

GUIDELINES FOR DARTS ALBERTA GRANT PROGRAM



THIS NEW INITIATIVE HAS BEEN FUNDED IN PART BY THE ALBERTA SPORT, RECREATION, PARKS & WILDLIFE FOUNDATION

PURPOSE

To assist, through limited financial assistance, with programs and events that will promote the sport of darts in Alberta by increasing awareness at the grassroots and youth player levels; increasing player performance at grassroots, youth and elite player levels; increasing membership, certified officiators, and certified coaches; initiating new funding programs; and initiating volunteer recognition programs.

WHO CAN APPLY

Any resident of the province of Alberta, having an interest in the sport of darts, may apply.

APPLICATION DEADLINES

There are no application deadlines, but applicants should be aware that funding is on a first-come, first-serve basis. Should funding not be available within a specific funding cycle, consideration of those applications will be given priority during the next funding cycle.

APPLICATION REQUIREMENTS

Applicants must submit a completed and signed Darts Alberta Grant Program application form to the Secretary of Darts Alberta, of which will include:

- a) The name, address, and phone number of the contact person, and
- b) The name, address, phone number and purpose of the organization or group, where applicable, and
- c) A detailed description of the proposed program or event, and
- d) The date(s) and location(s) of the events, where applicable, and
- e) An estimated operating budget for the proposed program or event, and
- f) A description of how the proposed program or event meets the grant criteria.

PROGRAM / EVENT ELIGIBILITY & CRITERIA

In order for a Darts Alberta Grant application to be approved:

- a) Written application shall meet the above requirements, and
- b) The proposed program or event cannot be in conflict with the Objectives, as outlined in the Darts Alberta Constitution, and
- c) The proposed program or event must be open to any Alberta resident eligible to possess a Darts Alberta membership, unless the program or event is designed to increase awareness or player performance at a specific player level, and
- d) The proposed program must meet one or more of the following criteria:
 - i) Have the potential of increasing individual membership within Darts Alberta,
 - ii) Have the potential of increasing Member League membership within Darts Alberta,
 - iii) Have the potential of increasing Darts Alberta funding by initiating new funding programs,
 - iv) Increase the number of certified Darts Alberta or NDFC Tournament Officials (Referees),
 - v) Increase the number of certified Coaches for the sport of darts,
 - vi) Increase awareness or have the potential to increase grassroots competitor participation in the sport,
 - vii) Increase awareness or have the potential to increase intermediate competitor participation in the sport,
 - viii) Increase awareness or have the potential to increase youth competitor participation in the sport,
 - ix) Increase awareness or have the potential to increase aboriginal competitor participation in the sport,
 - x) Increase awareness or have the potential to increase women competitor participation in the sport,
 - xi) Increase awareness or have the potential to increase senior competitor participation in the sport,
 - xii) Increase awareness or have the potential to increase disabled competitor participation in the sport,
 - xiii) Have the potential of increasing the player performance of youth competitors,
 - xiv) Have the potential of increasing the player performance of grassroots competitors,
 - xv) Have the potential of increasing the player performance of intermediate competitors,

xvi) Have the potential of increasing the player performance of elite competitors,

xvii) Promote volunteer recognition within the sport of darts.

LEVEL OF SUPPORT

The maximum Darts Alberta grant awarded to any applicant:

- a) will not normally exceed **\$2,500.00**, and
- b) will not normally be in excess of **25%** of their eligible direct operating expenses.

Grants will be considered in support of direct operating costs that may include, but not be limited to:

- a) Facility and/or equipment rentals
- b) Printing
- c) Publicity
- d) Course fees for recognized and/or authorized Officiating Courses and Coaching Programs
- e) Volunteer recognition functions and awards
- f) A percentage of prize money to encourage participation at a specific player level
- g) Travel Expenses to encourage an increase in player performance at a specific player level

The Darts Alberta Grant Sub-Committee may approve up to a maximum of 50% of the approved funding to be disbursed in advance of the completion of the program or event.

The applicant shall provide a written report within 30 days of the completion of the program or event, prior to the disbursement of the final payment of approved funding, including a financial accounting and documentation that organizers have complied with the Terms and Conditions as set forth.

TERMS AND CONDITIONS

Applications will be evaluated by the Darts Alberta Grant Sub-Committee and approval shall be considered on the following program priority:

- a) The extent of which the program or event promotes awareness of Darts Alberta and the sport of darts to non-members.
- b) The extent of which the program or event encourage participation at a specific player level.
- c) The extent to which the program of event brings provincial, national or international awareness and recognition to the sport of darts.
- d) The evidence of volunteer support relative to the scope of the event.
- e) The number of potential participants in the event or program.

The Darts Alberta Grant Sub-Committee's decision shall be final and binding.

The applicant will ensure that all publicity of the program or event advertises that Darts Alberta and the Alberta Sport, Recreation and Wildlife Foundation have provided funding toward the project or event.

The Darts Alberta Grant Sub-Committee, at its discretion, may specify additional terms as part of the application approval, including interim reporting requirements for long-term programs.

MEETINGS OF THE GRANT APPROVAL COMMITTEE & APPLICANT NOTIFICATION

The Darts Alberta Grant Sub-Committee will meet within thirty (30) days of receipt of a grant application.

For the purposes of reviewing the grant application, the Darts Alberta Grant Sub-Committee may request a presentation of the proposal by the applicant prior to its approval.

The Darts Alberta Secretary shall notify the applicant, in writing, of the approval or denial of the grant application and all Terms and Conditions, within fourteen (14) days of the Darts Alberta Grant Sub-Committee meeting for which the decision was rendered.



DARTS ALBERTA GRANT PROGRAM GROUP PROGRAM GRANT APPLICATION



THIS NEW INITIATIVE HAS BEEN FUNDED IN PART BY THE ALBERTA SPORT, RECREATION, PARKS & WILDLIFE FOUNDATION

There are no application deadlines, but applicants should be aware that funding is on a first-come, first-serve basis. Should funding not be available within a specific funding cycle, consideration of those applications will be given priority during the next funding cycle. It is important to note that **applications must be received no later than 60 days prior to an event** in order to ensure the Grants Sub-Committee has sufficient time to review the application. Therefore, Darts Alberta will NOT process an application for an event that would occur sooner than 60 days of the receipt of the application.

NOTE: This application form is designed for group programs or initiatives. If applying for personal financial assistance, please complete the Individual Grant Application.

All applications shall be completed in full and in accordance with the conditions set forth in the Guidelines for Darts Alberta Grant Program and any relative Grant Funding policies.

PART A: CONTACT INFORMATION		
Contact person: John Doe		
Name of organization hosting the event, where applicable (NOTE: INDIVIDUALS ARE PERMITTED AND ENCOURAGED TO APPLY FOR THE DEVELOPMENT OF PROGRAMS AND INITIATIVES): ABC Darts Organization		
Purpose of organization, where applicable: We are a non-profit organization consisting of 500 members that compete on Sunday evenings in Nisku and area. Our members are primarily at a grassroots to intermediate skill level.		
Address: 123 Main Street, Edmonton, Alberta		Postal Code: T0T 0T0
Telephone (home): 780-555-9999	(work): 780-555-8888	(fax): 780-555-7777
Email address: john.doe@abcdarts.org		

PART B: Amount of Grant Requested: \$2,500 (25% of eligible operating expenses up to a maximum of \$2,500)
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PART C: DESCRIPTION OF EVENT (PLEASE <input checked="" type="checkbox"/> ALL THAT ALL APPLICABLE)				
Scope of event:	<input checked="" type="checkbox"/> Regional	<input type="checkbox"/> Provincial	<input type="checkbox"/> National	<input type="checkbox"/> International
Skill level of targeted competitors:	<input checked="" type="checkbox"/> Grassroots	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Elite	<input type="checkbox"/> Not Applicable
Composition of target group:	<input type="checkbox"/> Youth	<input type="checkbox"/> Seniors (55+)	<input checked="" type="checkbox"/> Adults	<input type="checkbox"/> Volunteers
	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Women	<input checked="" type="checkbox"/> Coaches	<input type="checkbox"/> Officiators
	<input type="checkbox"/> Disabled	<input type="checkbox"/> Other:		
Program or event name: ABC Coach Training & Skills Development Initiative				
Date (where applicable): January to April, 2005		Site / facility (where applicable): Various Venues		

PART D: ANTICIPATED NUMBER OF PARTICIPANTS				
	Regional	Alberta (excluding Regional)	Canada (excluding Alberta)	International
Number of Competitors:	75	N/A	N/A	N/A
Number of Volunteers:	N/A	N/A	N/A	N/A
Number of Coaches or Officiators:	20	N/A	N/A	N/A

PART E: ANTICIPATED RATIO OF MEMBERS AND NON-MEMBERS

Darts Alberta Members:

75%

Non-members:

25%

PART F: PLEASE DESCRIBE THE PROPOSED PROGRAM OR EVENT, IN DETAIL.

With the creation of the new NDFC Coaching Program, ABC Darts Organization is in the process of development a Skills Development program to develop the skills of our members at the grassroots and intermediate skill level. In order to ensure that the coaches are properly trained, ABC Darts Organization would like to train 20 volunteers; 10 as Certified Competition Introduction Coaches and 10 as Competition Development Coaches. These 20 volunteers will be selected through an interview process for acceptance into the initiative. Once these coaches have been trained and certified, a series of Skills Development clinics will be organized and held over a period of 10 weeks. These workshops will be held two hours prior to regular league competition. The league is split into 7 divisions, based on skill level. There are 2 divisions at a grassroots skill level, 3 divisions at an intermediate skill level, 1 division at the elite skill level and 1 division at a super elite skill level. This skills development portion of this initiative will be focused toward the grassroots and intermediate skill levels. These skills development clinics will be open to members and non-members. The clinics will be advertised in the Edmonton Sun, various community newspapers and the Edmonton Sports News.

PART G: PLEASE DESCRIBE HOW THE PROPOSED PROGRAM OR EVENT MEETS THE GRANT CRITERIA.

The coaches' training will increase the number of certified Coaches in Alberta by 20.
As the clinics will be widely advertised and open to non-members, we are hoping to increase awareness and participation of dart competitors at the grassroots and intermediate levels. We are hoping that new competitors will take up an interest in the sport and thusly, has the potential for increasing not only our league membership (which in turn would increase Darts Alberta Member League Membership) but also might increase individual membership for those not interested in regularly weekly competition.
Our membership is comprised of approximately 70% male and 30% female. Unfortunately, only 20% of these female competitors come out for special events and competitions. From informal surveys of our members, we believe that the root cause of this lack of participation is due to a lack of self-confidence of their skills. We are hoping that these clinics will increase this self-confidence and in turn, might increase participation in special events and competitions.
Each individual that signs up for the clinics will be evaluated to determine their current skill level and to determine focused areas of skill development. A series of practice routines will be developed for each skill. We believe that these focused skills development clinics will have a dramatic effect on increasing performance at both the grassroots and intermediate skill levels.

CHECK ALL APPLICABLE OBJECTIVES:

- Potential of increasing individual membership.
- Potential of increasing Member League membership.
- Potential of increasing Darts Alberta funding.
- Increase the number of certified Tournament Officials.
- Increase the number of certified Coaches.
- Raise awareness to increase participation of grassroot competitors.
- Raise awareness to increase participation of intermediate competitors.
- Raise awareness to increase participation of youth competitors.
- Raise awareness to increase participation of senior competitors.
- Raise awareness to increase participation of women competitors.
- Raise awareness to increase participation of aboriginal competitors.
- Raise awareness to increase participation of competitors with disabilities.
- Potential of increasing youth performance.
- Potential of increasing grassroots performance.
- Potential of increasing intermediate performance.
- Potential of increasing elite performance.
- Promote volunteer recognition.

PART H: PLEASE DESCRIBE, IN DETAIL, HOW AND WHERE YOU PLAN TO ADVERTISE THAT DARTS ALBERTA AND THE ALBERTA SPORT, RECREATION AND WILDLIFE FOUNDATION HAVE PROVIDED FUNDING TOWARD THE PROJECT OR EVENT.

Darts Alberta brochures and membership forms will be available at each clinic to promote the sport and Darts Alberta to non-members. Each Certified Coach will be provided with a Shirt with embroidered Darts Alberta and Alberta Sport logos. We understand that Darts Alberta owns two Darts Alberta/Alberta Sport banners. As these clinics will be held over 10 weeks, we would propose rotating these two banners each week. A schedule will be developed to ensure that equitable advertising is provided throughout each clinic location. During each clinic, the Coaches will be encouraging and promoting the various programs

and activities offered through Darts Alberta. The Darts Alberta and Alberta Sport logos will appear on all advertising of these clinics, including the posters and all newsprint advertisements.

PART I:

THE ENTIRE APPLICATION MUST BE COMPLETED IN FULL AND AN ESTIMATED OPERATING BUDGET INCLUDING TOTAL REVENUES AND EXPENDITURES MUST ACCOMPANY YOUR APPLICATION. FAILURE TO COMPLETE THE APPLICATION OR SUBMIT AN OPERATING BUDGET WILL RESULT IN YOUR APPLICATION BEING RETURNED AS INCOMPLETE.

The information, provided in this application, is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT: **John Doe's Signature**

PLEASE PRINT NAME: **JOHN DOE**

DATE: **JANUARY 1, 2005**

PART J: Please submit this completed application form

By mail to:

Sandi Orr, Secretary
Darts Alberta The Alberta Darts Organization
18932 - 89 Avenue
Edmonton, Alberta T5T 6B7

Electronically to:

secretary@dartsalberta.com

By Fax to: 780-413-8204

An electronic version of this application form (in MS Word) is available at: www.dartsalberta.com

[Click here for instructions on "How to Complete a Grant Application"](#).

[Completed Sample of a Program Application "Sample Application"](#)

PART K:

FOR OFFICE USE ONLY

DATE RECEIVED:	_____
SUB-COMMITTEE MEETING DATE:	_____
APPLICATION STATUS:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<input type="checkbox"/> APPLICANT NOTIFIED ON:	_____
ADDITIONAL TERMS & CONDITIONS	_____ _____
SIGNATURE OF DARTS ALBERTA PRESIDENT: _____	
SIGNATURE OF DARTS ALBERTA SECRETARY: _____	
SIGNATURE OF DARTS ALBERTA TREASURER _____	
TOTAL AMOUNT OF GRANT APPROVED:	\$ _____
LESS PORTION OF GRANT APPROVED FOR ADVANCE PAYMENT:	\$ _____
BALANCE OF GRANT APPROVED :	\$ _____
FINAL REPORT RECEIVED (including Financial Accounting):	<input type="checkbox"/> YES <input type="checkbox"/> NO
PROJECT OR EVENT MET THE PROPOSED OBJECTIVES:	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADVANCE PAYMENT	BALANCE
_____	CHEQUE #: _____
\$ _____	AMOUNT: \$ _____
_____	DATE: _____
	<input checked="" type="checkbox"/> GENERAL <input type="checkbox"/> CASINO
	G/L ACCT: 6-9 _____
	G/L ACCT: 11111

PLEASE PROVIDE A COMPLETE DETAILED LIST OF ANTICIPATED REVENUES AND EXPENSES FOR THIS EVENT OR PROJECT. (PLEASE INCLUDE ANY PRODUCTS AND SERVICES, I.E. DONATIONS OR PRIZES THAT MIGHT BE RECEIVED AT THEIR CASH VALUE.)

PART L: REVENUES

- TOTAL DARTS ALBERTA GRANT REQUESTED	\$2,500.00
- FUNDING RECEIVED FROM RELATIVE ORGANIZING BODY	\$
- SPONSORSHIP FROM GM PARTS & SERVICE	\$1,000.00
- SPONSORSHIP FROM MOHAWK HUSKY	\$500.00
- SPONSORSHIP FROM LABATT BREWERY	\$1,000.00
- SPONSORSHIP FROM PEPSI	\$750.00
- PARTICIPANT FEES	\$
- ABC DARTS ORGANIZATION CONTRIBUTION	\$625.00
- NON-MEMBER REGISTRATION FEES: 25 @ \$25.00	\$625.00
- MEMBER REGISTRATION FEES: 50 @ \$15.00	\$750.00
- COACH CONTRIBUTION - 100% TRACKING REGISTRATION FEE	\$400.00
- COACH CONTRIBUTION 20% OF COURSE REGISTRATION FEE	\$690.00
- PERSONAL/ORGANIZATION'S CONTRIBUTION	\$
TOTAL (Should equal total Expenditures)	<u>\$9,550.00</u>

PART M: EXPENDITURES

- NDFC Level 1 Coaching Course – 20 @ \$50.00	\$1,000.00
- NDFC Level 2 Coaching Course – 10 @ \$50.00	\$500.00
- NCCP Group A Workshop – 20 @ \$65.00	\$1,300.00
- NCCP Group B Workshop – 10 @ \$65.00	\$650.00
- Newspaper Advertisements – 10 @ \$50.00	\$500.00
- Coaching Designation Tracking Registration – 20 @ \$20.00	\$400.00
- Poster & Registration Forms – printing & distribution	\$600.00
- Coach Shirts with Darts Alberta & Alberta Sport Logos – 20 @30.00	\$600.00
- Coach Honorariums – 20 @ \$20.00 per week x 10 weeks	\$4,000.00
-	\$9,550.00
-	\$
TOTAL EXPENSES (Should equal total Revenues)	<u>\$9,550.00</u>