



# Program Grant Application Guidelines

**We believe that no kid should be left on the sidelines and all should be given the opportunity to experience the positive benefits of organized sports. KidSport™ provides support to children in order to remove financial barriers that prevent them from playing organized sport.**

## **How can KidSport help?**

- KidSport can provide a Program Grant to support sport programs offered through a Sport Organization, Youth Agency or Community Association that maximizes participation opportunities for eligible KidSport kids. Preference will be given to sport activities that are new to the community as well as programs that will be continued in years to follow.

## **What programs are eligible to receive a KidSport grant?**

- The use of KidSport funds must be compatible with the goals and objectives of KidSport with regards to servicing youth from financially disadvantaged families and up to the age of 18 being inclusive of financial support.
- Generally accepted sport activities are those recognized and/or sanctioned by the member organizations of Sask Sport Inc. For a full listing of eligible sport activities see [www.kidsport.ca/sk](http://www.kidsport.ca/sk)
- Support is intended for program participants who are being introduced into a sustained organized sport led by a qualified coach/instructor.

## **What does a KidSport program grant cover?**

- KidSport funds can be used to offset costs associated with program delivery such as facility rental, equipment, insurance, coaches and officials or uniforms.
- Applications are subject to the availability of funds.
- Costs associated with dance, facility construction or upgrades, travel to tournaments, play-offs, championships, etc. are not eligible expenses.

## **What is the deadline to apply?**

- Applications will be accepted on a first come-first serve basis or as determined by the Local KidSport Committee.
- Applications must be submitted and approved before the start date of the activity.

## **What are the funding arrangements?**

- KidSport issues funds to the program applicant. It is the responsibility of the program applicant to disperse funds appropriately.
- Notification of application status will be forwarded to applicants in a timely manner following the adjudication process.

## **How to apply to KidSport?**

- Applications must be submitted on the official designated KidSport Program Grant Application Form. This form clearly identifies contact information, program information, amount of support requested and budget information.

Submit completed Program Grant Applications to your KidSport Local Committee for review.

To find a Local Committee nearest you, visit [www.kidsport.ca/sk](http://www.kidsport.ca/sk) - SK Chapters or call 1-800-319-GAME (4263).

**So ALL Kids  
Can Play!**



# Program Grant Application Form

## Step #1

### Applicant Checklist

*Please complete Step 1 prior to filling out the rest of the Program Grant Application Form.*

1. Does your Program Grant request involve a sport that is declared eligible for KidSport™ funding assistance?  
Yes      No

For a full listing of eligible sport activities, visit [www.kidsport.ca/sk](http://www.kidsport.ca/sk) - How to Apply.

2. Does your program serve the KidSport mandate of providing sport opportunities for children from families who are facing financial obstacles?  
Yes      No

3. Will the Program Grant Application be submitted to KidSport™ well in advance of the start date of the sport program?  
Yes      No

4. If approved, will the use of KidSport™ funds be compatible with the goals and objectives of KidSport with regard to servicing youth up to the age of 18 and who are being introduced into a sustained organized sport program?  
Yes      No

5. Will the program be led by a qualified coach/instructor?  
Yes      No

If you answered YES to all of the above questions, please proceed to Step #2.

If you answered NO to any of the above questions, please refer to the Program Grant Application Guidelines.

## Step #2

### Contact Information - Please print clearly

*If funds are approved for the program, a cheque will be issued directly to the organization listed below.*

Name of Organization: \_\_\_\_\_

Non-profit Incorporation Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby certify that all information is correct and factual.*

## Step #3

### Program Information

Program Name: \_\_\_\_\_

What sport does your program involve? \_\_\_\_\_

Describe the program:

Program Dates - Start: \_\_\_\_\_ End: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_ Program Times: \_\_\_\_\_

How many qualified coaches/instructors are involved in the program? \_\_\_\_\_

Location(s): \_\_\_\_\_

Indicate the age group your program will be targeting: \_\_\_\_\_

How many children will participate in your program? Boys \_\_\_\_\_ Girls \_\_\_\_\_

How does your program serve the KidSport mandate of providing sport opportunities to financially disadvantaged children? (Please explain)

What percentage of your program participants have cost as a barrier to participating and how do you verify that?

Other comments:

Please submit any additional information you may have on your program such as a brochure or advertisement.

## Step #4

### Amount of Support Requested

Request for: (registration fees, equipment, etc.)

\_\_\_\_\_

Total Request: \$ \_\_\_\_\_ (Max of \$5,000)

Have you applied for funding assistance from any other source? Yes No

If yes, please explain:

Have you received KidSport funding for this program in prior years? Yes No

If yes, in what year (s)? \_\_\_\_\_

## Step #5

### Budget Information

Please outline all program revenues and expenses.

<b>REVENUES:</b>	<b>\$</b>
Amount requested from KidSport	
Other Grants:	
Other Grants:	
Other Grants:	
Sponsors or Donations	
Registration Fees	
Other:	
Other:	
Other:	
Other:	
Other:	
<b>TOTAL REVENUES:</b>	
<b>EXPENSES:</b>	<b>\$</b>
Facility Rental	
Equipment	
Coaches or Officials/Instruction Expenses	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	
<b>TOTAL EXPENSES:</b>	

Please attach any other information regarding your Program Grant. (Example: registration form, posters, etc)

## Step #6

### Submit Application Form

Applications should be sent to:

**KidSport Saskatchewan**  
 1870 Lorne Street, Regina, SK S4P 2L7  
 Email: [kidsport@sasksport.ca](mailto:kidsport@sasksport.ca)  
 Fax: (306) 781-6021

## **FOR OFFICE USE ONLY:**

### **TO BE COMPLETED BY KIDSPORT LOCAL COMMITTEE**

Is the Program Grant Application Form completely filled out?

☐ Yes ☐ No

Does the request meet all KidSport eligibility guidelines?

☐ Yes ☐ No

Is the program targeting youth from financially disadvantaged families to become involved in a sport lead by a qualified coach or instructor?

☐ Yes ☐ No

Was the Program Grant request submitted well in advance of the start date of the program?

☐ Yes ☐ No

Was the Program Grant request over \$5,000?

☐ Yes ☐ No If YES, submit the Program Grant to the Provincial KidSport Office for review, along with results from your Local Committee adjudication.

Were there any issues or challenges identified within the application?

☐ Yes ☐ No If YES, please provide comments below:

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Amount of Support Granted: \$ \_\_\_\_\_

Review Date: \_\_\_\_\_

Validated By: \_\_\_\_\_

KidSport Local Committee Representative

**\* Please send a Program Grant Follow-Up Report when confirming the status of the Program Grant request.**

Was a Follow-Up request sent to the Applicant? ☐ Yes ☐ No