

**Leadership Grant**

**GUIDELINES**

**Objectives:**

Develop a financial granting plan to optimize the development of Alberta orienteers as athletes and leaders in the sport and to raise the profile of the sport.

**Leadership Grant (previously “Orienteering and Learning Development Grant”):** Encourage AOA members to attend courses, clinics, workshops and conferences (either in Alberta or outside Alberta) that develop officials, coaches, mappers and/or club leaders.

**Definition of Eligibility**

* Applicant must be an AOA member in good standing for the current membership year.
* Applicant demonstrates (on application form) evidence of active volunteering (such as coaching, organizing or helping at events, writing article for newsletter, presenting at AOA retreat, writing for HPP blog, etc.) during the 12 months prior to the date of their grant application.

**Important General Information**

1. Grant application deadline is Dec 1 every year.
2. Grant amounts: The AOA will be responsible for determining budget amounts available for all 3 grants every year. Funds available for grants are dependent on available funds in any given funding year. Funds distributed through the AOA shall not exceed the budget amounts. Therefore, pro-rating may be required, in which case applicants would not receive the full amount of their eligible funding. Applicants need to understand that AOA cannot guarantee the maximum grant amount, if we decide to pro-rate when budget total is exceeded.
3. AOA Board reserves the right to accept or reject applications for any of the 3 grants.
4. The decision of the AOA Board is final.

All applications are to be returned by email to: info@orienteeringalberta.ca or to the AOA Office by Dec 1st; all applications received after the deadline will not be considered.

**Alberta Orienteering Association**

**PO Box 1576**

**Cochrane, AB T4C 1B5**

**Alberta Orienteering Association**

**Leadership

APPLICATION FORM**

**2018**

To be completed **in full** by the member and returned to the Alberta Orienteering Association

**PERSONAL INFORMATION**

 Last name: Given name:

|  |  |
| --- | --- |
| Address:  |  |

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| --- | --- | --- | --- | --- | --- |
| City:  |  | Prov.: |  | PostalCode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone:  |  | Email:  |  |

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| --- | --- | --- | --- |
| No |  | Yes |  |

If you are not originally from Alberta, have you been residing in the province for a minimum of 12 consecutive months?

|  |  |  |  |
| --- | --- | --- | --- |
| No |  | Yes |  |

 Are you a member of an Alberta Orienteering Club for the current membership year?

Have you applied or received any other grant for the same event(s)

|  |  |  |  |
| --- | --- | --- | --- |
| No |  | Yes |  |

 **TRAINING INFORMATION**

|  |  |
| --- | --- |
| Name of your home club:(The club you represented during the competitive year) |  |

**List of Courses, clinics, workshops, conferences etc.**
Please fill out this form listing all courses, clinics, workshops, conferences, etc. you attended in 2018

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date****(Month/Year)** | **Name of the course, clinic, workshop, conference etc.**  | **Location** | **Expenses List(Registration, travel, mileage)** | **Cost of the expenses** | **Receipts provided** |
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| --- | --- |
| Total: |  |

**List evidence of active volunteering (such as coaching, organizing or helping at events, writing article for newsletter, presenting at AOA Retreat, etc.) during the 12 months prior the date of the grant application.**

|  |  |  |
| --- | --- | --- |
| **Date****(Month/Year)** | **Active Volunteering** | **Location** |
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**Applicant’s Signature (or type your name) Date**

**Leadership Grant criteria**

For whom: AOA members who attend official courses, coaching courses, mapping clinics, orienteering workshops or conferences etc. Any request for grants pertaining to attendance at workshops and conferences needs to be pre-approved by AOA through the executive director.

Objective: To develop their expertise, with the intent of contributing that expertise to the development of orienteering in Alberta.

Details about applications for this Grant:

* Applicant satisfies the Definition of Eligibility.
* Applicant must be an Alberta resident for the 12 months prior to the date of their grant application.
* The course/clinic/workshop/conference can be either in Alberta or outside Alberta
* Course fees and travel costs will be reimbursed, up to a maximum total of $250 per person, or pro-rated among applicants should the grant budget maximum be reached.
* Receipts must be provided. Grant is based on actual expenses.
* Applicant cannot apply for this grant if already receiving one from another source (e.g. an orienteering club) for the same course.
* Mileage may be approved if the course is outside the city of residence. Carpooling is encouraged. Mileage rate is set by the AOA.
* Out of province travel costs may be approved.
* Grants will be awarded only after the event has been attended and the applicant’s attendance has been confirmed.
* Applicant must apply with the correct form.
* Applicant must respect the deadline. Any application received after the deadline will not be accepted. Information will be emailed to AOA members and will also be posted on AOA’s website.