



## RUGG Application Process

### RUGG Application Process:

RUGG Applications must be submitted by February 28<sup>th</sup> annually (May 31<sup>st</sup> in 2021) in one of the following methods:

- Mail at PO Box 879, Brooks Alberta, T1R 1B7 Attn: Recreation & Parks Board: RUGG Application
- Hand delivered to City Hall – 201 1<sup>st</sup> Avenue West, Brooks, AB
- Emailed to Manager, Recreation Services ([rmcphillips@brooks.ca](mailto:rmcphillips@brooks.ca)) with subject line as: "RUGG Application"

RUGG Applications must be legible. Detailed point form is acceptable.

RUGG applicants are encouraged to complete and submit applications via the online fillable form where possible. [\[add link to location of form online\]](#)

### RUGG Funding Distribution Process:

RUGG Applicants shall:

- Be given written notification that the application has been received and confirmation of application's eligibility.
- Be given written notification of applications success by March 15<sup>th</sup> (July 15<sup>th</sup> in 2021) along with the Recreation User Group Grant Application Follow-up Form.

RUGG Funds distribution:

- Successful RUGG applicants shall receive 50 percent (50%) of awarded funds by March 31<sup>st</sup> (July 31<sup>st</sup> in 2021).
- RUGG funds must be accounted for and used by December 31<sup>st</sup> of the calendar year in which the funds were awarded.
- Successful RUGG applicants are required to complete the RUGG Application Follow-up Form within 30 days after the completion of the project. Remaining funds will be distributed upon completion of the RUGG Follow-up Form based on the approved RUGG application.



- If you are unable to complete the approved project or can not use the funds in the way the funds were intended, the Board requires the funding to be returned in full. Change requests will not be accepted. Returning funding will not affect your future eligibility.

### 1.0 RUGG Applicant Information:

- 1.1 Organization Name – *Insert the name of the organization you are representing (e.g. Local Track and Field Club).*
- 1.2 Mailing Address – *Insert the mailing address for the organization you are representing. (e.g. PO Box 123, Brooks, AB, T1R 1A1)*
- 1.3 Primary Contact Person & Information – *Insert the name of the individual who shall be contacted if there are any questions arising from the RUGG application. The contact person must be knowledgeable on the content of the RUGG application submitted.*
- 1.4 Other Contact Person & Information – *Insert the name of the individual who shall be contacted if the Primary Contact person is unavailable. The contact person must be knowledgeable on the content of the RUGG application submitted.*
- 1.5 Describe Your Organization and its Purpose – *Provide a brief description of your organization and your organization's purpose.*

### 2.0 Project/Program Overview

RUGG applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having RUGG applicants prepare multiple applications, RUGG applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete RUGG application with multiple project inserts listed.

- 1.0 RUGG Applicant Information (please refer to Page 1)
- **Project Insert** (please refer to Page 2) – Purchase Equipment
- **Project Insert** (please refer to Page 2) –
- **Project Insert** (please refer to Page 2) –



## Schedule "C"

- 4.0 Current Financial Statements (please refer to Page 3), and
- 5.0 RUGG Applicant Agreement (please refer to Page 3)

2.1 Project/Program Title – *Apply a title to your project/program/event (e.g. Local Track Club Equipment Purchase).*

2.2 Summary of the project/program/event – *Describe what you plan to do with the funds.*

2.3 Statement of Need – *Please provide a statement of need for your project/program/event. Follow the guidelines below to ensure that your statement covers all the necessary points.*

\* The information below is an example to help guide you through the RUGG application process.

- **Step 1: Describe the need your organization has identified.**
  - *e.g. Local Track Club is requesting funding to purchase new timing equipment for track meets.*
- **Step 2: Explain your solution (your project/program/event) and why it will help.**
  - *e.g. By purchasing this equipment with this grant, Local Track Club can focus on developing track programs and host track meets to get more youth active and involved with the various sports track and field offers.*
- **Step 3: Explain why the need requires immediate attention.**
  - *e.g. Without support, Local Track Club will have a difficult time finding additional volunteers to make up for the automation this system could provide, reducing opportunities for youth.*
- **Step 4: Combine Step 1-3 into a statement of need.** Be sure to indicate the Target Age (e.g. 16-60) for your project/program/event and the number of anticipated users (e.g. 40-50). Provide the location of the program/project/event. Ensure numbers are realistic for the proposed program/project/event.

2.4 Project Viability – *How will your organization collect feedback to improve your project or facility (e.g. Questionnaires)? How will you know the project or facility is successful (e.g. Number of facility users has doubled from the previous year)?*

2.5 Amount Requested – *Document the total amount of funds requested for the project/facility.*



2.6 Additional Funding – *Indicate if you are seeking additional funding opportunities (e.g. other grants, fundraising).*

### 3.0 Project Budget

*For project/program related budget items ONLY.*

- Income/Expenses – *Provide a breakdown of all project income (revenue) and expenses (costs). The PROJECT TOTAL must balance.*
- Ensure that you do not over apply as funds are limited.
- Insert a title for all listed expenses (costs) along with the value (e.g. income, "RBC Donation" \$1,000 or expenses (costs), "labor" \$500).

### 4.0 Current Financial Statements

4.1 Organization Name – *Same as 1.0 in RUGG Applicant Information*

4.2 Financial Statements and Accounts Summary – *Provide current financial statements that reflect your entire operation for one fiscal year. Financial statements must contain:*

- *All revenue, expenses, assets, and liabilities.*
- *Any funding raised (e.g. casinos, sales revenue, and donations).*
- *List all savings accounts, capital replacement accounts, and operating accounts.*
  - *Insert notes explaining the intended purpose of all funds. (e.g. Lump sum in our savings account is earmarked for a capital equipment upgrade.)*

Type of Account	Purpose of the account
e.g. Savings Account	Funds are earmarked to resurface track.

### 5.0 Application Agreement

5.1 Organization Name – *Same as 1.0 in RUGG Applicant Information.*

5.2 Checklist – *Verify that supporting documentation has been attached to the RUGG application before submission. Please review which documentation is required and/or optional.*



## Schedule "C"

5.3 Signature/Position – *Signature of RUGG applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. Insert the date the RUGG application was completed and submitted.*