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parksfoundation.ca

Amateur Sport Grant Application Form

Please review the following information before completing your application:

- A **Project Support Program (PSP) account is required** to receive grant funding.
- If you already have a PSP account, please contact your Parks Foundation representative for your PSP account number.
- If you do not have a PSP account, you **must complete** this entire application and submit supporting documents.
- **Incomplete applications or applications without an existing PSP account will not be considered.**
- To learn more about the Project Support Program, visit www.parksfoundation.ca.

Application Tips:

- Submit a complete application. **Incomplete applications will not be reviewed.** Ensure that all sections are populated.
- Tell the story of your project. Clearly explain the community's need, the impact your project will have, and why funding is important. What sets your project apart from others?
- Grant funding is competitive. Meeting the eligibility requirements does not guarantee funding, and successful applicants may receive less than the amount requested.

We strongly recommend contacting Parks Foundation Calgary before the application deadline to meet. Our team is happy to answer questions, help clarify the process, and understand your application. We can be reached at programs@parksfdn.com.

Applicant Information	
Name of Organization:	
Project Support Program (PSP) Account Number:	<i>Connect with Parks Foundation to request your account number</i>
Primary Grant Contact Name:	
Email:	
Phone Number:	
Additional Grant Contact Name:	
Email:	
Phone Number:	
Project Information	
Grant Request Title: <i>Please provide a short title that describes what you are requesting funding for.</i>	
Grant Amount Requested:	
Total Project Budget:	

How did you hear about us? ☐ Website ☐ Social Media ☐ Google Search ☐ Word of Mouth

Other:

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Amateur Sport Grant

Grant Request Description:

Max: 200 words

- Clearly describe your request for funds, including what will be built, bought, or improved.

Social & Community Need for Project:

Max: 200 words

- Describe the community need or gap your project will address.
- Explain the current limitations, challenges, or safety concerns.
- Describe the community support for your project, including any engagement with neighbouring organizations, community associations, residents, or stakeholders.

Amateur Sport:

Max: 200 words

- Describe who will use the completed asset and how it will benefit Calgarians.
- If equipment, identify how this aligns with your sports field of play.
- If infrastructure, identify how the asset may be unique or innovative to your sport.

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Maintenance:

Max: 100 words

- If equipment, describe how the asset will be stored.
- Describe who will be responsible for maintaining the asset and how this will be managed.

Community, Membership, and Demographics:

Max: 200 words

Who will use the asset and how will they access it?

- Is it accessible to the public? Is it free? Is there a fee or paid membership?
- How many Calgarians will have access to the asset?
- How will your project serve and support the diverse communities that use your space, including any specific groups or populations?

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Grant Budget

Project Revenue

- Identify all funding sources, including grants, donations, fundraising, and organizational contributions.
- Identify whether each funding source is **confirmed** or **pending**.
- Include the grant amount requested as pending.

Project Expenses

- Include all costs required to complete your project, such as equipment, materials, construction, installation, opening celebration and recognition.
- Be specific with detail to understand each expense (e.g., "basketballs" instead of "equipment").

Budget Review

- Total project revenue must equal total project expenses.
- In-kind revenue must be included and balance with the corresponding in-kind expense contribution.
- The budget must reflect the full project cost, not only the amount requested through this grant.

Project Revenue <i>Include all grants, donations, sponsorships, etc.</i>	Funds are pending	Funds are confirmed	Total
			\$
			\$
			\$
			\$
			\$
			\$
Total Pending Funds:		\$	
Total Confirmed Funds:		\$	
Total Project Revenue:		\$	
Project Expenses: <i>Include all eligible project expenses (equipment, facility upgrades, recognition)</i>		Total	
		\$	
		\$	
		\$	
		\$	
		\$	
Total Project Expenses:		\$	

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Quotes / Procurement Requirements:

- Either three current quotes must be provided, or a single quote and procurement justification must be completed.
- Quotes should be current and include sufficient detail to confirm the scope of work, materials, and associated costs.
- Identify which quote you have selected and, if it is not the lowest quote, provide an explanation for your selection.
- Quotes must align with the expenses identified in your project budget.
- Copies of all quotes must be submitted with the grant application.

Please note: Incomplete quotes or insufficient supporting documentation may prevent your application from proceeding.

Quote #1	
Vendor	
Project Quote	
Notes:	

Quote #2	
Vendor	
Project Quote	
Notes:	

Quote #3	
Vendor	
Project Quote	
Notes:	

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Single Quote Submission and Procurement Justification

If you have already selected a vendor and/or contractor and will not be providing three quotes, please explain **how and why this vendor was selected**. Your justification should describe the circumstances that led to the selection and how this vendor was approved for the project.

Please include information about the **procurement process followed**, including how vendors were identified or considered and any factors that influenced the final selection.

Recognition and Reporting

Organizations must submit a project report within 6 weeks of project completion including:

1. Project impact - how the project addressed the needs identified in the application
2. Summary of recognition completed
3. Written testimonials
4. Photos and/or video

Recognition Type	Select one or more	Details
Permanent: (exterior signage, interior signage up for 7+ years)		
Temporary: (sports equipment, printed materials)		
Digital: (Social media, Media Release, marketing collateral, website)		
By submitting your signed application and signing here, you acknowledge the recognition and reporting requirements and agree to submit a project report to Parks Foundation Calgary. You also acknowledge that submitted written materials, photos, and videos may be used for marketing and promotional purposes.		

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Reminder before applying:

- Review the grant guidelines before submitting your application.
- Funding is not guaranteed; approved projects may receive less than requested.
- Successful applicants must have a Project Support Program (PSP) account.
- All project funds and matching grant contributions must be deposited into the PSP account before any purchases or construction.
- Parks Foundation will process project invoices directly from the PSP account.
- Approved projects must recognize Parks Foundation Calgary.

Required Documents:	Attached (✓)
Quotes and/or Procurement supporting documents <i>(i.e. quotes, procurement process, sole source information, etc.)</i>	
Letters of Support	
Project Design or Plan	

To submit your organization's application:

- Email programs@parksfdn.com with your application and supporting documents.
- Include the project name in the subject line of the email and properly name any attachments.

Submitted by:

Role in Organization:

Signature:

Date:

Thank you for submitting your Amateur Sport Grant application information!

IMPORTANT

If you do not have a current Project Support Program (PSP) Account, please fill out the remaining information on the following pages and submit the required supporting documents.

Your grant application will not be reviewed until the required PSP information and supporting documents have been received.

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Project Support Program Application Form

A **Project Support Program (PSP) account** is mandatory to access Parks Foundation Calgary grants and is designed to offer a suite of services that support you at every stage of your project, all at no charge.

- **Fund Management:** We open an account for your project to house all donations and funding.
- **Donation Processing:** Donations can be accepted on your project's behalf, and we can issue tax receipts for eligible contributions.
- **Payments:** We manage and process payments for your project's invoices.

For more information on the PSP program please visit: parksfoundation.ca

Organization Information			
Name of non-profit:			
Provincial Incorporation Number: <i>(Alberta Societies Act)</i>		Date of Incorporation:	
Organization Mailing Address:			
Contact Information			
Primary Project Contact Name:			
Email:			
Phone Number:			
Additional Project Contact Name:			
Email:			
Phone Number:			
Project Information			
Project Title:			
Project Address:			
Please identify the landowner where the project will take place:			
Community:			
Ward:			
Project End Date: <i>(MMM-YY)</i>			
Total Project Budget:			
Brief Project Description: <i>Max: 200 words</i> Describe your project; what will be built, bought, or improved? Explain the project's impact to your community.			

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Authorized Individuals

Please provide the name and email for three authorized individuals who are permitted to act on behalf of your organization for this project. These individuals help ensure appropriate financial approvals, and communication with Parks Foundation Calgary.

1. Authorized Name:	
Email:	
Role in Organization:	
2. Authorized Name:	
Email:	
Role in Organization:	
3. Authorized Name:	
Email:	
Role in Organization:	

Project Timelines

Providing a project timeline helps Parks Foundation understand your project's anticipated schedule, key milestones, and overall progress. This information supports project planning, funding coordination, and reporting, while helping us identify opportunities to provide guidance and support throughout your project. Please outline the major activities and expected timelines for each phase of your project.

If your project will be completed in a single phase, complete only Phase 1.

Phase 1 Phase Name (optional): Anticipated Dates: Key Activities: • Fundraising activities • Grant applications • Design and planning deadlines	
Phase 2 Phase Name (optional): Anticipated Dates: Key Activities: • Fundraising activities • Grant applications • Design and planning deadlines	

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Marketing Support

We collect this information to help promote your project and celebrate its impact. Parks Foundation Calgary shares partnered projects through our website, social media channels, and other communications whenever possible. Providing your organization's social media accounts, website information, and a brief project description helps us accurately highlight your project and support your fundraising and awareness efforts.

Instagram handle		
Facebook handle		
LinkedIn account		
Organization website		
Project website <i>(if applicable)</i>		
Website blurb <i>Max: 50 words</i> In your own words, how would you describe the project.		
Would you like to use our online donation portal to collect donations for your project?	Yes	No

Organization Supporting Documents

The following supporting documentation is required to verify partnership viability. The documentation confirms commitment and demonstrates that the project has the support needed for success.

All documents are required for your application to be considered complete.

Documents required to submit:	Attached
Organization Certificate of Incorporation	
Current List of Board of Directors <i>(addresses and full contact information)</i>	
Most Recent Annual Return or Proof of Filing	
Most Recent Financial Statement <i>(statement of financial position and income statement)</i>	
Organization Budget for the Current Year <i>(operating and capital)</i>	
Current Organization Bylaws and Objectives	
Formal Landowner Approval <i>(signed lease, Letter of Support in Principle, letter from landowner, etc.)</i>	

Submitted By:

Role in Organization:

Signature:

Date: