

Funding Information and Application Package for Alberta Community Organizations



A Physical Activity Event for
Girls in Your Community

Brought to you by



InMotion Network
Promoting Physical Activity For Girls And Women

InMotion Network is generously funded by



Canada

Alberta
Government

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

	1. Applicant Proposal Outline
	2. Go Girl Applicant Budget
	3. Copy of Sponsoring Organization Volunteer Screening policy
	4. Copy of Sponsoring Organization Concussion Policy and/or commitment to engage trained First Aid providers for the event
	5. Certificate of Insurance, naming InMotion Network as an “also insured” while hosting a Go Girl event
	6. 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 · e: 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

1. 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.

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(s)

d. 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:

e. 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.):

f. Marketing and Promotion

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

g. 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

h. 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

Budget Template

2. 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 Value
<i>InMotion Contribution Request *</i>	
Other contributions	
Total Anticipated Revenue:	
Anticipated in-kind** donations (please do not include in Total Revenue line)	

* 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 Costs
Total Anticipated Expenses:	