

# THE SOCIETY FOR CANADIAN STUDIES & YOUTH ENRICHMENT

## GUIDELINES FOR FUNDING ASSISTANCE

*The Society for Canadian Studies & Youth Enrichment* (hereinafter referred to as “the Society”), will make financial assistance available to educational institutions, educational groups, museums, libraries and community-based groups within the Province of Alberta, to support and encourage Canadian Studies and youth enrichment by promoting activities, projects, research or programs that fulfill one or more of the following objectives:

- To promote a variety of learning opportunities and options for young people to develop confidence, capabilities, initiative and self-reliance;
- To promote qualities and standards of good citizenship among our youth;
- To honour Canada’s cultural and ethnic diversity and encourage students to gain a wide knowledge of all customs, religions, traditions and philosophies;
- To encourage institutions whose purpose it is to recognize events of Canadian history for the enlightenment of Canadians of all ages;
- To honour the achievements of Canadians, past, present and future;
- To support community, regional, Provincial or National initiatives that honour Canada’s history, development and accomplishments.

Financial assistance is available for programs and activities that serve youth from the ages of 12 – 21.

The monies used for such financial assistance may originate as Casino revenues and as such all expenditures must be reported in due course to the Alberta Gaming & Liquor Commission. For this reason, certain guidelines must be followed, specific Application forms used, and requirements met for a recipient to qualify for funding assistance.

The specific guidelines are as follows:

- 1) All Requests for Financial Assistance are to be initiated by written application. Application forms can be found on our website at <http://www.thescsye.org>. Applications for Financial Assistance will be considered by the Society on a first-come, first-served basis. It is therefore prudent to get your request in to the Society with as much lead-time to your project as practicable.
- 2) Some examples of the areas, projects or activities the Society would find acceptable for funding would be:
  - a. Student Activities: sports and physical education, music education, outdoor education, training and competitions;

- b. Educational Trips & Tours: citizenship tours, tours relating to Canadian Studies, covering transportation and incidental costs;
- c. Special Projects: particularly focusing on citizenship, Canadian studies, history, youth enrichment, etc;
- d. Focal Enhancement and Optics: for school premises and school events, pre-approval is required. Some items in this category may include flags and stands, historical pictures, classroom and hallway signage and special markings.

Amounts requested can also include cost of research, planning and implementing any projects.

3) PLEASE NOTE that funds will not be approved for the following:

Wages or salaries,  
Cash or merchandise prizes,  
Costs of food,  
Furniture and/or furnishings,  
Text books,  
Office supplies, administrative costs,  
Electronic equipment including photocopier, computers, drama equipment, sound or lighting equipment, calculators, whiteboards, smart-boards or any electronic teaching aids,  
Fitness equipment.

4) The Society does not wish, nor intend, to own assets for purposes of loan-out, therefore the preferred method of financial assistance is to donate monies or purchased goods and services directly to a recipient. If such monies are used to purchase goods, materials, equipment, services and so on, the ownership of such goods and equipment would then be vested with the recipient.

5) The Society will give preference to applications which request funding directly for student development, Canadian studies, research, projects, workshops, seminars, etc. as outlined above, rather than goods.

6) The Request for Financial Assistance form **MUST** be filled out with a full description of the purpose for the request, an outline of how the funds are to be deployed, accompanied by the supporting material (Financial Statements, budgets, quotes, etc.) as called for. The applicant may be asked to identify other sources of funding, i.e. donations/partnerships with other groups, fundraising events, private contributions, grants, etc. and how those funds will be used. Also, if the money being requested is to cover a large project, please set out the value of any donated materials, use of equipment, labor or monies to achieve the completion of the project.

7) Make the request for funds **BEFORE** purchasing the goods or services in question. Requests for Financial Assistance after the fact may not be honored. Initial estimates

must be as accurate as possible. Having made a final decision on each request, the Society will not revisit that application again in the same calendar year.

8) The applicant or representative may be requested to attend a Society meeting in person to present or justify their request, or to answer any further questions the Society members may have in connection with the request. Refusal to appear if and when such an invitation is issued, will result in the request being denied.

9) A decision on the approval of the request may not always occur at the same Society meeting at which the application is presented, especially if additional information or material needs to be brought forward. However, the Society will not unreasonably withhold a decision on the application.

10) In making their decision, Society members will take into account the nature of the request, whether in their opinion the donation will be put to practicable use for the purpose of Canadian studies, whether the proposed use is viable, whether the applicant has sought and/or received any alternate funding, and the overall appropriateness and urgency of the request, as well as the level of need of the organization making the request.

11) If a Request is tendered that is in excess of \$5,000, the Society may, or may not, choose to accept it. In the event of such a Request, the applicant should expect time delays and be prepared to produce such additional backup material, documents and declarations as may be required. No monies will be released until all conditions are met.

12) The AGLC may at any time require that the Society produce proof that the donated monies were spent for the purposes as stated in the original request. In turn, the recipient will then be required to show validation of expenditure of donated funds, and is therefore charged to keep complete records and be ready to produce such proof if so requested.

13) Having provided funds for a specific project does not mean that the Society is in any way responsible for the outcome of the project or activity, and the recipient will absolve the Society of all liability in connection therewith.

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