



FunTeam Equipment & Facility Grant Program

APPLICATION AND GUIDE

FunTeam Family Try-athlon is sponsored by:

**Government
of Alberta** ■

**ALBERTA
SPORT RECREATION
PARKS & WILDLIFE
FOUNDATION**

**Alberta**
Freedom To Create. Spirit To Achieve.

The goal of FunTeam is to see that everyone, regardless of age, ability, or resources, has the opportunity to participate in sporting activities. Participation in sport provides a positive experience for people of all ages.

The FunTeam Equipment & Facility Grant Program is designed to provide an opportunity for FunTeam members/groups who would like to purchase equipment or upgrade facilities that will make their FunTeam sporting experience even more valuable.

Examples of equipment purchases may include floor hockey sticks, pinnies, soccer balls or nets, etc. The equipment will remain property of Funteam and when the equipment is no longer needed, it will be sent back to the FunTeam office in order to be available to other FunTeam groups. Examples of facility grant purchases may include outdoor ice rink construction, baseball diamond setup, etc.

FunTeam prefers to offer grants that support sporting activities that encourage maximum participation of children, but in an environment that minimizes the cost of participation, encourages fair play, and where adults are positive role models by being active participants in sporting activities.

FunTeam may be able to help FunTeam groups receive grants from other organizations, agencies, or programs. Contact the FunTeam office for organizations that offer specific grants that may better match your needs.

GRANT CATEGORIES

Equipment Rental or Purchase

FunTeam will consider providing funds for the purchase or rental of sport equipment necessary for individuals to participate in a FunTeam related activity.

Facility Development

If a facility does not exist, and the community is committed to creating one, FunTeam will consider providing funds to assist with the construction of it. The amount of community commitment towards the design, building materials, construction, and local fundraising to minimize the cost of the project will be considered.

WHO MAY APPLY FOR THE GRANT?

Eligible applicants include:

- Current FunTeam members/groups.

APPLICATION PROCESS

How to apply

- Complete the attached application forms and include any estimates and receipts where applicable.
- Incomplete submissions will not be considered.
- Submit the application form by fax, email or mail.

FunTeam Alberta
11759 Groat Road
Edmonton, AB T5M 3K6
Fax: (780) 485-0262
Email: info@funteamalberta.com

Selection

- You will be notified by phone or mail immediately after a decision is made by the FunTeam Board of Directors regarding your application.

Applications will be accepted throughout the year.

GRANT RECIPIENT RESPONSIBILITY

- If your FunTeam Grant is approved, you will be sent the following information:

FunTeam Grant Agreement Form

- This form will indicate the amount of your grant and a description of the approved items for funding. This form must be signed, dated, and returned to the FunTeam office before the granted funds can be sent.

FunTeam Grant Recipient To-Do List

- This list outlines a few promotional and administrative tasks that you are requested to do prior to, and upon receipt of the granted funds.

ADDITIONAL INFORMATION

If equipment is purchased from a FunTeam Equipment & Facility Grant it will become the property of FunTeam. Once a group no longer requires the equipment it must be returned to FunTeam.

QUESTIONS

Contact FunTeam Alberta with any questions in regards to this application.

Email: info@funteamalberta.com

Phone: (780) 490-0242

Toll Free: 1-888-FUNTEAM

FunTeam Alberta Grant Recipient To-Do List

1. Where ever possible, involve local media. Some suggestions are to:
 - Invite the local media to a cheque presentation or FunTeam Group Activity. This invitation is an excellent way to promote FunTeam and its philosophy in your community.
 - Submit a press release (FunTeam office staff can assist) to local sources.
 - Unveil your equipment or facility at a special event.

2. Send copies of all media coverage (photographs and articles) to the FunTeam office.
3. If there is no media coverage, please arrange to have photographs taken which show the activities and/or equipment in use. Send copies of these photos to the FunTeam Office.

FunTeam will use this information for sponsorship proposals, promotion of FunTeam through our newsletter, and other media sources.

4. Explore other opportunities to promote FunTeam in your community, for example, signage in the new facility.
5. Send in receipts for all equipment and facility rentals and/or purchases to the FunTeam office within thirty (30) days of the receipt of the granted funds and/or equipment.

Every effort should be made to take advantage of the grant as an opportunity to promote FunTeam.

Please contact the FunTeam office for any assistance.

FunTeam Grant Application Summary

*Please attach an itemized list of expenses if applicable

Equipment Rental and/or Purchase	\$ _____
Facility Development	\$ _____
Facility Rental	\$ _____
Other	\$ _____
Total Grant Amount	\$ _____

Date: _____

Signature: _____

**If the Grant is approved, the cheque should be payable to the following:*

Individual/Organization/Company: _____ Contact: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone#: _____ Fax#: _____ Email: _____

The undersigned agrees to use these FunTeam Grant funds solely for the projects and/or activities as outlined in the FunTeam Grant Application submitted on the _____ (day) of _____ (month) in the year of _____, and summarized here below. The undersigned also agrees to submit any receipts for expenses related to the approved funds.

Any portion not used for these purposes, and any portion not required to complete the project and/or activities, summarized here below, will be returned to FunTeam unless prior written permission to vary these purposes is obtained from FunTeam. The undersigned further agrees to perform all the tasks as outlined on the FunTeam Grant Recipient To-Do List.

The undersigned agrees that they are applying for the grant on behalf of their group. All equipment will remain property of FunTeam Alberta and the specific group. In the event that the group were to dissolve all equipment purchased will be returned to FunTeam Alberta to be used for future FunTeam groups in that area or where FunTeam Alberta deems necessary.

Name: _____

Organization/Group: _____

Date: _____ Signature: _____

For Office Use Only:	Amount Approved: \$ _____	Approved:	Yes / No
Current FT Group/member: <input type="checkbox"/>	Directly supports FT program delivery: <input type="checkbox"/>	Use of funds appropriate/necessary: <input type="checkbox"/>	
Can be used for other FT Group in future: <input type="checkbox"/>	Makes FT members experience more valuable: <input type="checkbox"/>		