

Grant Checklist

Administration Grant

Send the AFSS a summary of your administration/office expenses (Part D+B) with original receipts. This should be items already purchased by your association and your association will be reimbursed for these items, or your association would reimburse the individual who purchased for the association. *If you wish to purchase something in the near future and do not have the funds to do so, you can apply for the grant, get approval and receive the funds, would then be required to send in the receipt after purchase.*

Associations keep copies of receipts in their records that match the application submitted.

Hosting Grant

The Application, Part B & Part D is what you are to submit to the office.

Receipts are to be submitted for expenses related to hosting Provincial or National events only. If you are unable to produce receipts for these events please explain what the funds are for as we understand receipts may be hard to produce for some costs related to hosting events. Be detailed in your applications.

High Performance | Athlete Development | Jr. Air Gun Grants

Athletes download from the AFSS website:

- Part C – Individual Expense Claim Sheet and Summary Sheet

Athletes submit to their association:

- Part C with original receipts

The Associations are to keep records of all the above.

A package MUST be kept for each athlete who receives funding from the AFSS.

The Association submits to the AFSS:

1. Part D (Athlete Expense Claims)
2. Part B (Summary of Athlete's Part C)

Leadership Grant

Coaches/Officials download from the AFSS website:

- Part C – Individual Expense Claim Sheet and Summary Sheet
- Part B – Post Program Analysis

Coaches/Officials submit to their association:

- Part C with original receipts
- Proof of Certification

Successful Coaches/Trainers or Officials agree to provide their Associations and the AFSS with the following documentation:

- Ground travel – a log of all mileage traveled to and from all training clinics/provincial/national matches attended during the grant year
- Part B – Post Program Analysis: including goals and objectives for the granting year, a description of program results

The Association submits to the AFSS:

1. Part D (Summary of all Coaches/Officials)
2. PPA's for each (PART B)

Range Development | Technology Grants

The Application, Part B & Part D is what you are to submit to the office.

Receipts must be submitted to the office for these two grants, there are different ways this can be done:

1. Apply for grant and submit receipts for items already purchased by association to be reimbursed.
2. Apply for grant, application is approved, association buys items approved, sends in the receipt and invoice, AFSS would then reimburse the association.
3. Apply for grant, association gets approval, AFSS sends the funds, association then provides invoice and receipt for expenditures within X amount of days.

If receipts are not submitted, there will be a deduction in the following Athlete Development grant.

Travel Grant

To provide assistance to individuals who have limited opportunities for traveling to competitions/trainings. Athletes should be training to increase the level of performance and should demonstrate financial need.

Members of the Association may not be funded through any other sources (i.e. Sport Canada, the SFC or Alberta Foundation funding).

Athletes download required documents from the AFSS website:

Travel Application, Declaration of Intent, Part B & Part D.

Besides the information requested in the application, also include the following information in a separate document attached to the application:

1. The competitions you are planning to attend. Include dates, competition name and location.
2. The training clinics you are planning to attend. Include name of the clinic, date and location.
3. A description of how the travel and training funding will contribute to your goals. As the applicant, I declare that, if awarded travel/training funding from the Alberta Federation of Shooting Sports, it shall be solely and explicitly used for the purposes stated in this application and in accordance with the statement of expenditure (budget) as submitted and approved.

RECEIPTS MUST BE KEPT AND CAN BE CALLED UPON AT ANY TIME TO PRESENT RECEIPT HISTORY. RECEIPTS MUST BE SUBMITTED FOR THOSE GRANTS WHICH REQUIRE THEM. EACH ASSOCIATION IS SUBJECT TO A REQUEST FOR RECEIPTS AT ANY TIME AND MUST PRESENT OR YOU WILL LOSE FUNDING FOR THE NEXT YEAR.

Note: Funding will not be given to anyone who does not adhere to this process.

Those who apply for funding for the High Performance cannot apply for the Athlete Development.

Athlete Development funds are given out in July of each year and proof of expenditures and athlete packages are to be put together for December of that same year.

High Performance grant is the only grant that allows funding to be used outside of Alberta.

Funding can be used to attend the respective Canadian National Championships held in Canada.

Funding can be used only for those athletes who are training and competing in the sports outlined in the International Shooting Sports Federation – Official Statutes and Rules (section 3) and more specifically the events competed at the Olympics, ISSF World Cup Competitions or Commonwealth Games.

These grants are to be offered to everyone in your association, by e-mail, newsletter or on your website. The AFSS is to be included on the e-mail out to all members, notified that it has been posted on your website or sent a copy of your newsletter. If it is the same people applying each year and we do not see any record of the grants being advertised, the application will not be approved.

Member Associations are responsible to account for all funds dispersed.

Original receipts to be held until requested by the AFSS Office.