

KidSport Edmonton's Program Guide for Sport Clubs

Last Update: November 7, 2025

Program Guide Context

The intention of this Program Guide is to:

- Outline the program and processes connected to KidSport's Grant Application, ensuring coordination between KidSport Edmonton, Sport Club Partners and qualified KidSport families is consistent.

Terms:

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

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 Edmonton's Grant Application Programs

KSE offers two funding grants that use the same qualifying application process. The funding grants, in short, subsidize sport registration fees for eligible kids that come from families who face financial barriers.

1. **KidSport's 'So ALL Kids Can Play!' Grant Program** - Enabling KidSport kids to participate in over 60 organized sports, and can apply for funding for different sports as much as they wish, until their max amount of funding is reached (max. amount noted on application form)
2. **KidSport's Hockey Assist Program (HAP)** - Enabling KidSport kids to participate in sanctioned ice-hockey programs

Visit the KidSport Edmonton [website](#) for more details on both grant funding opportunities.

How KidSport's Grant Program works:

1. A guardian registers their kid(s) in a sport program.
2. Once registered, the guardian applies for a funding grant [online](#) or via a [paper application form](#). KSE encourages SCP's learn how to apply to help families with the process, reach out to learn more
3. The guardian completes all sections of the application including the supporting pieces:
 - o Financial documentation - most recent Canada Child Benefit Form
 - o Sport registration receipt - showing total registration cost, kids name, club's name, and program start/end date
4. The guardian submits the completed application for KSE (aim to review applications within 30 days)
5. If approved
 - o KSE emails the guardian the approval notice and the amount of funding the kid will receive. If the SCP wants to confirm KSE funding is coming, we recommend the SCP ask the family to forward them the grant status email once it is received.
 - 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 guardian paid up front, the SCP is responsible to reimburse the guardian.
 - o If equipment is required, KSE send a referral to Sport Central.

Sport 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.
- Bank Account: SCP bank account must be a corporate bank account, not a personal bank account.

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.

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

The Funding Process

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 (include the SCP email address for remittance)
- 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 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 Tuesdays between 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:

- 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.
- 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 immediately after receiving KSE funding.

Refunds:

- **KidSport's 'So ALL Kids Can Play!' Grant Program**
 - o If a kid does not participate in the program - the SCP is to refund the portion of the fees covered by the KSE grant, directly to KSE with a note identifying who the refund is for. And if a family pays upfront, the SCP is to refund the family for their financial contribution as well.
 - o If a kid participates in the program but does not finish the season - a partial refund is required. The SCP is to refund the family for their portion first (if the family paid in addition to KSE) and the remaining refund is sent back to KSE with a note identifying who the refund is for.
- **KidSport's Hockey Assist Program** - if a KidSport kid leaves after teams have been made
 - o If the entire registration fee was paid with a KSE grant - the SCP is to reimburse \$250 directly to KSE with a note identifying who the refund is for.
 - o If the registration fee was partially covered by a KSE grant and the family also paid a portion of the fees - the SCP is to reimburse the family for their contribution up to a maximum of \$250, with a note sent to KSE identifying who the SCP refunded.

Refunds can be sent via:

- E-transfer or direct deposit to bookkeeping@kidsportedmonton.com (email for account information)
- Cheque, 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 lead to inefficient use of donations i.e., if the kid does not return, not all families qualify from one season to the next, etc. KSE is required to spend donations on registration fees for KidSport kids, funding used inappropriately puts KSE at risk of losing the charitable number.

The KidSport & Sport Club Partnership

- KSE expects top-notch program delivery from SCP's, 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 SCP's to have a legitimate mailing address.
- KSE retains the right to discontinue the partnership with a SCP and no longer fund 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 expects SCP's to share this Guide with new Team members to ensure a consistent partnership

Contact Us

Phone: (780) 995-5456 | **Email:** edmonton@kidsport.ab.ca | **Address:** KidSport Society of Edmonton c/o KidSport Alberta, Percy Page Centre 2nd Floor, 11759 Groat Rd NW, Edmonton AB T5M 3K6

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