

Funding Information and Application Package for Alberta Community Organizations



A Physical Activity Event for Girls in Your Community

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Before you send in your Go Girl Application please make sure you have included the following:

	Applicant Proposal Outline
	Go Girl Applicant Budget (Appendix A)
	Completed and Signed Memorandum of Understanding (Appendix B)
	Copy of Sponsoring Organization Volunteer Screening policy
	Copy of Sponsoring Organization Concussion Policy and/or commitment to engage trained First Aid providers for the event
	Certificate of Insurance, naming InMotion Network as an “also insured” while hosting a Go Girl event
	A formal letter of intent from your Mayor, Organizational President or Senior Administration



For more information contact:

Program Coordinator · InMotion Network · p: 780.644.5613 · f: 780.644.8404 · info@inmotionnetwork.org

Please send an electronic version of your application to:
info@inmotionnetwork.org

Go Girl Applicant Information Form

Event Information

Name of Event:	Event Date:
Event Venue/Location:	
Event Date:	Time:
Number of Expected Participants:	Number of Volunteers:

Applicant Information

Name of Host Organization:	
Main Contact:	Alternate Contact:
Main Phone:	Alternate Phone:
Email 1:	Email 2:
Civic Address:	
City/Town:	Postal Code:

Note: A comprehensive **Go Girl Reference Manual** is available at: www.inmotionnetwork.org

Applicant Proposal Outline

To ensure InMotion Network has sufficient time to review and process the grant application for your program, please forward all necessary documentation to the office by the deadline posted on the website.

1. Your Go Girl Event Vision

Summarize the vision for your Go Girl event incorporating the following information:

a. Event goals and objectives

b. Outline of proposed activities

c. Venue description

2. **Organizing Committee and Structure**

Provide an outline of your planning and implementation team (including sport, recreation, education and community leaders and where possible, youth) as well as expected roles and responsibilities of each member:

3. **Partnerships and Sponsorships**

Indicate partnerships you anticipate building or initiating for your Go Girl event (i.e. Alberta Milk, sport and recreation organizations, schools, local businesses etc.):

4. **Marketing and Promotion**

Indicate how you will promote your event to achieve targeted number of participants:

5. **Event evaluation**

Build your evaluation and measure the success of your Go Girl event around:

- Final Report Template www.inmotionnetwork.org
- Go Girl Participant Survey www.inmotionnetwork.org

6. **Follow-up Plans**

Outline actions you intend to take to ensure follow-up provision of quality sport and recreation activities for teen girls in your community after your Go Girl event

Go Girl Applicant Budget

Eligible Costs for Funding

- Costs that are eligible to be covered by this grant include: materials/supplies, marketing and promotion, honorariums (itemized and specific), equipment rentals including entertainment, food and refreshments, first aid, and volunteer needs (itemized and specific)
- Costs that are not eligible to be covered from the funding received include: purchase of capital items, wages and salaries related to administration

Please be specific as to budgeted revenue and expenses.

Revenue (please describe item)	Estimated \$
<i>InMotion Contribution (please enter the amount requested from InMotion Network) *</i>	
Total Anticipated Revenue:	
<i>Anticipated in-kind** donations (please do not include in Total Revenue line)</i>	

* Contributions are up to \$2,500
 **In-kind donations may include facility or wage costs covered by municipality, door prizes, giveaways

Expenses (please describe item)	Estimated \$
Total Anticipated Expenses:	

A P P E N D I X B

Memorandum of Agreement (MOA)

Background

Children in Canada today expend four times less energy than did children 40 years ago. In Alberta, in 2009 57% of children and youth are not physically active enough, in 2018 this number jumped to 65% of children and youth are not physically active enough to promote healthy growth and development. Evidence shows that a sedentary lifestyle usually begins in adolescence, particularly for girls. Much of this sedentary time occurs while sitting in front of a TV or computer. Research also indicates that 40 – 90% of inactive children will continue to be sedentary as adults, highlighting the importance of early intervention.

Females underestimate and under-value their capacity to be physically active beginning at an early age. As a result, a girl's competency in many physical activities falls further behind her male peers. Girls may select only activities that are traditionally female, or worse, be turned off physical activity altogether. There are also fewer opportunities for girls to participate in physical activity outside school. When asked, 76% of Canadian females would like to be more active, but less than 50% of them indicate pleasure as one of the reasons.

Go Girl Program

Go Girl is a one-day event aimed at supporting teenage girls to adopt a more physically active lifestyle. Teen girls are invited to spend the day trying a variety of physical activity pursuits. The Go Girl program provides an opportunity for Alberta municipalities and community organizations to apply for a grant to host a Go Girl event that brings teen girls together to experience physical activity in a relaxed, fun and enjoyable atmosphere.

Program Goals

- 1) Promote and support healthy, active lifestyles for teen girls in the province of Alberta
- 2) Provide communities with the support and resources to host their own Go Girl events
- 3) Encourage recipient communities to establish a local network and programs to ensure ongoing support of teen girls' physical activity following a Go Girl event

Program Objectives

- a) Provide girls with a low cost, community-based event in a supervised recreational setting
- b) Provide opportunities for girls to actively engage in a variety of indoor and outdoor physical activities of choice, including both individual and team sports
- c) Provide participants with essential information to pursue activities of their choice
- d) Meet needs of girls of different ability/disability levels, ages and cultural backgrounds
- e) Ensure a fun and inviting atmosphere along with opportunities for girls to socialize and meet new people

General Provisions:

- 1.1 The sponsoring organization agrees to expend InMotion Network funds exclusively for the event as approved.
- 1.2 The event shall be operated as described in the application for funding. No material changes in the purpose or activities of the event shall be made without prior written approval of the InMotion Network. The sponsoring organization will inform the InMotion Network in advance, in writing, of any proposed changes to the project, including but not limited to changes in scope, budget, or timeline. The InMotion Network agrees not to withhold consent unreasonably. Substantive changes to the sponsoring organization that could jeopardize the event's success must be reported to the InMotion Network.
- 1.3 The sponsoring organization will acknowledge credit to InMotion Network in all publicity in the following form: *"This event is a sponsored project of the InMotion Network with funding provided by Alberta Sport Connection."* Additional program funders/sponsors may be added to the notice.
- 1.4 All program volunteers providing direct service to participants within InMotion Network funded projects will undergo a consistent screening process to assist in determining the suitability of each volunteer. The screening process will help ensure the safety of vulnerable participants.
- 1.5 IMN requires that all project applicants demonstrate that their organization and/or the activity has a concussion policy that meets the SMCA standard and has an individual trained in concussion recognition, prevention, etc. as part of their organizing committee and will have trained first aid provider(s) on site during the event.
- 1.6 Should the sponsoring organization fail to comply with any part of this agreement, resulting in the return of funding to the InMotion Network, the sponsoring organization agrees to make payment to InMotion Network for any funds in question.
- 1.7 The sponsoring organization agrees to maintain adequate liability insurance, naming InMotion Network as an also insured on the certificate of insurance for the duration of the event funded by the InMotion Network.
- 1.8 The sponsoring organization agrees to provide the InMotion network with a final accounting of actual program expenditures within 45 days of the completion of the event.

Role for InMotion Network

- Sponsoring Organizations with approved applications will receive a notification from InMotion Network specifying the amount approved. Amendments may be required before approval of funding is received. Payments will be provided in two installments. The first installment representing 50% of approved funding will be forwarded when all requested documents have been received by InMotion Network. The second installment representing the remainder of the funding will be forwarded upon receipt of the final written and financial report.
- Reference Manual
- Workshop evaluation template (go to www.inmotionnetwork.org for template)
- Go Girl participant survey (go to www.inmotionnetwork.org for survey)
- Provide access to an InMotion Network Program Manager as support to sponsoring organizations
- Provide resources for accredited Leaders for the program,
- Provide resources for an appropriate venue, as required
- Provide resources for equipment rentals (pre-approval with receipts), as required

Role for Program Delivery Agencies/sponsoring organizations

- Assemble a team of sport, recreation and community leaders, including youth, to plan and deliver an event for teen girls.
- Identify and commit to a date for your event.
- Secure additional community based partners and sponsorships to aid in future program sustainability
- Work in collaboration with InMotion Network to plan, market, execute and evaluate your event.
- Develop and implement a promotional plan (e.g. posters, brochures, and public service announcements with identified targets and distribution options).
- Provide for a variety of physical activity, sport and recreational opportunities (e.g. team sports, individual sports, outdoor pursuits, dance activities) that have been approved by InMotion Network.
- Advertise event, recruit participants and collect registration fees if applicable
- Host Go Girl event using an appropriate recreation or school facility with adequate space for a variety of indoor and outdoor physical activities.
- Acknowledge InMotion Network and their funders on all promotional materials and during your Go Girl event.
- Monitor, encourage and support ongoing development of staff and volunteers
- Ensure clear and on-going communication with leaders, participants and their care-givers
- Maintain communication with InMotion Network to provide details and feedback about the event
- Ensure all participants are able to access *and* complete the event regardless of their age, ability, cultural background or financial status
- Distribute Go Girl participant survey and return to InMotion Network (www.inmotionnetwork.org)
- Evaluate event in terms of compliance with program objectives and make adjustments where necessary
- Complete and forward final program activity reports within 45 days of event completion.

The signatory agrees, on behalf of the sponsoring organization, to the general provisions and roles as defined and to implement the Goals and Objectives of Go Girl.

_____	_____	_____
Name of Organization	Phone Number	Email Address
_____	_____	_____
Name of Contact Person	Signature	Date
_____	_____	_____
In Motion Network Program Coordinator	Signature	Date



InMotion Network admin use	
Executive Director _____	Date _____

