**Every Kid Can Play – Grant Program New Applicants** 

**Online Application Portal** 



Albertan

#### **How to Apply**

- Applications must be fully completed; include all required and supporting documents.
- Download and save a complete copy of your application and all other documentation.
- Organizations may be required to confirm their membership with a Provincial Scope Organization and may be contacted if further information is required.
- Projects that have been started and are declined cannot be resubmitted for funding.

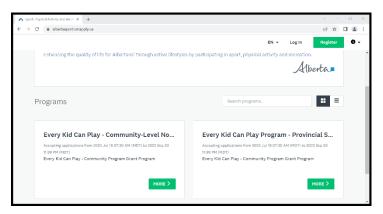


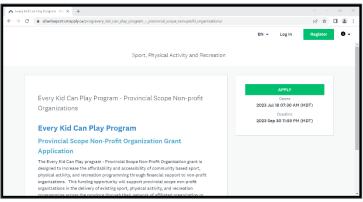
#### **How to Apply**

 The application link is albertasport.smapply.ca

#### **Creating new Account**

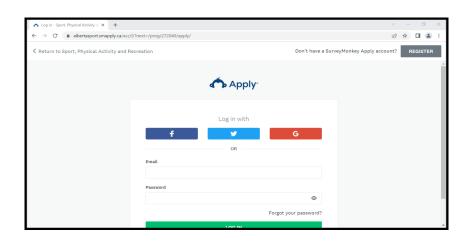
- Click on the Register button located in the upper right corner if this is your first time visiting the website or the log in button if you have already visited the site.
- If creating a new account for the first time you will receive a validation email. Please check JUNK folder.
- Once account has been created/validated the application page will open.
- Click on the apply button and begin your application

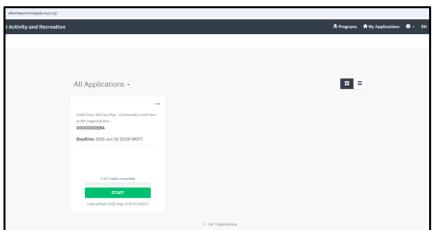




#### How to Log in

- Log in with your email and password you have set up
- Click on the START button

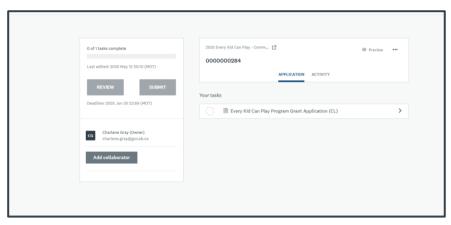






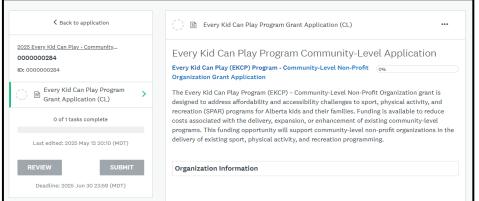
#### **Once ready**

- Click on the Every Kid Can Play Grant Application (CL) button
- Collaborators may be added to support the completion of the application



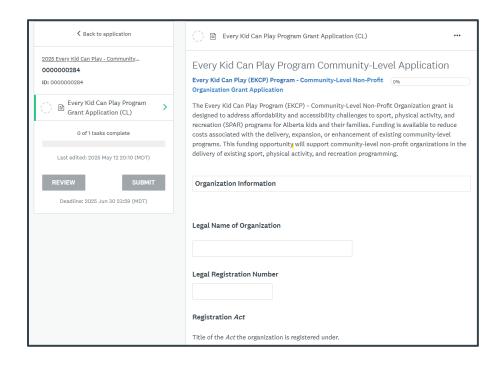
#### **Note**

- The ADD collaborator button is in the lower left-hand corner
- Collaborators may be added to support the completion of the application
- They will receive a validation email stating they have been provided access to the portal.



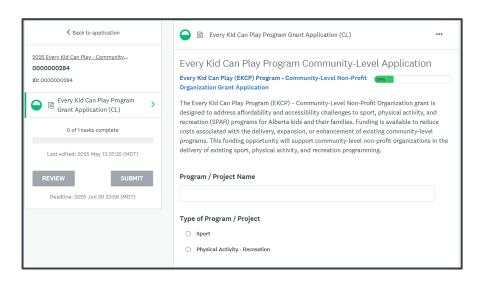


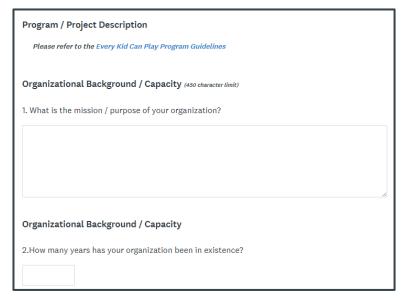
- Applicant / Organization Information
- Complete all information on your organization.
- Ensure all questions are answered as the portal will not allow you to proceed if not answered.
- Note the phone number section will need to be completed with Hyphens (e.g., 402-123-4567)





- Type of Program / Project
  - sport or recreation





- Program / Project Description
- Organizational Background / Capacity



- Number of years in existence
- How your organization provides quality programming in a safe environment

Organizational Background / Capacity						
2. How many years has your organization been in existence?						
Organizational Background / Capacity (450 character limit)						
How does your organization provide quality programming in a safe environment for its participants, volunteers and leaders? Summarize any applicable policies, procedures, complaint reporting process, screening requirements, awareness training, etc.						
6						

Organizational Background / Capacity (450 character limit)				
4. What capability (human resources, financial stability and knowledge) does your organization have to deliver the program / project?				
Organizational Background / Capacity				
5. Please indicate the number of staff that will be coordinating and delivering the program / project and if their wages will be covered by this grant.				

- HR, financial stability and knowledge
- Number of staff involved with the direct delivery of the program/project



- Program / Project Description
  - What will be in the impact?

Program / Project Description (1,875 character limit)						
1. Provide an overview of your program / project. What impact will your program / project provide to those that have or are currently participating in it?						

Program / Project Description (1,875 character limit)					
2. How will this program / project be planned out? Include clear timelines, a detailed outline of activities, and an implementation plan.					

- Planning of the program / project
  - Include clear timelines, a detailed outline of activities, and an implementation plan



- Program / Project Description
  - Start & End Dates
  - Where will it take place?

Program / Project Description (1,875 character limit)						
3. What is the anticipated start and end dates for the program / project? And where will this program / project take place?						

Program / Project Description (1,875 character limit)
4. Who is the target audience for your program / project (kids - children and youth, families with kids, indigenous kids, newcomers kids, kids with a disability or other - please specify)?
Are there any partners or collaborations that are directly involved in the delivery of the program / project?

- Who is the target Audience?
- Are there any partners or collaborations?



### **Application Components**

- Program / Project Impact
  - How will this funding increase and enhance the affordability and accessibility within your community?
  - Indicate current vs. proposed registration fees and whether subsidies will be provided.

Program / Project Impact (1,875 character limit)
1. How will this funding increase and enhance the affordability and accessibility of your program / project within your community? Indicate current vs. proposed registration fees and whether subsidies will be provided through the grant.

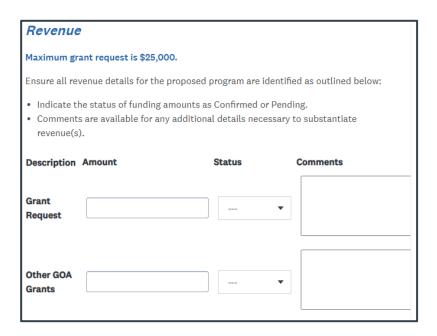
Program	/ Project Impact (1,875 character limit)	
2. How ma	any participants do you anticipate your program / project will serve if your organization unding?	n

Number of participants served

Program / Project Impact (1,875 character limit)
3. How will children, youth and their families continue to benefit from your organization's program / project through this funding?
How will your organization sustain the ongoing delivery of this program / project following the end of this grant?

- How will children, youth and their families benefit?
- How will your organization sustain following the end?

- Program Budget/Revenue
  - Status
  - Comments
  - Ensure all information (i.e., Casinos & registration fees are included





### **Application Components**

- Program Budget/Expenses
  - Multiple Sections
  - Drop Down Menus
  - Total Program Amount
  - Grant Request Allocation
  - Upload your Organization's latest financial statements

#### Expenses

Ensure all expense details for the proposed program are detailed below within the several categories. Total Program Amount and Grant Funds Allocated must be identified as outlined below:

- Total Program Amount the total amount budgeted for the related expense for the entire program/project.
- Grant Request Allocation the requested amount of funds from the EKCP grant program to be allocated towards the related expense.
- Comments are available for any additional details necessary to substantiate the
  expenses.

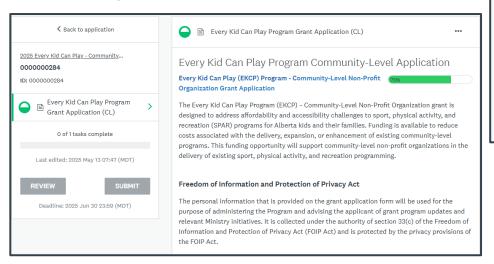
1. Program Delivery - Staffing Expenses

	Description		Total Program Amount	Grant Request Allocatio
1		•		
2		•		
3		•		



#### **Application Components**

- FOIP Act
- Declaration
- Signature



If agreed to by the applicant on the application form, occasionally, Alberta Tourism and Sport may contact applicant organization 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 non-profit sector including Ministry sector events.
- ☐ I agree.
- ☐ I declare, as the authorized signing authority of the Applicant Organization, declare that the information contained in the application and supporting documents ("Application") is true and accurate and endorsed by the Organization's Board of Directors.

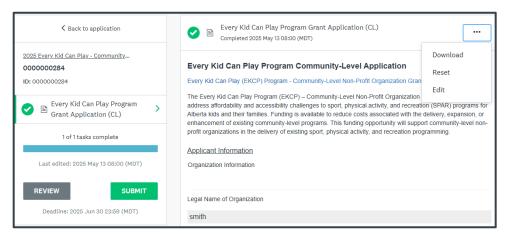
The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the program guidelines and the terms and conditions of a grant agreement.



#### **Review and Submit**

- Once all information is added. Mark as complete
- Download and save a copy of the application.
- Once reviewed, Click on the SUBMIT button.







#### **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.

