



InMotion Network

♀ Take the Lead Grant Opportunity

General

The ♀ **Take the Lead** Grant has been created to help Albertan girls and women become experienced leaders in the sport and recreation fields. Grant monies could be used for training, course fees, professional development, professional certification, clinics, equipment, travel, lodging, meals, and other training related activities. The ♀ **Take the Lead** Grant is not intended to support physical activity projects and recreational initiatives.

The ♀ **Take the Lead** Grant will provide as many as 5 grants of up to \$1,000 per individual and/or \$3,000 per organization to girls and women working or volunteering in the sport or active living communities, recreation field or school system who are working towards increasing their leadership capacity.

Eligibility

In order to be eligible for a ♀ **Take the Lead** grant, applicants must meet the following criteria and fit into one of the three categories:

Category: Coach

You should apply for the ♀ **Take the Lead** Grant in this category if you:

- are a female coach, instructor, volunteer, or teacher operating in a coaching role who is interacting with girls and women in a sport or physical activity environment AND/OR;
- have NCCP coaching certification or are in the process of completing it AND;
- have an affiliation with a provincial sport organization (PSO) or national sport organization (NSO) or a multi-sport organization (MSO) or work/volunteer for a club/team who is a member of a PSO/NSO/MSO.

Category: Official

You should apply for the ♀ **Take the Lead** Grant in this category if you:

- are a female official, umpire, judge, referee, adjudicator or commissaire operating in an officiating capacity who is interacting with girls and women in a sport or physical activity environment AND;
- have certification or are in the process of completing it through your provincial sport organization (PSO) or national sport organization (NSO) or a multi-sport organization (MSO) or work/volunteer for a club/team who is a member of a PSO/NSO/MSO.

Category: Sport/Recreation Administrator

You should apply for the ♀ **Take the Lead** Grant in this category if you:

- are a female sport/recreation administrator, volunteer, board member, committee member, or leader representing a club, team, or organization that has an affiliation with a provincial or national sport organization (PSO/NSO/MSO) or physical activity association.

Note: Athletes in pursuit of personal achievement in sport are not eligible for this award.

Application and Selection Criteria

Please include the following with your application:

1 – Cover Letter

Please include a cover letter on letterhead that explains the purpose of your request, the scope of your project, the projected outcomes, and the dollar amount requested. Be sure to explain how your proposal fits with InMotion Network's mission, vision and goals.

2 – Expenses and Project Funding

Please provide a breakdown of expected expenses and funding as they relate to this grant request. Some level of personal financial contribution is expected.

- a) Project Cost: Details regarding expenditures for your project must be included in the application. Please attach a separate page for this purpose. A sample format of a project cost breakdown is provided on the next page for your benefit.

Total Project Cost	\$ _____	
b) <u>Method of Funding</u>		
Take the Lead Grant Requested	\$ _____	
Other Sources		
Grants/awards	\$ _____	
Club/Organization	\$ _____	
Other	\$ _____	
Applicants Contribution	\$ _____	
Total Project Funding	\$ _____	This figure should be the sum of the above figures and equal to the Total Project Cost.

3 – Résumé

Please provide a copy of your current Curriculum Vitae or résumé. For groups or organizations, please provide a record of your organization's experience in delivering leadership programs.

4 – Letter of Recommendation

Please provide one Letter of Recommendation from someone who is qualified to comment on your experience as it relates to your grant request.

In order for your application to be considered, all four criteria must be included in your application. Awardees will be chosen by a selection committee familiar with the goals of the **Take the Lead** Grant Program.

Deadlines

The deadlines for the ♀**Take the Lead** Grant are April 30th and October 31st each year. Please submit applications to:

InMotion Network
c/o Leadership Committee
11759-Groat Road
Edmonton AB T5M 3K6
Email: info@inmotionnetwork.org

Successful candidates will be notified within thirty days of the application deadline. Projects must be completed within one year of the application deadline.

- This grant is open to InMotion Network Members only. Please visit our website at www.inmotionnetwork.org to sign-up.

Project Cost – Example of a Breakdown of Expenses

Please format your breakdown as follows and include the expenses expected from your project:

Expenses	
Course Registration fee	\$750
Mileage 400km @ \$.30/km	\$120
Accommodation 2 nights @ \$120/night	\$240
Childcare – 2 days @ \$45/day	\$90
Course supplies – workbook	\$80
Meals – 2 days @ \$45/day	\$90
Total Project Cost	\$1370