

Funding Information and Application Package for Alberta  
Community Organizations



**Women in Motion**

Physical Activity  
Programming for Women

Brought to you by



**InMotion Network**  
Promoting Physical Activity For Girls And Women

InMotion Network is generously funded by



Government of Canada  
Gouvernement du Canada

**Canada**

*Alberta*  
Government

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

1. Applicant Proposal Outline
2. Women in Motion 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 Women In Motion 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](mailto:info@inmotionnetwork.org)

**Please send an electronic version of your application to:**

[info@inmotionnetwork.org](mailto: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:

## 1. 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.

### Your Women in Motion Event Vision

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

**a.** Event goals and objectives

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**b.** Outline of proposed activities

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**c.** Venue description(s)

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**d. 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:

**e. 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.):

**f. Marketing and Promotion**

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

## 2. Women in Motion 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	
<b>Total Anticipated Revenue:</b>	
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
<b>Total Anticipated Expenses:</b>	