sport Grant Program please contact Parks Foundation Calgary at info@parksfdn.com.