

**2014-15 Paddle Alberta Matching Fund Program for Equipment, Building, Instructor/Trip Leader Skills
Development & Certification
FINAL REPORT: Due before Nov 1, 2015**

Organization Name: _____
 Mail Address: _____
 Contact: _____ Contact Phone: () _____
 Email: _____

Two Signatures are required and will not be accepted without 2nd signature.

President/Owner Name: _____ Treasurer/Exec/Owner: _____
 Position: _____ Position: _____
 Date: _____ Date: _____
 Signature: _____ Signature: _____

EQUIPMENT EXPENSES:

No more than 50% of total “cost without GST” and within ‘earned funds allotment’.

<u>ITEMS</u>	<u>Name on Receipt</u>	<u>Cost without GST</u>

Total Amount of Paddle Alberta matching funds requested for Equipment: \$ _____

BUILDING/FACILITY EXPENSES:

No more than 50% of total “cost without GST” and within ‘earned funds allotment’.

<u>ITEMS</u>	<u>Name on Receipt</u>	<u>Cost without GST</u>

Total amount of Paddle Alberta matching funds requested for Building: \$ _____

SKILLS DEVELOPMENT & INSTRUCTOR/TRIP LEADER CERTIFICATION EXPENSES:

No more than 50% of total “cost without GST” and within ‘earned funds allotment’.

<u>ITEMS</u>	<u>Name on Receipt</u>	<u>Cost without GST</u>

Total amount of Paddle Alberta matching funds requested for Certs: \$ _____

GRAND TOTAL Paddle Alberta FUNDS REQUESTED: \$ _____

2014-15 Paddle Alberta Matching Funds Program—Summary of Guidelines
Also refer to details in ‘2015 Paddle Alberta Fees and Benefits Chart & Policies’

1. Matched fund amounts cannot include GST. The sum of the matching funds requested cannot exceed 50% of the ‘total cost without GST’ amount and must be within the sum of the ‘2014-2015’ earned-credits’ for each Paddle Alberta Member Organization.
2. **Receipts must be provided**, and made out to the Paddle Alberta Member Org/Club, and have a 2015 date on it for funds requested in 2015.
3. COPY of Receipts submitted must be **legible**. DO NOT SEND ORIGINAL receipts as you need to keep them for your own accounting and insurance records. A photocopy or scan/email of a final report and receipts is acceptable.
4. When requesting funds payout, please understand the cheque will only be issued upon Paddle Alberta receiving the appropriate final report with receipt(s). The Paddle Alberta cheque will be written to the Paddle Alberta Member Club/Organization, not to an individual.
5. Fund requests must be received by Paddle Alberta by **Nov 1, 2015 for receipts dated in 2015 calendar year.**
6. Each Paddle Alberta Member Club & NFP Organizations can decide how much to allot to their earned funds within the 3 categories of eligible programs: Equipment, Building/Facility, and Instructor/Trip Leader Skills Development & Certification. Approved skills & Instructor courses are: paddling skills development courses, Paddle Alberta Instructor certifications, Paddle Canada Skills and Instructor certifications, provincially/nationally recognized River Rescue courses, Wilderness First Aid certification courses and Leave No Trace certifications.

Commercial Organizations can claim their funds only on receipts that are paddling skills development courses and Instructor Certification courses. Approved courses are: paddling skills development courses, Paddle Alberta Instructor certifications, Paddle Canada Skills and Instructor certifications, provincially/nationally recognized River Rescue courses, Wilderness First Aid certification courses and Leave No Trace certifications.
7. **MAIL TO:** Paddle Alberta, PO Box 71039 Silversprings RPO, Calgary AB, T3B 5K2