

Grant Checklist

Administration Grant

Send the AFSS a summary of the administration/office expenses (Part B – Post Program Analysis & Part D – Association Accounting List) with copies of original receipts. Reimbursement for these purchases will be made to the Association and any reimbursement of individual association members for purchases is the responsibility of the Association not the AFSS.

Pre-approval of future purchases, which the Association does not have the funds for, will be managed on a case-by-case basis. The Association must apply for the grant providing a quote for said purchases. The receipt must be submitted after the purchase.

Associations must keep copies of receipts in their records that match the application submitted.

Hosting Grant

Associations are to submit the application, Part B & Part D to the office.

Copies of original receipts must be submitted for expenses related to hosting Provincial or National events only. Please include as much detail as possible in the application.

High Performance | Athlete Development | Jr. Air Gun Grants

Athletes download application from the AFSS website:

- Part C – Individual Expense Claim Sheet and Summary Sheet

Athletes are to submit to their association **not the AFSS directly**:

- Part C with copies of original receipts

The Association is to keep records of all the above.

A package is to be kept for each athlete who receives funding from the AFSS.

The Association submits to the AFSS:

1. Part D – Association Account List (Athlete Expense Claims)
2. Part B – Post Program Analysis (Summary of Athlete's Part C)

Leadership Grant

Coaches/Officials download the application from the AFSS website:

- Part C – Individual Expense Claim Sheet and Summary Sheet
- Part B – Post Program Analysis

Coaches/Officials submit application to their association:

- Part C with copies of original receipts
- Proof of Certification

Successful Coaches/Trainers or Officials agree to provide their Associations and the AFSS with the following documentation:

- Part B – Post Program Analysis: including goals and objectives for the granting year, a description of program results.
- Ground travel – a log of all mileage traveled to and from all training clinics/provincial/national matches attended during the grant year.
- The funding is applied for directly through your association with the AFSS.

The Association submits to the AFSS:

1. Part D – Association Account List (Summary of all Coaches/Officials)
2. Part B – Post Program Analysis for EACH

Range Development | Technology Grants

The Application, Part B – Post Program Analysis & Part D – Association Accounting List is what the Association is to submit to the AFSS office.

Receipts must be submitted to the office for these two grants, there are two ways this can be done:

1. Apply for grant and submit receipts for items purchased by Association to be reimbursed.
2. Apply for grant, application is approved, Association buys items approved, sends in the receipt and invoice, AFSS would then reimburse the Association.

If receipts are not submitted, there will be a deduction in the following Athlete Development Grant.

RECEIPTS MUST BE SUBMITTED FOR THOSE GRANTS AS REQUIRED. A REQUEST FOR RECEIPTS MAY BE MADE AT ANY TIME; FAILURE TO PROVIDE RECEIPTS ON REQUEST WILL RESULT IN A LOSS OF FUNDING FOR THE NEXT YEAR.

Notes: Funding will not be given to anyone who does not adhere to this process.

- Those who apply for funding for the High Performance cannot apply for the Athlete Development.
- Athlete Development funds are given out in July of each year and proof of expenditures and athlete packages are to be submitted for December of that same year.
- The High-Performance Grant is the only grant that allows funding to be used outside of Alberta.

Funding can be used to attend the respective Canadian National Championships held in Canada.

Funding can be used only for those athletes who are training and competing in the sports outlined in the International Shooting Sports Federation – Official Statutes and Rules (section 3) and more specifically the events competed at the Olympics, ISSF World Cup Competitions or Commonwealth Games.

These grants are to be offered to everyone in your association, by e-mail, newsletter or on your website. The AFSS is to be included in the e-mail out to all members, notified that it is posted on your website or sent a copy of your newsletter. If there are the same people applying each year and we do not see any record of the grants being advertised, the application will not be approved.

Member Associations are responsible for accounting for all funds dispersed.

Original receipts are to be available to the AFSS office on request.