



AMATEUR SPORT GRANT PROGRAM

Guidelines

Since its establishment in 1985 as a non-profit organization, Parks Foundation Calgary (PFC) has been 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.

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 can apply for grants to fund new sport facilities, the expansion or improvement of existing facilities, or sport equipment.

The program was created to provide an Olympic legacy from the operations of the Saddledome. The continued success of the program is made possible through a joint community partnership with the Calgary Flames Hockey Club, the Saddledome Foundation, and Parks Foundation Calgary. Since the inception of the Amateur Sport Grant Program, we have awarded \$18 million dollars to organizations across Calgary.

What types of organizations are eligible?

Any non-profit organization, club, league, educational institution, or group is eligible for a grant if they:

- Have been a registered non-profit organization for a minimum of 3 years and serve Calgary athletes.
- Have objectives and programs related to sport development 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?

An Amateur Sport Grant can be applied for the following:

- The development of new sport facilities, expanding or renovating existing facilities or for purchasing sport-related equipment (personal equipment not eligible). It is mandatory that the project *directly* increases accessibility to the sport.
- Portions of a major project that are directly sport related. For example, a grant could be awarded to refinish gym floors, but would not be awarded for the development of washrooms.
- The project must be within the Calgary municipal boundaries or demonstrate benefit to Calgary athletes.
- Projects associated with community rink upgrades, refurbishments, or new rinks, will be considered for the Calgary Flames Rink Award, which is evaluated once per year in October. If applicants are not successful in receiving the award, they will be automatically considered for the Amateur Sports Grant Program.

Due to high volumes of applications, not all eligible projects will be approved for funding and projects that are approved may receive less than their requested amounts. Priority will be given to the funding of sports facilities and to projects that have a funding commitment from the applicant, or other confirmed funding sources.



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Projects that have commenced or been completed will not be funded retroactively.

We encourage all applicants to contact the Parks Foundation Calgary office to discuss eligibility prior to applying.

All organizations must also apply to Parks Foundation's Project Support Program prior to applying to the Amateur Sport Grant Program. This includes both the approved Amateur Sports Grant, the portion of project funds provided by the recipient, as well as any funds provided by third parties. Our Project Support Program provides groups with free accounting services and the following services:

- Creation of a unique fundraising account to deposit and receive donations
- Acceptance of donations on behalf of the project and issuance of tax receipts for eligible donations
- Processing of all approved project expenses
- Providing financial reports for the project upon request
- Fundraising and project planning support

These services are provided at *no extra cost* to the organization. Information on the benefits of this program and the application can be found on our website at <https://www.parksfdn.com/project-support-program>.

When are the application deadlines?

Grant applications are accepted three times per year. Application deadlines are:

- February 1st
- May 1st
- October 1st

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 one (1) complete electronic file. Please consolidate your application files into one merged PDF file. Do not submit your application as multiple emails, files, or as a Zip folder.

Hard-copy applications should be mailed or personally delivered to:

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

Electronic applications should be sent to programs@parksfdn.com. Please see the Parks Foundation website for up-to-date contact information.



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In-Kind Donations

Parks Foundation considers in-kind donations as part of the project budget and, as such, they must be reflected in the revenues and expenses portions of your application.

All in-kind donations are considered matching funds with the exception of Parks Foundation's accounting services cost allocation. Please do not include Parks Foundation's free accounting services in your project budget for any Parks Foundation program applications.

Method for Determining In-Kind Values

In-kind donations fall into the categories of either goods or services and can be gifted by both individuals and businesses.

Goods

To validate the value of any in-kind donation made by an individual, a purchase receipt for the item must be provided.

To validate the value of any in-kind donation made by a business, a letter from the business outlining the underlying value of the gift's cost to the business must be provided.

Services/Labour

Labour provided by an individual (ex. playground installation) is valued at \$20.00 per hour per person.

The value of labour/services provided by a business must be validated through a letter from the business outlining the underlying value of the gift's cost to the business must be provided.

How are the applications evaluated?

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

- Demonstrated need for the project and how it supports sport and athletic development
- Over-all impact of the project including the number of athletes and user groups it will support
- Essential need for financial assistance as well as, funding commitment from the applicant organization, or other funding sources. It is uncommon for a grant to fund a project in full
- The ability of the organization to assume all operating costs after the project is complete
- Clear support from user groups and wider community (illustrated through support letters)

The Amateur Sport Committee reviews each application using the evaluation criteria outlined above. The review process takes 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.

If successful, how do we receive our grant funds?

Parks Foundation Calgary will pay project vendors directly to cover approved expenses outlined in the original Amateur Sport Grant Program application. We will do so using funds deposited in the project's unique fundraising account, opened under the Project Support Program. The Amateur Sport Grant



Program funds will

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be transferred into the project account, as needed, to pay final invoices/expenses.

What are the conditions associated with accepting a grant?

The following conditions are associated with acceptance of an Amateur Sport Grant:

1. The Grantee will deposit 100% of their project funds in the Project Support Program project account.
2. The Grantee has 24 months to utilize the grant funds.
3. The Grantee will complete a program evaluation survey upon project completion.
4. The Grantee has agreed to provide sufficient recognition of the Amateur Sport Grant program and the Parks Foundation Calgary. The specific guidelines can be found here: [Amateur Sport Grant Program Recognition Guidelines.](#)
5. The Grantee will submit a short testimonial on what the project meant to their community and the impact it had. This must be done when the project is completed.

How do we get more information?

If you have questions about the Amateur Sport Grant Program, please contact programs@parksfdn.com.