

1. Applicant Information

Organization Name	
Applicant First Name	
Applicant Last Name	
Role / Title	
Preferred Telephone Number	
Applicant Work Email Address	

2. Organization Mailing Address

Street Address	
Address Line 2	
Calgary, Alberta	Postal Code

3. Contact Information

Organization Website	
Organization Email Address	
Instagram Handle	
Facebook Handle	
LinkedIn Handle	

4. Organization Profile

What sport(s) does your organization currently offer?

What is your organization incorporated as? (Non-profit, charity, etc.)
Which Provincial Sport Organization (PSO) and/or National Sport Organization (NSO) is your organization affiliated with?
How many participants are currently registered with your organization?
What were your participant registration numbers for each of the past three years?
Has your organization had to limit or turn away participants due to capacity constraints?

Number of active volunteers	
Number of coaches	
Number of paid staff	
Annual operating budget	
Which Calgary quadrant(s) or ward(s) does your organization primarily serve?	
When does your organization typically open registration for programs, leagues, or seasonal activities?	

5. Membership Eligibility

Please indicate your Sport Calgary voting membership status (select one).

- ☐ Sport Calgary Voting membership obtained LESS than 6 months ago
- ☐ Sport Calgary Voting membership obtained MORE than 6 months ago
- ☐ Not sure

Other (please specify)

6. Safe Sport Compliance

Confirm compliance with each of the following requirements (Yes/No).

The organization has a **Safe Sport / Maltreatment policy** that defines safe sport principles, adopts or aligns with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), defines prohibited conduct, and establishes expectations for all participants.

	Yes	No
All staff and volunteers of this program have completed the Safe Sport Training from coach.ca.	☐	☐
All staff and volunteers adhere to a Code of Conduct consistent with Sport Calgary and national safe sport guidelines.	☐	☐
Programs follow the Rule of Two to ensure no adult is alone with a child or vulnerable participant.	☐	☐
The organization has a Reporting and Complaint policy in place.	☐	☐
The organization has a Discipline and Complaints policy in place.	☐	☐
The organization has a Social Media, Electronic Communication and Photography policy in place.	☐	☐
A Police Information Check (PIC or ePIC) is required to be completed for all personnel or volunteers over the age of 18 in positions of trust interacting with children, youth, or vulnerable adults.	☐	☐
A Vulnerable Sector Search (VSS) has been completed for all personnel or volunteers over the age of 18 in positions of trust interacting with children, youth, or vulnerable adults.	☐	☐
The organization carries a Commercial General Liability (CGL) insurance policy with a minimum of \$2,000,000 per occurrence. The policy must name Sport Calgary as an "additional insured" and include cross-liability clauses.	☐	☐
You can produce evidence of any of the above policies or documents in place at any time (within 3 business days) should Sport Calgary request it.	☐	☐

Other (please specify); if you would like Sport Calgary to assist with the design or implementation of any of the above, please let us know here.

7. Initiative Description

Please indicate which of the following best describes your request

(select all that apply):

- ☐ Program delivery
- ☐ Organizational operating costs
- ☐ Volunteer recruitment and retention
- ☐ Coach or official development
- ☐ Governance and organizational development
- ☐ Participant recruitment and retention
- ☐ Equipment or facility-related costs
- ☐ Other (please describe)

8. Alignment with Play for All Priorities

Please indicate whether your proposed initiative addresses one or more of the following priorities

(select all that apply):

- ☐ Supports organizational sustainability or operational stability
- ☐ Builds capacity within the organization (staff, volunteers, coaches, officials, governance)
- ☐ Addresses a demonstrated gap in the sport system
- ☐ Expands access to recreational sport opportunities

- ☐ Increases affordability and reduces barriers to participation
- ☐ Attracts, trains, or retains coaches, officials, or volunteers
- ☐ Strengthens participant recruitment, retention, or member experience
- ☐ Supports collaboration between organizations or sectors
- ☐ Other (please describe)

9. Beneficiaries and Impact

Who will directly benefit from this initiative?

(Select all that apply)

- | | |
|--|--|
| ☐ Participants/Athletes | ☐ Staff |
| ☐ Coaches | ☐ Parents/Guardians |
| ☐ Officials | ☐ Member Clubs or Affiliates |
| ☐ Volunteers | ☐ The organization as a whole |
| ☐ Board Members | |
| ☐ Other (please describe) | |

If applicable, please indicate the primary participant groups that will benefit:

(Select all that apply)

- | | |
|--|---|
| ☐ Children (under 12) | ☐ Adaptive/Para sport participants |
| ☐ Youth (12-17) | ☐ Indigenous participants |
| ☐ Adults (18+) | ☐ Newcomers to Canada |
| ☐ Older Adults (55+) | ☐ Participants facing financial barriers |
| ☐ Recreational participants | |
| ☐ Competitive participants | |
| ☐ Other (please describe) | |

Please briefly describe how the initiative will benefit the groups selected above. (Maximum 250 words)

10. Expected Reach

How many participants do you expect will directly benefit from this initiative?

- | | |
|---|---|
| ☐ up to 10 | ☐ 51-100 |
| ☐ 11 to 20 | ☐ 101-200 |
| ☐ 21-30 | ☐ Over 200 |
| ☐ 31-50 | ☐ Not applicable |
| ☐ Other (please specify) _____ | |

11. Initiative Name

Name of the proposed initiative

12. Initiative Type

- ☐ Pilot initiative
- ☐ New initiative
- ☐ Existing initiative
- ☐ Operating support request
- ☐ Other (please specify) _____

13. Program Timeline

Provide a timeline for the initiative, including promotion, implementation, and completion.

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14. Initiative Summary

Provide a brief description of your proposed initiative, including what will be delivered, who will be involved, and the primary activities to be undertaken.

(Maximum 250 words)

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15. Expected Impact

What outcomes or impacts do you expect this initiative to achieve for your organization, participants, or the broader sport community? (Maximum 250 words)

16. Demonstrated Need

What challenge, gap, or opportunity is your organization seeking to address through this initiative? (Maximum 250 words)

17. Partners and Collaborators

List any partners, collaborators, or supporting organizations involved in this initiative, and their respective role.

18. Evaluation

How will you measure the success of this initiative? Please identify any metrics, indicators, or evaluation methods you will use.

19. Recognition of Sport Calgary

How will Sport Calgary be recognized or acknowledged through this initiative?

20. Funding Request and Budget

Funding

Eligible organizations may receive up to \$10,000 through the Play for All Program.

Organizations may apply once every two years, measured from the date funding was received. Organizations with urgent funding needs are encouraged to contact Sport Calgary directly.

Check the [Program Guidelines](#) for eligible expenses.

Project Budget Template

Applicants must **submit a completed Project Budget Template with their application.**

Please:

- Download the Project Budget Template (Excel file) using the link below.
 - [CLICK HERE](#)
- Complete all relevant sections, including projected revenues and expenses related to the proposed initiative.
- Save the file using the format: *Organization Name* – P4A Budget.
- Submit the completed budget template with your application.

Applications submitted without a completed budget template may be considered incomplete and may not be eligible for funding.

For assistance accessing or completing the template, please contact Sport Calgary at PlayForAll@sportcalgary.ca.

Budget template available at <https://sportcalgary.ca/>

Total amount of funding requested.

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Explain how the organization will manage the Surplus / Deficit identified in the budget.

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21. Sustainability

How will this funding strengthen your organization's capacity, sustainability, participant experience, or long-term growth?

If this application is not approved, how will the initiative be funded or adjusted?

22. Additional Information

Is there anything else you would like Sport Calgary to consider when reviewing your application?

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23. Applicant Declaration

By submitting this application, you confirm and acknowledge that:

- ☐ The information provided in this application is true, accurate, and complete to the best of your knowledge.
- ☐ You are authorized to submit this application on behalf of the organization.
- ☐ You understand that providing false, misleading, or incomplete information may result in the application being deemed ineligible.

Name:		
Title:		
Date		Signature

24. Submission Checklist

Before submitting, please confirm that you have completed and attached the following:

- ☐ All sections of this application form are completed.
- ☐ Completed Project Budget Template, saved as "Organization Name – P4A Budget".
- ☐ Certificate of Commercial General Liability (CGL) insurance naming Sport Calgary as an additional insured (or available within 3 business days on request).
- ☐ Safe Sport / Maltreatment and related policies (available on request).
- ☐ Applicant Declaration signed and dated.
- ☐ Send completed application form and completed budget template form to PlayForAll@SportCalgary.ca.

25. Privacy Notice

The personal information collected on this application form is gathered under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) of Alberta and will be used solely to administer the Play for All Program – including assessing eligibility, evaluating your application, and communicating with your organization. This information will not be disclosed to any third party except as required or authorized by law. If you have any questions about the collection, use, or disclosure of this information, please contact Sport Calgary at PlayForAll@sportcalgary.ca.