

**DEPARTMENT OF COMMUNITY DEVELOPMENT
LEADERSHIP TRAINING GRANT PROGRAM**

Name: _____

Name of Community Sport Organization: _____

Mailing Address: _____
 _____ Postal Code _____

E-mail: _____

Phone Number: (H) _____ (W) _____

1. Please select the type of training you are pursuing:

- NCCP certification
- Officials certification
- Professional Development Seminar

Please give a brief description of this training:

2. Location and dates of training. _____

3. Please describe the purpose for attending this training and the benefit to your community sport organization.
 (Attach separate sheet if needed) _____

4. List all current certifications.

5. Describe your current involvement in your organization or sport.

PROJECTED BUDGET

A.) Contribution by applicant : \$ _____

ESTIMATED REVENUE

Fund raising (specify) :
 _____ \$ _____
 _____ \$ _____

Sponsors & Donations :
 _____ \$ _____
 _____ \$ _____

Others (please specify) :
 _____ \$ _____
 _____ \$ _____

B.) Total Estimated Revenue \$ _____

ESTIMATED EXPENDITURES

Receipts / invoices required for any reimbursement

Registration Fees:
 _____ \$ _____

Travel:
 _____ \$ _____

Accommodations:
 _____ \$ _____

Meals:
 _____ \$ _____

C.) Total Estimated Expenses \$ _____

PROGRAM BUDGET

Total Estimated Expenses (C) \$ _____

Total Estimated Revenues (A+B) \$ _____

Total (C - [A + B]) \$ _____

**Grant requested from
 Community Dev. Department** \$ _____

Note: Properly completed applications will show that the Total Estimated Revenue, plus Grant Requested, will equal the Total Estimated Expenses. Unbalanced requests will be returned to the applicant to be re-submitted.

I certify that the information supplied in this application is, to the best of my knowledge, exact and complete.

If signing on the behalf of your organisation - I certify that the project has received approval of the organization I represent & that I am a designated signing officer.

Signature: _____ Date: _____
 (If applicant is under 18 years of age, parent or guardian must sign)



LEADERSHIP TRAINING GRANT PROGRAM

PROGRAM OBJECTIVES

- To increase the opportunity to support coaches, officials, community sport groups and individual leaders in their pursuit in NCCP and non NCCP training and professional development.
- Provide community sport organizations the opportunity to host officials and coaches' clinics for the volunteers in their sport.

FUNDING

- Eligible costs include registration fees, travel, accommodations and meals.
- Maximum grant of up to \$200 for training occurring in the Municipality of Clare.
- Maximum grant of up to \$700 for training occurring outside the Municipality of Clare.
- Maximum grant of up to \$700 or 80% of cost whichever is lowest, for hosting a clinic in the Municipality of Clare.



ELIGIBILITY

- Applicant must be a resident of the Municipality of Clare.
- Applicant has demonstrated potential through development and commitment to their sport or activity and the community where they live.
- Applicant has demonstrated commitment to continue his/her education & training.
- A coach or official participating in a clinic that has received hosting funding may not apply for individual funding.
- Limited to one time funding per fiscal year (April 1 to March 31).
- Priority will be given to coaches and officials involved with the Jeux de l'Acadie.
- The municipality reserves the right to refuse to grant funding to those owing monies to the Municipality of Clare.

Send your completed application to:

Recreation Manager
Municipality of Clare
1185 Hwy 1, Little Brook (N.S.) B0W 1Z0
Tel: (902) 769-2031
Fax: (902) 769-3713
Email: recreation@munclare.ca

APPLICATION PROCEDURES

1. Applications may be received at any time throughout the fiscal year (April 1 to March 31).
2. Applicants are asked to contact the Recreation Manager prior to submitting their application to confirm eligibility. (Eligibility does not guarantee approval)
3. Successful applicants will receive a letter prior to the training acknowledging the amount committed. Approved applicants will receive payment only after successful completion of the course.
4. To be considered for funding, applications must be received **PRIOR** to the training.
5. The application review process may take up to 3 weeks.
6. Evaluation criteria will include:
 - Program objectives
 - Application history
 - Fundraising efforts
 - Amount requested
 - Expense review
 - Completeness of application
7. The municipality reserves the right to publish the names of successful applicants.