



# Every Kid Can Play Grant Program Guidelines for Community-Level Non-Profit Organizations

## 1. Purpose

The Every Kid Can Play Grant Program (EKCP) addresses affordability and accessibility challenges to sport, physical activity, and recreation (SPAR) programs for Alberta kids and their families. Funding is available for non-profit organizations to reduce costs associated with the delivery, expansion, or enhancement of existing community-level programs.

## 2. Funding Approach

Funding to address affordability and accessibility challenges for children/youth and their families to registered or unregistered\* community-level non-profit organizations or groups.

- unregistered informal groups are required to partner with an eligible registered non-profit to implement their projects.

Grant amounts of up to \$25,000 for one year.

Project/programs must be completed within 12 months after receiving funding.

## 3. Eligibility Requirements

### 3.1. Eligible Organizations

A registered organization, that has been operating in Alberta for a minimum of one calendar year, and is in good standing under one of the following Acts;

- Provincial Legislation (Alberta)
  - *Agriculture Societies Act*
  - Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations\*
  - *Companies Act*, Part 9 (Nonprofit Companies)
  - *Societies Act of Alberta*
  - *Special Act of the Alberta Legislature*
- Federal Legislation
  - Special Act of the Parliament of Canada
  - *Canada Not-for-profit Corporations Act* **and** must be registered in Alberta under the *Business Corporations Act* (must delivery programs in Alberta)
- A First Nation or Metis Settlement in Alberta

### 3.2. Ineligible Organizations

The following organizations are not eligible for funding:

- Organizations not registered under one of the Acts deemed eligible;
  - **Community-level organizations affiliated with or registered members of a provincial scope organization (i.e. provincial sport or recreation organization) are ineligible to apply for the Community-Level grant program;**
- For-profit organizations;
- Government departments, public agencies, or other public institutions;
- Municipalities;
- Post-secondary institutions;
- Schools or School Boards;
- Organizations outside of Alberta;
- Organizations with outstanding reporting to the Ministry of Culture; and
- Individuals.

### 3.3. Eligible Programs/Projects

Programs/Projects may include (but are not limited to) the following:

- Enhancing or expanding existing sport and active recreational programming for children and youth.

### 3.4. Eligible Expenses

Funding can be used for expenses related to:

- Costs for program administrators, programs leaders, instructors, coaches and officials;
- Training needs of staff and volunteers to increase program delivery capacity;
- Facility rental costs for non-owned or leased venues;
- Equipment costs essential to program delivery;
- Participant apparel (uniforms, jerseys, warm-ups, etc.) Costs must not exceed 15% of the overall budget;
- Local transportation costs related to program delivery; and
- Eligible expenses incurred after October 1, 2023, if the application is successful.

### 3.5. Ineligible Programs/Projects

- Any project that is deemed not to meet the Purpose of this grant program;
- The development or launching of a **new** project or program;
- Projects related to facility upgrades, renovations, or construction;
- Research projects;
- Projects that are fully funded through other sources;
- Projects that are linked to the delivery of core education, health and wellness, and social services programs;
- Travel projects, projects or programs that do not provide a community benefit and projects, programs or services outside of Alberta;
- Private or commercial sector projects or programs, programs or projects with restricted or limited public access, private residential or group housing projects or programs, projects related to religious observance or church sanctuaries, the purchase and installation of gaming equipment, facilities/programs/projects that relate to gaming activities (e.g., bingo halls, casinos, horse racing tracks); and
- Core/essential municipal, provincial, federal projects or programs and services which are the responsibility of the municipal, provincial, federal body; projects or programs that receive regular budgeted provincial and/or federal support (e.g., hospitals, medical facilities, long-term care facilities); and post-secondary institution projects for academic purposes or facilities that provide provincially regulated programs and/or services or training for accredited programs.

### 3.6. Ineligible Expenses

The following expenses are not eligible for funding:

- Ongoing operational costs not specifically associated with direct programming, including organizational overhead, capital building costs, utilities, salaries, rent for office space and interest on delinquent payments, debt reduction, projects with no public element;
- Operational and existing staffing costs (no prorated staff costs);
- Moving expenses; administrative costs and fees (e.g., legal fees, accounting/bookkeeping fees); volunteer expenses (e.g., honorariums, gifts, gift cards, food and liquor); bank/financing related charges; maintenance expenses or miscellaneous costs;
- Endowments, charitable donations, bursaries, developing a business case or proposal for funding, donor recognition/walls, gifts, gift cards, prizes, awards, honorariums, alcohol, expenditures for time and labor provided towards ground-breaking, grand opening, and other ceremonial events;
- Dividends, bonuses or other extraordinary compensation for company shareholders or owners;
- Debt reduction; purchase of land as a stand-alone project; financing charges and/or interest payments on loans; retroactive expenses incurred prior to application submission date;
- Time and labour provided towards preparation of funding applications, board/committee planning meetings, fundraising (including costs for fundraising campaigns), and websites for fundraising purposes;
- Cost related to infrastructure.

#### 4. Application Assessment Criteria

The following criteria will be used to assess funding priority:

- 4.1. Alignment with the Purpose stated above;
- 4.2. Expanding or enhancing existing community-level programming;
- 4.3. Provide safe and welcoming SPAR programming;
- 4.4. Organization's Capacity;

The organization must demonstrate its ability to execute the project by:

- Providing background history on;
  - existing programs;
  - experience delivering safe and welcoming sport, physical activity and recreation programming
  - Organization's mission/purpose, size/representation, years in operation, and community support
- Demonstrating the organization's sustainability through financial stability, operational history;
- Demonstrating that the organization has the capacity to complete the entire project (e.g., leadership, board and management);
- Program readiness, including availability of resources (human and financial) to carry out the program.

#### 4.5 Program Viability and Financial Feasibility

To be considered a viable project, the organization must:

- Demonstrate the project is planned out; clear timelines, a detailed outline of activities, and ready to implement;
- Matching funds are not required; however, organizations must demonstrate a component of self-generated revenues, or other financial support in the grant application;
- Provide a relevant, detailed budget and explanation of costs within the application;
- Demonstrate the organization's ability to meet ongoing operational needs.

#### 4.6 Program Impacts

The organization must demonstrate that the project will have one or more of the following impacts:

- Increase affordability and/or accessibility to programs for children and youth or reduced registration fees for participants;
- Programming efficiencies;
- Inclusiveness or adaptive programming
- Programming for under-represented populations.

#### 4.7 Community and Regional Need

The organization must demonstrate how the project will:

- Impact communities at a local, regional, or provincial level;
- Include partnerships and/or collaboration directly related to the project;

#### 4.8 Other Funding Considerations

In evaluating the project, consideration will be given to:

- Demonstration of the organization's need for financial assistance;
- Regional equity;
- Availability of grant funding;
- Ability to complete the project with partial funding.

#### 5. How to Apply

The following specifies procedures for submitting an application:

- 5.1. To apply follow this link <https://albertasport.smaply.ca/>
  - Applications must be fully completed and include all required and supporting documents when submitting the application.
  - Applicants are encouraged to contact the [SPAR@gov.ab.ca](mailto:SPAR@gov.ab.ca) for assistance if they are having difficulty with completing the application.
- 5.2. It is important that applicants keep a complete copy of their application and supporting documentation. Applicants may need to refer to this copy if Ministry staff have questions and this documentation forms part of the grant agreement if approved for funding.
- 5.3. Program expenses that are incurred before October 1, 2023 are not eligible to be included in the project budget for funding. Incurring expenses prior to approval of the application is at the applicant's own risk. Projects that have been started and are declined cannot be resubmitted for funding.
- 5.4. Applications are fully reviewed against the program purpose, criteria, and supporting documentation provided.

- Organizations may be contacted if further information or clarification is required.
- 5.5. The Minister of Tourism and Sport may exercise discretion in approving applications that fall outside the general intent of the program.

## 6. Notifications

- Applicants will receive written notification of the decision regarding their application.
- All decisions on grant applications are final, and no appeals will be considered.
- The review and decision-making process may take up to **six months following the grant application deadline for submission.**

## 7. Conflict of Interest

- 7.1. In addition to complying with the grant guidelines and the Ministerial Grants Regulation, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.
- 7.2. A conflict of interest may be actual or perceived.
- Actual conflict exists where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.
  - Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.
- 7.3. Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in, have no involvement with the project and in no way personally benefit from the Government of Alberta funding that was provided.
- 7.4. As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Minister, through the Program staff. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by the Program staff. If, in the opinion of the Minister, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

## 8. Freedom of Information and Protection of Privacy Act

- 8.1. The personal information that is provided on the grant application form will be used for the purpose of administering the Program and advising the applicant of grant program updates and relevant Ministry initiatives. It is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and is protected by the privacy provisions of the FOIP Act.
- 8.2. The FOIP Act applies to any information that is provided to Alberta Tourism and Sport. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.
- 8.3. Please note, once an application has been approved and funding issued to an organization, the grant recipient, project, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link:  
<https://extranet.gov.ab.ca/env/previous-grant-recipients-database>.
- 8.4. If agreed to by the applicant on the application form, occasionally, Alberta Tourism and Sport may contact applicant organizations to provide information about Ministry initiatives or announcements related to the following topics:
- Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
  - Awareness of Ministry resources available to the nonprofit sector including Ministry sector events.

- 8.5. Only authorized contact representatives noted in the grant application may request specific information about grant applicants.
- 8.6. For questions about the collection and use of this information, please contact the [SPAR@gov.ab.ca](mailto:SPAR@gov.ab.ca).

## **9. Reporting Requirements**

- All funds must be expended only on the approved purpose;
- Reporting requirements will be outlined in the grant agreement;
- Reporting must be completed no later than two months after the completion of the program and prior to the end of the grant agreement;
- Reporting templates will be made available to successful grant recipients and must include a project summary of grant expenditures and a copy of the Organization's financial statements;
- The Ministry maintains the right to request interim reporting at any time.

## **10. Project Extensions**

- If the grant recipient anticipates that the project will not be completed within the allotted time, and wishes to request an extension, a request must be submitted to the Ministry in writing 60 days prior to the end of project.
- The extension request letter should include:
  - the reasons why the project could not be completed within the period;
  - a description of what has been completed and costs incurred to date (to demonstrate the amount of progress that has been made);
  - a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date – year/month/day). The decision on extension requests will be communicated in writing to the grant recipient along with appropriate documentation confirming extension.
- Recipients may be allowed one extension per project.

## **11. Change of Project Scope**

- The grant recipient must notify the Ministry of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or a proposed reallocation of funding or shortfall of expenses for the project – prior to spending any grant funds on a new or revised purpose. The grant recipient must:
  - submit a written request to use the remaining funds for the proposed project change/new purpose, and only if approved, apply the unexpended funds to this purpose; or if the change of scope is not acceptable submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by The Ministry. Repayment must be submitted to The Ministry for processing and file closure.
- Recipients may request one change of scope per project.
- The decision on change of project scope requests will be communicated in writing to the grant recipient by the Ministry.

## **12. Acknowledgement Standards and Requirements**

- Recipients are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.
- The Government of Alberta signature is available upon request and recognition of funding can be achieved in a variety of ways:
  - News release or submitted article to local/regional media;
  - Social media channels such as Twitter, Facebook, and blog postings, etc.;
  - Organization's website or newsletter;
  - Signage, either temporary or permanent.

## **13. Contact Information**

Please direct your questions to: Sport, Physical Activity and Recreation Branch, Alberta Tourism and Sport;  
Email: [SPAR@gov.ab.ca](mailto:SPAR@gov.ab.ca) Telephone: 780-415-1167