

Club Development Fund Policy

Policies & Procedures
2023

Preamble

Nordiq Alberta strives to support our members and clubs in any way possible. The Club Development Fund is a new initiative to further support clubs financially. Whether it is for programming, coaching, events, or trail and grooming development the Club Development Fund is meant to exist for clubs to apply for financial support to build the necessary infrastructure and programs to increase the practice of cross-country skiing in their area and their club membership numbers.

Aim

The aim of this policy is to outline the details and logistics of the Club Development Fund. This is in an effort for Nordiq Alberta to be transparent about the process and decision making of the Club Development Fund.

Policy

The Club Development Fund will be established through a variety of Nordiq Alberta's revenue streams and fundraisers. The total amount of funding available for the following season will be determined as part of the budgeting process.

Roles & Responsibilities

The Nordiq Alberta Staff represents the selection committee and is responsible for assessing each application according to the preset criteria.

The Nordiq Alberta Board is responsible for the review and approval following the Staff's recommendations for awarding the grants.

Eligibility & Selection Criteria

Applicants must be a club in good standing of Nordiq Alberta.

Applications should indicate the nature of the project and how the funding will be used. Preference will also be given to applications that utilize funding in one or multiple of the uses outlined below:

- to benefit a large audience
- to increase club membership
- is a new initiative
- works towards getting all Albertans on skis
- is a long-term sustainable project

Examples of Applications

- Hosting coaching courses
- Sending coaches or board members to training courses and professional development opportunities
- Try-it days / Community events
- Improve ski trails and infrastructure (example: lighting trails, day lodge upgrades, artificial snow, etc)
- New programs that target a new audience such as newcomers, para-nordic participants, teen & adult participants, masters, etc

Monitoring & Reporting

The selected Clubs agree to report on the progress of the project in the given template according to the timeline set by the Nordiq Alberta Staff.

A summary of the season's grant recipients and projects will be presented at the annual AGM.

Procedure

The procedure for the Club Development Fund awarding process will be as follows:

- Nordiq Alberta Clubs will apply for funding to the Club Development Fund through an application form (Appendix A or B).
- The application deadline is April 30, 2024.
- The applications will be reviewed by the selection committee and recommendations will be made to the Nordiq Alberta Board for voting and approval.
- All applicants will subsequently be notified of an acceptance or denial of funding.
- The grant recipients will be showcased on Nordiq Alberta's communications & marketing platforms twice:
 - at the moment of receiving the grant and
 - one year later as a means to demonstrate the long-term sustainability aspect of the project.

Appendix A: Club Development Fund - Grant Application Form

Nordiq Alberta Club Development Fund - Grant Application

Club Name:	
Club Representative/Applicant:	
Street Address:	City/Town
Phone Number:	Email:

Project Name:	
What category does your application fall into? <input type="checkbox"/> Professional Development & Training - Coaches, Officials, Board Members, etc <input type="checkbox"/> Programming Support <input type="checkbox"/> Event Support	
Check all that apply regarding your application: <input type="checkbox"/> Does it benefit a large audience? <input type="checkbox"/> Does it increase your club membership numbers? <input type="checkbox"/> Is it a new initiative? <input type="checkbox"/> Does it work towards getting all Albertans on skis? <input type="checkbox"/> Is it a long-term sustainable project?	
What is the timeline of this project?	
<u>Application Requirements:</u> Please attach a description of the project with your application. Some suggested topics to include within your summary are: <ul style="list-style-type: none"> • What are the goals of this project? • How will it improve your community/club? • Who will benefit from this project (community, local clubs, etc)? • What will be the impact of this project once completed? • Who will be responsible for completing/leading this project? • Do you anticipate any challenges or difficulties in completing this project? 	

Estimated Total Project Expenses	\$
<u>Application Requirements:</u> Please attach a project budget with your application outlining how the funding will be utilized. Funding requests should ask for a maximum of \$2000.	
Are you currently receiving or seeking other funding sources? Please specify the amounts, if any, you are receiving from other sources:	
Club Financial Support	\$
Personal Financial Support	\$
Other:	\$
Other:	\$

Appendix B: Trail and Grooming Enhancement Application Form

The Trail and Grooming Enhancement Grant is a subset of the club development fund specific to trail and grooming infrastructure. A minimum of 10 grants up to \$2000 will be available to clubs or ski sites during Nordiq Alberta's fiscal year (May 1, 2024 - April 30, 2025). Applications will be reviewed quarterly.

The Application Form will be available on our website.