Alberta Federation of Shooting Sports

Athlete Development Grant

2026

ATHLETE DEVLOPMENT GRANT

<u>DEADLINE:</u> DECEMBER 1, 2026

Athlete Development "Train to Compete" Grant Program

APPLICATION DEADLINE: DECEMBER 1, 2026

Funding Assigned: $25,200.00 per year in total.
$2,800.00 per Association

Athlete Eligibility Criteria:

1. Must be a Canadian citizen or have landed immigrant status.
2. Must be a resident of Alberta for a minimum of one year prior to being selected.
3. Must compete in ALBERTA throughout the period of the grant (i.e. provincial/national matches)
4. Must be a registered member of one of the following:

    - Alberta Black Powder Association
    - Alberta Fullbore Rifle Association
    - Alberta Handgun Association
    - Alberta International Skeet Shooting Association
    - Alberta International Style Trapshooting Association
    - Alberta Metallic Silhouette Association
    - Alberta Sporting Clays Association
    - Alberta Smallbore Rifle Association
    - International Practical Shooting Confederation – Alberta

To be eligible, ***athletes*** are required to meet the performance standards criteria established by their member Association and only apply under one Association. **NO DUPLICATIONS.**

To be eligible, ***coaches/trainers or event organizers*** are required to meet the standard criteria established by their member Association and only apply under one Association. **NO DUPLICATIONS.**

This grant does not include coaches of National Teams, with the exception for hosting clinics within Alberta for Albertans for the purpose of identifying athletes for Provincial Teams.
All training clinics and special events/matches must be held within the Province of Alberta.

Definitions:

Sport Outreach – sport opportunities that provide qualified instructors to introduce a shooting discipline to the community or assist in the upgrading of athletes.

Talent Identification – opportunities (camps, scouting, testing) whereby athletes can engage in the progressive screening displaying the greatest potential for excellence (i.e. picking team players for match trials).

Training High Performance Athletes – conducting training camps/competitions for ongoing development of high-performance athletes (i.e. Mental Training Clinics).

Western Canadian Championships – support for the expenses that Associations and their athlete incur while representing Alberta in sanctioned Western Canadian Championships (i.e. Provincial Championships) held within Alberta.

Canadian Championships – support for the expense that Associations incur while representing Alberta in sanctioned Canadian Championship (i.e. National Championships) that are held within Alberta.

Grant Process: Athletes, Coaches/Trainers, or Officials

The following process has been formulated so the Alberta Federation of Shooting Sports can deal with applications in a fair, equitable, and efficient manner:

- The grant funds will be made available to the qualifying Association when such funds are received by the Federation.
- Member Association must establish match/training/scouting and testing criteria for monitoring/evaluating their selections.
- Member Associations must publish to their members in a newsletter or some other form the criteria to receive the funds.
- The responsibility of the qualifying Association is to determine which of their members should receive the funds.
- All AFSS criteria as well as individual Association criteria must be adhered to prior to any grant funding being issued.
- Member Associations are responsible for accounting for all funds dispensed. Original receipts are to be held and filed by each Association and have ready to be sent in if requested to do so. Athlete expense forms and PPA forms must be submitted by December 1st of the grant year.
- If the member Association does not fully account for the funds disbursed for this grant year, the Athlete Development Grant for the following year will be reduced by the unaccounted-for funds.
- Appeals of the grant penalty must be received within 30 days of being notified that a penalty will be applied for the next grant year. AFSS executives and appropriate staff will evaluate all documents.
- If an Association executive determines to redirect the grant funds, they may do so under the following conditions:
    - The decision must be approved by the Association executive.
    - Their membership must be notified by a newsletter or other means.
    - The AFSS must be notified by December 1st of the effective grant year.

Applications will not be accepted after December 1st, of the current grant year. Please note the documents submitted will explain how funds that were issued earlier in the year were spent.

Associations Procedures:

- Associations can either apply this funding for a group or individuals.
- Member Association must establish program objectives and methods of monitoring/evaluating their selections.
- Performance criteria must be approved by the Associations' executive and advertised to their membership prior to September 30th, of the next granting year.

Obligations Regarding Receiving a Grant:

The Alberta Federation of Shooting Sports will not duplicate other sources of funding. Have you applied for funding from another organization?

For example:

- Shooting Federation of Canada (SFC)
- Dominion of Canada Rifle Association (DCRA)
- Sport, Physical Activity and Recreation (SPAR) Alberta Culture, Multiculturalism and Status of Women
- (Development Initiatives Program)
- Service Groups
- Other

If yes, please indicate this in Part B of the application.

Successful athletes agree to provide their Association, and the Alberta Federation of Shooting Sports, with the following documentation:

- Ground travel - a log of all mileage traveled to and from all training clinics/provincial/national matches attended during the grant year within Alberta.
- Air travel - original receipt stating fare charged, and boarding pass.
- Provide proof of attendance of any sanctioned/registered match, either by submitting the original receipt from the match organizer or a letter from the host.
- A post program analysis, including goals and objectives for the granting year, and a description of program results.
- Expense report of all income and expenses connected to your training signed by the Provincial Association President. Original receipts kept with each Association until requested by AFSS Office.

Disbursement Process:

- Associations can either grant this funding to a group or select individuals.
- Selected individuals complete a **Part C – Individual Expense Claim Form** with original receipts and return it to their Association Executive. *The suggested deadline for this action is **November 15th**, of each fiscal year for processing. Original receipts are to be held by each Association and mailed to the AFSS office if called upon to do so. Deadline to AFSS Office December 1st of grant year.*
- Associations must also complete a **Part B – Post Program Analysis** evaluation report for their project and individuals involved must provide a **Part C – Individual Expense Claim Form** with original receipts.
- All **Part C – Individual Expense Claim Forms** are screened by the Association Executive Committee and approved by the President.

- Associations must submit a **Part D - Association Accounting List** of their approved recipients with a budget outlining amounts for each claim.
- All Part D + Part B must be submitted to the AFSS office by December 1st, of the current grant year.
- All submissions are reviewed for completeness and recommendations are made by the AFSS staff to the AFSS Executive Committee for final approval.
- Only payments approved by the AFSS Executive Committee will be processed. Cheques will be issued directly to the Association.

Allowable Expenses

Please reference AGLC Casino Funding Approved Expenditures: **#2-23**

How to Apply

1. Fill out Part D
2. Have the coach/athlete/official fill out their own Part C with original receipts.
3. Fill out Part B with detailed explanations on how monies were spent.
4. Submit Part D + Part B to AFSS office by December 1, 2025

All *coaches/athletes/officials* will fill out **Part C – Individual Expense Claim Forms** that are given to them by their specific Association and then will send their forms to the respective President who will evaluate the information. The President will sign off if acceptable and then assign the level of funding.

- **Part C is summarized into Part D**
- **Part C forms and receipts *STAY WITH THE ASSOCIATION* (These items may be requested upon evaluation of Grant applications)**

The President will then complete **Part D - Association Accounting List** which summarizes information from all the *coaches/athletes/officials* for that specific grant.

The President also summarizes the *coaches/athletes/official's* **Part B – Post Program Analysis** (detailed explanations on how monies were spent) to one document per grant and submits that document to AFSS.

***PLEASE SUMBIT ONLY* PART B and PART D to the AFSS Office.**

NOTE: If an association does not provide evidence that they have disbursed their Athlete Development grant (issued in July), their grant for the following year will be reduced and the excess funds distributed to other member associations.

All coaching grants are meant for support of the NCCP Coaching Program.

Alberta Federation of Shooting Sports

ATHLETE DEVELOPMENT GRANT

$2,800.00 Allowance for each Association

Part B - Post Program Analysis

Deadline: December 1, 2025

Association Name:		Date of Claim:	

Summary

Please print clearly. Be as detailed as possible. Attach extra pages as needed.

Name:	
Signature:	
Date:	

Alberta Federation of Shooting Sports

Part C – Individual Expense Claim Sheet (1 of 2)

To be kept on file by the Member Association (AFSS may request this form)
Each athlete must fill out their own Part C and submit their ORIGINAL RECEIPTS

Deadline: December 1, 2026

Association Name:		Date of Claim:	
Grant Program Category (Check One Only):	☐ Administration ☐ Athlete Development ☐ High Performance ☐ Hosting	☐ Junior Air ☐ Leadership ☐ Range Development ☐ Technology	

Recipient Information:

Full Name:		Daytime Phone #:	
Address:			
City, Province:		Postal Code:	
Email Address:			
Alberta Health Care # (*Required*):			

Release Information

By signing this claim, I understand that the following information is mandatory for each expense claim.

The information submitted is kept under the supervision of the Association and is required by the AFSS for auditing purposes.

1. Original Receipts (no photocopies, debit/credit card vouchers or cancelled cheques).
2. Airfare – Travel itinerary and original boarding passes for each competition.
3. Ground Travel – Mileage log, all ground travel is calculated from city to city.
4. Copy of the event/competition attended from January 1 – December 1 of the grant year.
5. Must be an Alberta Resident – Alberta Health Care # must be provided for Proof of Residency.
6. Claims received after December 1st are subject to a 25% penalty.

Recipient's Signature: _____ **Date:** _____

Association Information

Name of Association:			
President's Name:		Daytime Phone#:	
Address:			
City:		Postal Code:	
Email Address:			

Amount approved by Association: $_____

President's Signature: _____ Date: _____

Alberta Federation of Shooting Sports

Part C – Summary Sheet (2 of 2)

Name of Recipient: _____ Page ___ of ___

Please attach extra pages as needed.

1	Name of Event:					
	City, Prov/State:					
	Point of Entry:				# Comp Days:	
	Mileage $:		Airfare $:		Hotel $:	
	Meals $:		Other Expenses $:			
					Total:	
Comments:						
2	Name of Event:					
	City, Prov/State:					
	Point of Entry:				# Comp Days:	
	Mileage $:		Airfare $:		Hotel $:	
	Meals $:		Other Expenses $:			
					Total:	
Comments:						
3	Name of Event:					
	City, Prov/State:					
	Point of Entry:				# Comp Days:	
	Mileage $:		Airfare $:		Hotel $:	
	Meals $:		Other Expenses $:			
					Total:	
Comments:						

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$2,800.00 Allowance for each Association

Part D – Association Grant Worksheet

All Claims must accompany explanation filled out in **Part B (Post Program Analysis)**

Deadline: December 1, 2026

Association Name:		Date of Claim:	

Grant Program Category:	☐ Administration ☑ Athlete Development ☐ High Performance ☐ Hosting	☐ Junior Air ☐ Leadership ☐ Range Development ☐ Technology

	Recipient Name:	Address:	Amount of Claim	Amount Approved
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
		Totals:		

☐ President ☐ Treasurer	Name:	Address:
	Phone:	Email:
Signature:		**Date:**

Alberta Federation of Shooting Sports

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Part D – Association Grant Worksheet

All Claims must accompany explanation filled out in **Part B (Post Program Analysis)**

EXAMPLE

Deadline: December 1, 2026

Association Name:		Date of Claim:	

Grant Program Category:	☐ Administration ☑ Athlete Development ☐ High Performance ☐ Hosting	☐ Junior Air ☐ Leadership ☐ Range Development ☐ Technology

	Recipient Name:	Address:	Amount of Claim	Amount Approved
1	John Doe	12345 – 123 St. Edmonton, AB T5T 5T5	$700.00	$500.00
2	Jane Smith	Box 123, Carstairs, AB T1T 1T1	$900.00	$500.00
3	Scoring System	55 Rainbow Rd. Calgary, AB T0T 0T0	$500.00	$500.00
4	Michael Jackson	300 Crest Point, Grande Prairie, AB T3B 3BT	$1000.00	$500.00
5	Uline (Template Cutter)	25 Watson Dr, St. Albert, AB T8N 7W4	$500.00	$300.00
6	Wendy Jones	3656 – 156 St. Edmonton, AB T8T 1T8	$600.00	$500.00
7				
8				
9				
10				
11				
		Totals:	$4200.00	$2800.00

☐ President ☐ Treasurer	Name:	Address:
	Phone:	Email:
Signature:		**Date:**