
Every Kid Can Play Grant Program

**Guide for Online Application Portal -
Survey Monkey Apply (SMApply)**

Every Kid Can Play Grant (EKCP)

Overview

- EKCP addresses affordability and accessibility challenges for Alberta kids and their families to sport, physical activity, and recreation (SPAR) programs.
- Funding is available for non-profit organizations to reduce costs associated with the delivery, expansion, or enhancement of **existing** community-level programs.
- The Application period is **April 1, 2026 - May 21, 2026**.
- To be eligible to apply, an applicant must be a registered non-profit organization that has maintained operations within the Province of Alberta for a **minimum of one (1)** full calendar year prior to the application deadline.
- Applicants should download and retain a complete copy of their submitted application and all accompanying documentation for their records.

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Prior to Applying

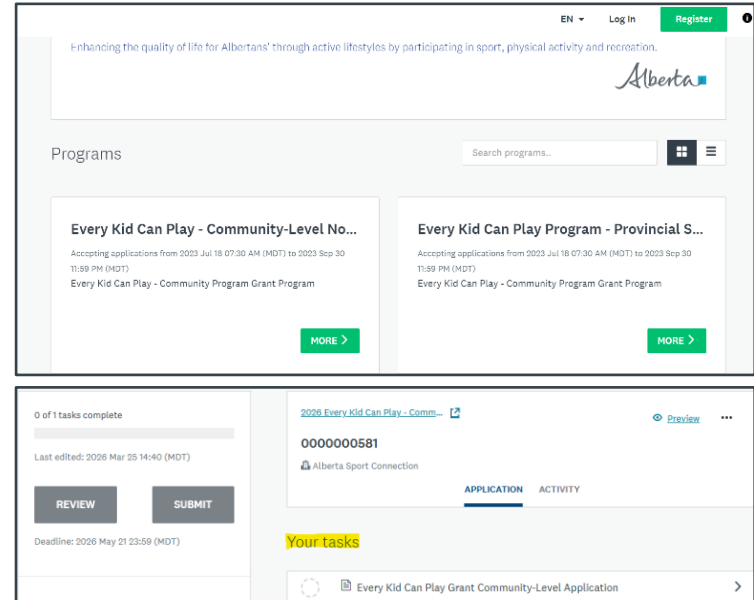
- Applications are limited to Organization accounts only.
- Organization accounts are set up using **one primary administrator's email** on behalf of your organization.
 - **Primary administrator (designated signing authority)** refers to the specific individuals, board members or senior staff to sign binding documents, enter contracts, and approve financial transactions on behalf your organization.
- Check **within your organization** to confirm whether an organization account already exists, before registering a new account or attempting to log in through the hyperlink.
- Duplicate accounts will be deleted if they are not set up under the correct user.
- To join an existing organization as a collaborator, reach out to your organization's primary administrator. Registered users can only access the application as a member of an organization.
- Please reach out to SPAR@gov.ab.ca if you are unsure if you have an organization account or who is assigned as the primary administrator.

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Returning Applicant?

- Click on the application link albertasport.smapply.ca
- Click on **MORE** and then **APPLY** to Start the Application.
- **Log in** with your email and password you have set up previously.
- Click under your tasks on the Every Kid Can Play Grant Application button to start inputting information.
- Only the Primary administrator (designated signing authority) of the account can submit the application.

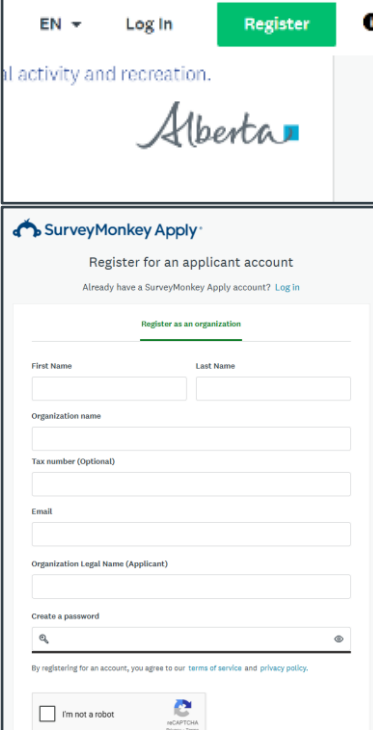
NOTE: If you don't remember your password. Click on Forgot password to get a link to reset it.



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First Time Applicant?

- Confirm you are the primary administrator (designated signing authority) within your organization.
- Once confirmed, proceed to the application link: albertasport.smapply.ca.
- Click on REGISTER in the top-right corner to create a new organization account. Enter your organizations information.
- Once registered SMaply will send an email to verify your organization account. Check junk email.
- Once your account is verified. You can now log in through the link above.
- Click on **MORE** and then **APPLY** to Start the Application.
- Click under your tasks on the Every Kid Can Play Grant Application button to start inputting information.



The image shows a screenshot of the SurveyMonkey Apply website. At the top, there is a navigation bar with 'EN' on the left, 'Log In' in the center, and a green 'Register' button on the right. Below the navigation bar, there is a header with the text 'activity and recreation.' and the 'Alberta' logo. The main content area is titled 'SurveyMonkey Apply' and 'Register for an applicant account'. Below this, there is a link 'Already have a SurveyMonkey Apply account? Log In'. The registration form is titled 'Register as an organization' and contains the following fields: 'First Name' and 'Last Name' (two separate input boxes), 'Organization name', 'Tax number (Optional)', 'Email', 'Organization Legal Name (Applicant)', and 'Create a password'. At the bottom of the form, there is a checkbox for 'I'm not a robot' and a CAPTCHA image.

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Organization Account

- After you log in, you can add Members to your organization account to support application entry and future reporting.
- Click **Manage organization** in the top-right corner to add your Members.

Add Member Collaborators

- Once added as part of your organization. Members need to be added directly to the application as a collaborator.
- Click on ADD MEMBER or TEAM
- They will receive a validation email stating they have been provided access to the portal.
- They will not be able to submit the application as a collaborator.

The screenshot displays the 'Manage organization' interface. At the top, there is a dark navigation bar with 'EN', 'Programs', 'My Applications', and a user profile icon. Below this, the 'Manage organization' title is highlighted in yellow. The main content area shows 'Members' and 'Teams' tabs. A modal window titled 'Add members' is open, featuring an 'Import members...' button in the top right. The form includes fields for 'First name', 'Last name', and 'Email: (required)'. Under the 'Role:' section, 'Non-administrator' is selected with a radio button. Other options include 'Organization administrator', 'Add to team', and 'Notify member by email that they have been added'. 'CANCEL' and 'ADD' buttons are located at the bottom right of the modal.

Add Member or Team

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Application Components

- Applicant / Organization Information
- Program / Project Information
- Organizational Background / Capacity
- Program / Project Description
- Program / Project Impact
- Budget: Revenue and Expenses
- Declaration



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Review and Submit

- Enter all required information and mark as complete.
- Once the primary administrator reviews the application, Click on the SUBMIT button.
- Only the primary administrator of the account can submit the application.
- Download and save a copy of the application by clicking on the more options (...) icon in the top right corner.

The screenshot displays the application review and submission interface. At the top, there are three buttons: 'PREVIOUS' (grey), 'SAVE & CONTINUE EDITING' (grey), and 'MARK AS COMPLETE' (green). Below this, the application details are shown. On the left, there is a breadcrumb trail: '< Back to application'. Below that, the application title '2025 Every Kid Can Play - Community...' is followed by the ID '0000000284'. A green checkmark icon indicates the application is complete. Below this, a progress bar shows '1 of 1 tasks complete'. The 'Last edited' timestamp is '2025 May 13 08:00 (MDT)'. At the bottom left, there are 'REVIEW' (grey) and 'SUBMIT' (green) buttons. The 'Deadline' is '2025 Jun 30 23:59 (MDT)'. On the right, the application title 'Every Kid Can Play Program Grant Application (CL)' is shown with a green checkmark and a 'Completed 2025 May 13 08:00 (MDT)' timestamp. A three-dot menu icon is in the top right corner. Below the title, there is a dropdown menu with options: 'Download', 'Reset', and 'Edit'. The main content area shows the application title 'Every Kid Can Play Program Community-Level Application' and a link to 'Every Kid Can Play (EKCP) Program - Community-Level Non-Profit Organization Grant Application'. Below this, there is a paragraph of text: 'The Every Kid Can Play Program (EKCP) – Community-Level Non-Profit Organization address affordability and accessibility challenges to sport, physical activity, and recreation (SPAR) programs for Alberta kids and their families. Funding is available to reduce costs associated with the delivery, expansion, or enhancement of existing community-level programs. This funding opportunity will support community-level non-profit organizations in the delivery of existing sport, physical activity, and recreation programming.' Below the text, there are sections for 'Applicant Information' and 'Organization Information'. The 'Legal Name of Organization' field is visible with the value 'smith'.

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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.