

Funding Information and Application Package for Alberta
Community Organizations



Physical Activity Programming for Women

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Before you send in your Women In Motion Application please make sure you have included the following:

Applicant Proposal Outline

Women in Motion 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 Women In Motion 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

Women in Motion 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:

Applicant Proposal Outline

To ensure InMotion Network has enough 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 Women in Motion Event Vision**

Summarize the vision for your Women in Motion event incorporating the following information:

a. Event goals and objectives

b. Outline of proposed activities

c. Venue description(s)

2. Organizing Committee and Structure

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

3. Partnerships and Sponsorships

Indicate partnerships you anticipate building or initiating for your Women in Motion 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:

A P P E N D I X A

Women in Motion Applicant Budget Template

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

General Provisions:

- 1.1 The sponsoring organization agrees to expend InMotion Network funds exclusively for the program as approved.
- 1.2 The program shall be operated as described in the application for funding. No material changes in the purpose or activities of the program 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 program 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 program is a sponsored project of the InMotion Network with funding provided by the Alberta Sport Connection.”* Additional program funders 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 program.

Role for InMotion Network

- 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

- Secure additional community-based partners to aid in future program sustainability
- Advertise program, recruit participants and collect registration fees if applicable
- Hire female leaders with appropriate credentials and security clearance
- Monitor, encourage and support ongoing development of staff and volunteers
- Acknowledge InMotion Network and its funders as partners/funders of the program
- Ensure clear and on-going communication with leaders, participants and their caregivers
- Maintain communication with InMotion Network to provide details and feedback about the program
- Ensure all participants can access *and* complete the program regardless of their age, ability, cultural background or financial status
- Evaluate programs in terms of compliance with program objectives and adjust where necessary
- Complete and forward final program activity reports within 45 days of program 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 Women in Motion.

Name of Organization

Phone Number

Email Address

Name of Contact Person

Signature

Date

InMotion Network Program Coordinator Signature

Date

InMotion Network admin use

Executive Director Date

