



ARA Grant Program

Application Deadlines

May 15

September 15

January 15

Overview

The ARA granting program supports projects by member clubs that enhance and enrich the rowing community in Alberta following the current ARA strategic goals:

1. Increase accessibility, awareness and membership of the sport of rowing in the province
2. Increase and support coach education and certification
3. Recruit and retain high performance athletes
4. Support member clubs in maintaining and growing rowing operations

Eligible organizations

1. All ARA members clubs in good standing are eligible to apply for the ARA granting program
2. Member clubs must have a Coaching/Staff/Volunteer screening policy which has to be made available to the ARA at the time of application.
3. Member clubs must register all rowing participants and coaches in the RCA membership database.
4. Member clubs must follow ARA best practices regarding coaching and safety as outlined on the ARA website (link eg: rule of two, etc)

Eligible projects:

1. The ARA granting program provides financial assistance to new or one-time initiatives, programs, and projects in Alberta.
2. Eligible projects may include (but are not limited to) the following:
 - new rowing community initiatives (new programs, prototyping, pilot projects)
 - coaching assistance (visiting coaches, coach development)
 - hosting of a new community event (recruitment, outreach, awareness)
 - rowing equipment (only in conjunction with a new initiative)
 - coaching education and certification
 - facility upgrades (limit of one facility grant per 6 years)
3. Applicants may receive funding for the same project for two successive years. A third year of funding is not permitted.

Ineligible Projects

1. Projects that are linked to the delivery of core on-going programming at the club.
2. Travel projects within or outside of Alberta
3. Ongoing programs (operational for more than two years)
4. Projects or programs that do not provide a community benefit or do not meet at least one ARA strategic goal.
5. Programs or services outside of Alberta.

Ineligible Expenses

ARA grant funding cannot be used for expenses related to:

1. Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising, and websites for fundraising purposes.
2. Regatta travel, regatta coaching honoraria, regatta fees, ARA/RCA fees and seat fees, accommodations and flights.
3. Equipment purchases that are not tied to a new initiative.
4. Endowments, charitable donations, bursaries, donor recognition, gifts, gift cards, prizes, awards, honoraria, alcohol, awards banquets, parties.
5. Rental or purchase of small tools/hand tools.
6. Debt reduction; retroactive expenses incurred prior to application submission date.

Grant Criteria

1. Projects must address a community-identified need and demonstrate community involvement.
2. Projects must meet one or more ARA strategic goals.

3. Organizations can apply for a maximum of \$8,000 of ARA grant funding per project per year.
4. Organizations that do not have a sufficient amount of matching resources in place will be given a lower priority.
5. Projects of a similar scope at the same club that have been previously funded through the ARA granting program will be given a lower priority.
6. Not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.
7. The ARA reserves the right to distribute funds as it deems appropriate and will make exceptions when it deems them to be necessary.
8. Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants must address the criteria below when completing their applications:

A. Organization's Capacity

The member club must demonstrate its ability to execute the project by:

- demonstrating the organization's sustainability through financial stability, operational history, and community support; and
- demonstrating that the organization has the capacity to complete the entire project (e.g., project leadership, board and management).

B. Project Viability and Financial Feasibility

To be considered a viable project, the organization must:

- demonstrate sufficient matching resources for requested grant;
- have access to additional funding required to complete the project;
- have provided a detailed budget and explanation of costs within the application; and
- demonstrate long-term financial viability and self-sufficiency, including the ability to meet long term, ongoing operational needs.

C. Project Benefits

The organization must demonstrate that the project outcomes will have:

- a high level of impact in their respective community
- programming/operational efficiencies

D. Accessibility

The organization must demonstrate how the project will provide:

- service to one or more demographics (e.g. children, youth, men, women, seniors, ethno-cultural, Indigenous, vulnerable/disadvantaged, new immigrant/refugees); and

- improved safety/access (including disabled).

E. Funding Considerations

In evaluating the project, considerations will be given to:

- project readiness, including availability of resources (human and financial) to carry out the project;
- demonstration of the organization's need for financial assistance;
- availability of grant funding; and
- ability to complete project with partial ARA grant funding.

F. Special Considerations

An application may be given special consideration (i.e., priority over other applications) based on the following factors:

- proven extraordinary need;
- substantial regional or provincial impact

Higher Priority will be given to:

- One-time projects that are unique; separate from ongoing activities of the organization.

Matching Requirements

ARA grant funding is approved on a matching basis. The applicant must contribute an amount equal to or exceeding the ARA grant request towards the expenses of the project. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be directly related to the project.

Matching of Donated Labour, Equipment, or Materials

The value of donated resources for ARA granting projects is based on:

- \$20.00/hour for unskilled labour working directly on the project (must report actual hours in final accounting report);
- \$35.00/hour for skilled labour (must report actual hours in final accounting report);
- donated materials and professional services at verified fair market value.

*Skilled labour includes qualified trades and professionals specific to components of a project (e.g., photographers, certified umpires/coaches).

The following documentation for donated resources must be maintained and may be requested from applicants for accounting purposes include:

- volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour and total value; and
- donation letters on business letterhead or invoices clearly indicating the fair market value of donated products or services.

Ineligible Sources of Matching

The following sources are not eligible as a matching resource:

1. Any project expense deemed as ineligible for funding cannot be used as a match.
2. Wages and salaries associated with the regular, ongoing operations of the organization.
3. Volunteer travel time or mileage for picking up materials and equipment.
4. Volunteer time related to fundraising, preparing grant applications, attending meetings or planning activities related to the project or organization.

Non-Matching Funding

An organization may be considered for up to \$2,000 in ARA funding without providing matching funding if the organization can demonstrate:

- financial hardship;
- existing funds are restricted for other uses;
- extra-ordinary circumstances limit the ability to secure matching funding, labour, materials and equipment; and
- there is an immediate need for the project to be undertaken.

The justification must be clearly set forth in the application.

ARA Club Grant Application Form

Organizational Information

Name of the Member Club:

Address of the Member Club:

Legal Authorized signing Authority (Name, contact info)

Primary Application Contact (Name, contact info)

Project Overview

Project Title

Brief Project Overview (2-3 sentences)

Primary category focus of project (tick all that apply)

1. Increase accessibility, awareness and membership of the sport of rowing in the province
2. Increase and support coach education and certification
3. Recruit and retain high performance athletes
4. Support member clubs in maintaining and growing rowing operations

Project type (choose one)

- New initiative/ program
- coaching assistance
- hosting of a new community event
- rowing equipment
- coaching education and certification
- facility upgrades

Who will benefit from the project (tick all that apply)

- children
- men
- women
- seniors
- youth
- general public
- other _____

Project location:

A. Project Information

1. Please summarize your project and show how it meets the criteria and ARA strategic goals.

2. Describe your organizations experience in carrying out projects of a similar nature
3. What % of the funding is confirmed, pending or still needs to be fundraised?
4. How will your organization sustain the project in the future?
5. If your organization does not receive the full amount requested, is the project still viable? Please explain.
6. How many people will benefit directly from the project? How is this measured?
7. Please describe why your project is important
8. Please provide details on how the project or initiative will be accessible to the community
9. Describe any partnerships or collaborations for this project
10. What is the anticipated start/end date?
11. If your organization has a current operating surplus, operating reserve or unrestricted net cash assets, please provide an explanation of what you plan to do with these funds if they are not allocated to the project.
12. Is your organization applying for non-matching funding?

Budget Template

Attachments

1. Completed application
2. Most recently audited financial statements signed by two authorized representatives
3. Estimates, supplier quotes if applicable
4. Coaching/staff/volunteer screening policy