



Calgary Regional 4-H Council Request for Funding Application



Application must be mailed to:
Calgary Regional 4-H Council,
P.O. Box 10575 Stn M, Airdrie, AB T4A 0H8

This application form is intended for one time funding to sponsor special 4-H projects or events, expenses that may be a burden to a club or district, or for other special needs within the Calgary Region. See the guidelines for completion of the application.

Instructions: NOTE: Incomplete applications will be considered VOID and returned.

- 1) Funding request **MUST** be submitted on the application form. Additional information can be attached.
- 2) Applicant **MUST** answer all questions on the application form.
- 3) Funding applications **MUST** include an income and expense outline for the specified event.
- 4) Applications deadlines are January 15th, March 15th and May 15th of each 4-H year (Oct 1st to Sept 30th).

Acceptable Requests/Uses – MUST ENHANCE THE SKILL OF MEMBERS OR LEADERS

- Equipment – items that will become the property of the club or district applying.
- Workshops or clinics – project related, held for a club or district and hosted by a club or district.
- Training – conferences, seminars, speaker fees, etc. for members or leaders.
- Travel – busing, mileage, accommodations, etc.

Un-Acceptable Requests/Uses:

- FOOD & BEVERAGE
- Anything that could be considered personal gains. Example Club Jackets are not acceptable.
- Achievement day or communication expenses – items that must be budgeted for on a yearly basis.

Event Name:	Date of event:	Name of 4-H club or district applying:
Funding required for: Equipment <input type="checkbox"/> Workshop/Clinic <input type="checkbox"/> Training <input type="checkbox"/> Travel <input type="checkbox"/> Other (please specify) <input type="checkbox"/>		

Contact Person:	Applicant Level: Club <input type="checkbox"/> District <input type="checkbox"/>
Mailing Address:	Phone Number:
	Email:

Who will benefit?	Check one only.		
Level:	Club <input type="checkbox"/>	Inter-Club <input type="checkbox"/>	District <input type="checkbox"/>
Number attending: 4-H Members	4-H Leaders		Non 4-H adults or youth

Income for this specific application:		Expenses for this specific application:	
<i>Include all grants, sponsorships, member registration fees, fundraising & in-kind values</i>	Income \$ Value	<i>Include all admission fees, awards, judges fees, transportation, etc.</i>	Expense \$ Value
Total Income:		Total Expenses:	

Total Income:
Total Expense: _____
Funding amount requested: _____

Funding Guidelines for Applicants (Calgary Region clubs and districts only)

1. Funding applications are intended to be one-time for each event.
2. Annual funding will only be provided for events that are regional in nature and open to all members of the Calgary Region including project specific events (i.e. a horse event for all regional horse members)..
3. Deadline for applications is January 15th, March 15th and May 15th of each 4-H year (October 1st to September 30th).
4. Application must be mailed to the Calgary Regional 4-H Council at the address provided.
5. Application must be submitted on the application form only. Additional information can be attached to the application for review by the selection committee.
6. All areas of the form must be complete or the application will be deemed incomplete and returned to the applicant.
7. Income and Expense section must be complete. List all income and expenses that pertain to the application. Income: List all registration and or participant fees, all sponsorship funds, fundraising for the application/event, and all donations of equipment, facility or manpower that would be considered income. Expenses: List all entry fees, equipment costs, transportation, facility rental, or any other items that are considered an expense for the application/event.
8. Funding applications for new club start up (only) can be submitted at any time during the year.
9. Should the event be cancelled all funds must be returned to the Calgary Regional 4-H Council.

Acceptable funding requests

1. Equipment which will be owned by the club or district applying.
2. Clothing that remains the property of the club or district applying.
3. Workshops, clinics, gymkhanas, fun days, etc. which are project related and geared towards member and leader development.
4. Training such as project seminars, conferences and other training opportunities for leaders and members.
5. Travel within Alberta or exchange trip hosting. Can include busing, mileage paid, accommodations, entry or admission fees, etc.
6. New club start up which shall match sponsor funds received through the 4-H Foundation. Applications for new club start up can be submitted anytime during the year.

Unacceptable funding requests

1. Food or beverage as Alberta Gaming laws does not allow purchase of food or beverages from Casino funds.
2. Clothing such as club jackets that are deemed the property of the member or leader, jackets given as awards, etc. Alberta Gaming does not allow for the purchase of personal clothing from Casino funds.
3. Achievement day expenses such as advertising, judges fees, etc. All clubs must budget for Achievement Day on an annual basis. Club may apply for achievement day equipment funding as the equipment could be utilized for many years.
4. Communication funding for club or area level competitions. Districts are funded by the Regional Council on annual basis and these funds are to cover communication expenses within the district including clubs hosting area or district competitions.