



Alberta Camping Association

EDUCATIONAL SERVICES FUND

Funding Guidelines

1. PURPOSE

The ESF was created by the Alberta Camping Association (ACA) membership to financially assist member camps to attend ACA educational events and assist in their professional development and service to the community. It is the goal of the ESF to fund as many member camps, individual and student members as possible with the limited funds available and to encourage new delegates and members whose attendance has lapsed to attend ACA educational events.

2. APPLICANT ELIGIBILITY

- 2.1 Any employee or volunteer of a member Camp may apply for funding
- 2.2 The Camp member must be a member "in Good Standing" of the ACA
- 2.3 To be deemed "in Good Standing," all membership fees must be paid, including fees for the current year
- 2.4 An Individual or Student member in Good Standing may apply for funding
- 2.5 Eligibility does not guarantee funding
- 2.6 **Priorities for 2010 are:** members that have not previously attended Conference; OR members that have not recently attended Conference (have not attended for over 2 years)

3. FUNDING ELIGIBILITY

- 3.1 The ESF was designed to fund only ACA educational events.
- 3.2 Events that are not organized, funded or sponsored by the ACA are not eligible for funding.
- 3.3 In 2010, the "Waypoints" Conference (March 11-13, 2010) is eligible for funding.
- 3.4 The only eligible expense is the registration fee.
- 3.5 The ESF will not accept applications for funding travel or other expenses.
- 3.6 It is the intent of the ACA to make other events eligible in coming years.

4. APPLICATION FOR FUNDING

- 4.1 All applications are due by 4pm on March 5, 2010
- 4.2 Applications are not considered received until all required documentation is received and complete

- 4.3 Applicants will be informed of the success of their application within one (1) week of the application deadline
- 4.4 All applications and correspondence are considered strictly confidential

5. FUND DISBURSEMENT

- 5.1 Fifty percent (50%) of the awarded amount will be deducted from the applicant's registration fee
- 5.2 The second fifty percent (50%) will be forwarded by cheque to the address provided by the applicant after the final report has been received and accepted.
- 5.3 A maximum award of \$200 may be given to each applicant
- 5.4 100% of funds available each year must be disbursed, unless by special resolution by the Board of Directors

6. REPORTING

- 6.1 A final report must be received by the ACA office within 30 days of the event
- 6.2 The final report must outline the realization of objectives stated in application including (a), key strategies and topics to be shared with your colleagues or community (b), funding recognition (c), and any other comments or feedback. Suggestions to improve funding procedures and educational events are encouraged.
- 6.3 Final reports may be shared with other ACA members or volunteers in order to improve the quality of ACA educational events and the ESF program
- 6.4 The names and amounts awarded will be published by the ACA
- 6.5 Successful applicants will be asked to complete an evaluation of the ESF program

7. REVIEW OF GUIDELINES

The Finance Committee will review these guidelines annually. Any significant revision to the guidelines will be announced prior to their implementation.



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EDUCATIONAL SERVICES FUND

Application for Funds

Name of Applicant: _____

Affiliated Organization: _____

Mailing Address: _____

Phone: (____) _____

Fax: (____) _____

Email: _____

Membership Type:
 Camp Individual Student

Name of Event: _____

Funds Requested: \$ _____ +

Applicant Contribution \$ _____ =

Event Fee: \$ _____

Amounts should not exceed the event fee. 50% of the event fee will be deducted from the event fee or forwarded (for ICC) upon approval of the application and 50% will be sent upon receipt of the event report.

Should you not receive funding, would you consider attending the event if given the early bird rate? Yes No

Have you attended these events in the past? If yes, in what years did you attend?

No Yes _____

How many years have you worked in the camping industry? _____

Have you received funding through the Educational Services Fund in the past? If yes, in what years and for what events did you receive funds? Yes No

Please answer the following questions on a separate page.

- a. What other related educational events have you attended this year or in the past 5 years?
- b. What do you seek to gain from attending this event? Please describe the potential benefits to your organization or to the community in which you serve.
- c. In what knowledge areas do you feel you need further education to do your job more effectively?
- d. How will you recognize the ACA Educational Services Fund?

If successful, you will be required to submit a written report within 30 days of the event (see funding guidelines) in order to receive the remaining 50% of the grant.

*Please remit the completed application to:
 Alberta Camping Association
 11759 Groat Road Edmonton, AB T5M3K6
 Fax (780) 427-6605 Email:
 info@albertacamping.com*

Signature _____

Date _____

The information in this application is collected by the ACA to fairly award funds. Details of all applications are kept strictly confidential and will not be disclosed to anyone or any organization.