

KidSport's Program Guide for Sport Clubs

Last Update: January 31, 2025

Program Guide Context

The intention of this Program Guide is to:

- Outline the program and processes connected to KidSport's 'So ALL Kids Can Play!' Grant Program, ensuring grant application coordination between KidSport Edmonton, Sport Club Partners and qualified KidSport families are consistent.

Terms:

- Sport Club Partners represents all organizations that deliver sport programs and are utilizing the KidSport [online](#) or [paper](#) Application for Grant Funding for KidSport kids within their Sport Club
- Sport Club Partners include, but not limited to clubs, associations, schools & community leagues.
- Throughout this document, the following names equate to the following acronyms:
Sport Club Partners = SCP | Sport Club = SC | KidSport Edmonton = KSE

Sport Club Partners, please:

- Read this guide and if you have any questions email us at edmonton@kidsport.ab.ca
- Send in updated contact name and email when it changes to edmonton@kidsport.ab.ca
- Let us know if your direct deposit information changes via bookkeeping@kidsportedmonton.com

About KidSport's Program

What is KidSport's 'So ALL Kids Can Play!' Grant Program?

- A fee assistance program that subsidizes sport registration fees, providing funding grants for kids from families that face financial barriers so they can participate in organized sport programs.
- This is done through a qualifying application process called, KidSport's 'So ALL Kids Can Play!' Grant Program. Each eligible kid can receive up to a specific amount per calendar year and can apply for funding for different sports as much as they wish, as long as they do not exceed the maximum funding amount available that calendar year (max. amount noted on application form).
- KSE also manages the [Hockey Assist Program \(HAP\)](#) for sanctioned ice-hockey programs, using the same application form mentioned above. Higher amounts may be available for Season & Competition based ice hockey programs for each season.
- Visit the [website](#) for more details on both grant funding opportunities.

How the Grant Program works:

Note: it is up to the SCP if parents pay upfront vs. reimbursement, depending on SC systems & policies

1. A parent registers their kid(s) in a sport program.
2. Once registered, the parent applies for a funding grant [online](#) or via a [paper application form](#).
 - o It is encouraged that the SCP learn how to apply to help families with the process.
3. The parent must complete all sections of the application including the supporting pieces: financial documentation & sport registration receipt. We aim to review applications within 30 days.
4. Once approved
 - o KSE will email the parent with the approval notice and the amount of funding the kid will be receiving. We recommend that SCP ask the family to forward them the email once it is received, if your club is looking for confirmation funding is coming.
 - o KSE sends funding to SCP during the last week of each month and emails a list of the names and funding amounts per child. If the parent paid up front, the SCP is responsible to reimburse the parent. Review the website's [Common Questions](#) section at the bottom of the page for more info about reimbursements.
 - o If equipment is required, a referral is sent to Sport Central

Sport Club Partner/Sport Program Eligibility:

- Level of Sport: Introduction/Recreation to Elite, including team & individual sport, school sport, sport camps, learn to/lesson-based programs & para sport programs.
- Length of Sport: 4 weeks minimum, exception being 4-day camps (consecutive or not).
- A sport program must: Be led by a qualified instructor, have a start and end date, be one of the many sports KSE supports, be 80% sport and have no religious elements.

Family Eligibility:

- A family must live within the City of Edmonton, meet the financial requirements, submit a completed application (per kid) with sport registration receipt & financial documents, and have their kid(s) registered in a sport program that is about to start or is currently in session.
- Note: KSE requires a sport receipt to include the total registration cost, child's name, club's name, and program start/end date for it to be considered valid.

The Funding Process Section

How the Direct Deposit System works:

- When a direct deposit form is emailed to the SCP, the SCP completes the form and sends it to bookkeeping@kidsportedmonton.com (or the SCP may email a scanned void cheque)
- Once form is received, KSE will follow up with a phone call to confirm, in an effort to avoid fraud
- At the end of the month, KSE sends direct deposits out to SCPs
- Before funds are sent, KSE emails SCPs with names of their approved kids & grant amounts
- **Special Notes:**
 - o When sending direct deposit form, include the SCP email address for remittance
 - o The **SCP bank account must be a corporate bank account**; KSE cannot work with a SCP if they are using a personal bank account
 - o If the SCP does not wish to provide direct deposit information, they can pick up their cheques from KSE's office at the Percy Page Centre on Thursdays from 9 a.m. to 3 p.m.
 - o KSE uses QuickBooks Online for accounting purposes. Please [click here](#) to see QuickBooks Online Intuit Global Privacy Statement. Questions? Please [click here](#).

Reimbursements:

- If a KSE family pays the sport registration fee upfront when registering their kid(s), the SCP reimburses the family for the allotted grant amount connected to the approved application after receiving the KSE funding.
- It is up to the SCP to have the family pay upfront or let the kid participate in the sport while waiting for funding to come through. If the latter is the case, then when KSE's funding comes through, the SCP would retain the funding to cover the registration fee instead of reimbursement.

Refunds:

- If a kid does not participate in the sport program at all, the SCP is to refund the portion of the fees covered by the KSE grant, directly to KSE with a note telling us who the refund is for.
- If a kid participates in the sport program but does not finish the season and a partial refund is required, the SCP is to refund the family for their portion (if the family paid in addition to KSE funding) and the remaining refund is sent back to KSE with a note telling us who the refund is for.
- To send KSE refunds, EFT is preferred to the bookkeeping@kidsportedmonton.com address. However, if a cheque is easier, see the [Contact Us](#) section below for KSE's mailing address.

Transferring Grant Funding to Future Seasons:

- Please do **NOT** provide credits for future seasons/sessions with KSE funding.
- There are too many unknowns that can lead to an inefficient use of donor dollars (i.e., if the kid does not return, then what happens to the funding credit? Not all families financially qualify from one season to the next. What happens if a family who applied and received subsidy support managed to find a new job in-between seasons and now, they do not qualify for KSE's financial aid program?) This is why we require agreement on the refund process above.

Application Status Update Form:

- If the SCP would like an application status update, email edmonton@kidsport.ab.ca with a completed Application Status Update Form (found on website in [Common Questions: Are you a Sport Club or organization?](#)), and please allow for at least 3 business days for a response.

The KidSport & Sport Club Partnership

- KSE expects top-notch program delivery from SCPs, through the provision of equal access to high-quality and safe sport opportunities for KSE kids.
- KSE expects sport programming to be delivered by certified coaches/instructors
- KSE requires SCPs to have a legitimate mailing address.
- KSE retains the right to discontinue the partnership with the SCP, and no longer fund their KidSport kids, with an option to re-assess the partnership in the future if:
 - o There is any unsportsmanlike behaviour or abuse at a SCP from coach/staff
 - o A SCP does not reimburse approved grant funding owed to a family
- KSE requests the SCP share this Guide with new Staff and/or Volunteers to help ensure a consistent partnership

Contact Us

Phone: (780) 803-8765 & **Phone:** (780) 995-5456

Email: edmonton@kidsport.ab.ca

Address: Percy Page Centre c/o KidSport, Edmonton 11759 Groat Rd NW Edmonton AB T5M 3K6

Thank you for helping make it, 'So ALL Kids Can Play!'