



MEMBERSHIP FUNDING PROGRAM
2017-2018

Program Guidelines

Background

ParaSport and Recreation PEI is a non profit, charitable organization that was established in 1974. The organization provides recreation and sport opportunities for individuals with a physical disability on Prince Edward Island.

The ParaSport and Recreation PEI Membership Funding Program was created to support ParaSport and Recreation PEI's individual members and associate members so that more Islanders with a physical disability can participate in recreation and sport opportunities. ParaSport and Recreation PEI provides a variety of opportunities but we recognize that not everyone's interests are met through our programs. It our goal to increase sport and recreation opportunities for the ParaSport and Recreation PEI membership through this program.

The allocation of funds will be distributed in two categories:

- Individual Members
- Associate Members

Eligibility

All applicants must be a member in good standing with ParaSport and Recreation PEI for a minimum of 60 days at the time of application.

Individual Member Funding Guidelines

Applications must be for the following:

- Participation in an organized recreation and/or sport activity, program or event;
- Equipment that is used directly to assist a person to participate in a recreation and/or sport activity.

Associate Member Funding Guidelines

Applications must be for the following:

- Participation of the organization in a recreation and/or sport event;
- Coaches and/or volunteers participation in specialized training;
- Hosting of a recreation and/or sport event;
- Equipment that is used directly to assist the organization's members to participate in a recreation and/or sport activity.

We do not fund individual expenses such as personal equipment, travel, food, etc. under the Associate Member Funding Program.

Ineligible for Funding

- For profit organizations
- Foundations
- Agencies of provincial or federal governments
- Organizations that do not offer programs or services for individuals with a physical disability

- Members that have outstanding reports from previous grants received
- ParaSport and Recreation subsidized programs/activities
- Gym Memberships/Passes
- Administrative operating expenses (E.g. telephone, postage, office supplies, insurance, etc.)

How To Submit Your Application:

The ParaSport and Recreation PEI Membership Funding Application Form can be downloaded from our website at www.parasportpei.ca and mailed to:

ParaSport and Recreation PEI
P.O. Box 841
Charlottetown, PEI C1A 7L9
OR Fax to: 902-368-4548

Applications will be accepted twice annually. For spring/summer requests, applications must be received by **April 1, 2017**. For Fall/Winter requests, applications must be received by **October 1, 2017**.

Criteria for Submission

Applications will be reviewed based on their individual merit and according to the following conditions:

- Funds will not be provided for the reimbursement of expenditures made prior to the awarding of the grant;
- The authorized signatory must be of the age of majority (18 years);
- Partnerships or joint ventures applications are encouraged.
- Funding amounts will not exceed \$1,500/Individual or Associate Member annually.

Review Process

The ParaSport and Recreation PEI Board of Directors will review all applications and make funding allocations.

The applicants will receive written notification of the decision. If an applicant is successful the funds will be distributed within four (4) weeks on the notification of the decision. Applicants who are not successful are welcomed to contact the ParaSport and Recreation PEI to discuss the reasons for the decline.

Successful Applicant Responsibilities

- Review and sign the Letter of Agreement.
- Provide proof of expenditures, 30 days following the event/activity and/or equipment purchase.

- Be available for a photo-op with a representative from ParaSport and Recreation PEI and/or a media interview.

Note: Failure to provide proof of expenditures, the applicant will be required to pay back in full the amount of the awarded grant and shall be ineligible to apply for another grant in the future.

PARASPORT AND RECREATION PEI MEMBERSHIP FUNDING APPLICATION FORM

Application Procedure

Applicants must use the following form. Incomplete applications will not be considered. Signatures **MUST** be included. Applicants under the age of 18 must have their application signed by their parent/legal guardian. ParaSport and Recreation PEI may request additional information to assist in the review of the application.

1) General Information			
Name of Applicant:			
Mailing Address:			
Telephone #:	Email:		
Amount of funding requested: \$			
Duration of project: Projected Start Date _____ Projected End Date: _____			
2) Partner Contacts (if applicable)			
Partner Contacts:			
<u>Name</u>	<u>Organization</u>	<u>Phone</u>	<u>E-mail</u>

3.) Project Description (attach additional pages as necessary)

What do you intend to use the ParaSport and Recreation PEI funding for? Please provide a detailed description and this is important to you.

4) Budget (attach additional pages as necessary)

Please include below, a detailed breakdown of all revenue and all expenses associated with the project. To be eligible, costs must be directly related and necessary to the project. Be sure to include the amount requested. Please note that failure to disclose all sources of revenue will void the application and applicant will be ineligible to apply in the future.

Revenue (list all sources including out of pocket contributions, other grants and donations received)

Source	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Total Revenue: _____

Expenses

Travel (Include gas, tolls, accommodations, etc.)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Equipment	Amount
_____	_____
_____	_____

Other (E.g. Registration fees, membership fees, etc.)	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses:

Total funding requested from ParaSport and Recreation PEI Membership Funding Program: \$ _____

5.) Declaration

I confirm that the information contained in this application and any accompanying documents is accurate and complete to the best of my knowledge. I acknowledge that if this application is approved, I will be required to follow the terms and conditions of the grant.

Signature of Applicant: _____ Date: _____

Name of authorized signatory (if applicant is under 18): _____

Signature of authorizes signatory: _____ Date: _____

Submission Deadline

Applications will be accepted twice annually. For spring/summer requests, applications must be received by **April 01, 2017**. For Fall/Winter requests, applications must be received by **October 01, 2017**. Applications can be submitted by email, fax or by mail.

Please submit completed applications to:

ParaSport and Recreation PEI

P.O. Box 841

Charlottetown, PEI C1A 7L9

Email: info@parasportpei.ca

Fax: 902-368-4548