

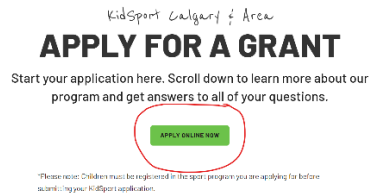
## KidSport SOP

To apply for a KidSport grant please follow this link:

[Apply for a Grant - KidSport Calgary & Area \(kidsportcanada.ca\)](https://kidsportcanada.ca)

### **Step 1:**

Click Apply Online Now

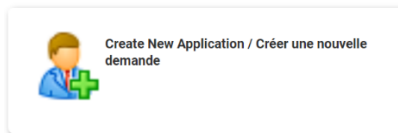


### **Step 2:**

It will ask you to log in. If you do not have an account you will have to register for one

### **Step 3:**

Click on Create New Application



### **Step 4:**

Click on Chapters by List

Click on Alberta

GENERAL   MAP   **CHAPTERS BY LIST**

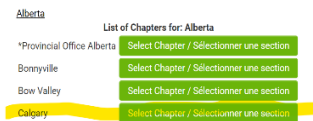
Select your Community Chapter by Province

- Below you may view all community chapters listed by province. Click on the Province's name to expand the list, and then select the chapter to proceed to the application.
- Chapter selection should be based on the city where the child resides.
- **If there is no community chapter in the city where the child lives, please apply directly to the Provincial office (ex. Provincial Office BC)**

Alberta

### **Step 5:**

By Calgary – CLICK: Select Chapter



### **Step 6:**

Click the box by Guardian Acknowledgement

Click the box by Agreement Acknowledgement

- \* Guardian Acknowledgement
  - I acknowledge that I have selected the chapter based on where the child lives.
- \* Agreement Acknowledgement
  - I certify that I have read and understand the guidelines and policies outlined above.

**Step 7:**

Click on **CLICK HERE**

Once Click here says Selected, Proceed to Application

\* Guardian Acknowledgement

I acknowledge that I have selected the chapter based on where the child lives.

\* Agreement Acknowledgement

I certify that I have read and understand the guidelines and policies outlined above.

**Instructions:**  
Review the criteria below and select the option that best applies to your application.

Financial Application:

- Financial applications require that you provide personal documents to verify your income.

**Selected**

**Proceed to Application**

**Step 8:**

Add Participants Information

Once you have done so ALWAYS BE SURE TO SAVE NOW. If you do not save now any information you have input will be lost.

Click Next to proceed to Family Information

GENERAL **PARTICIPANT (CHILD) INFORMATION** FAMILY INFORMATION REQUEST / SPORT INFORMATION ATTACHED LETTERS AND DOCUMENTS VERIFICATION

**Instructions: Filling out the Participant Information**  
Fill in the fields below to complete the profile of the participant. Fields prefixed with a red \* indicates a required field.  
Please enter the participants **First Name, Last Name, and Middle Name** (if applicable) as it appears on government issued documentation such as Birth Certificate, Landed Immigrant Card, or Driver's license.  
Once this section is complete, proceed to the next tab for Family Information

\* First name: [Redacted]  
\* Last name: [Redacted]  
 Address resides with same address  
Age: [Redacted]  
\* Address: [Redacted]  
\* Province: [Redacted]

Middle name: [Redacted]  
\* Gender Identity: [Redacted]  
\* Date of birth: [Redacted]  
\* City / Community: [Redacted]  
\* Postal code: [Redacted]

**Save Now & Proceed Later** **Submit Application** **NEXT**

**Step 9:**

Fill out family information. Add extra information in the other financial reason this should be considered box. **(REMEMBER TO SAVE NOW)**

Click on **NEXT** to move to REQUEST

GENERAL **PARTICIPANT (CHILD) INFORMATION** **FAMILY INFORMATION** REQUEST / SPORT INFORMATION ATTACHED LETTERS AND DOCUMENTS VERIFICATION

**Instructions: Filling out the Family Information**  
Fill in the information below to complete a full family profile. Fields prefixed with a red \* indicates a required field.  
Note: If the applicant is under the age of 18, the Requester must register a proxy account (parent and proxy account holder of the participant) with a verified email address.  
Once this section is complete, proceed to the next tab for Request / Sport Information.

\* Family composition

\* How often each child visits your family:  
 Monthly  Quarterly  Annually  Other (specify): [Redacted]

\* Family income:  
Please indicate the total number of people who should be included in the household.  
**How often the household members visit your family and/or proxy:**  
 Monthly  Quarterly  Annually  Other (specify): [Redacted]

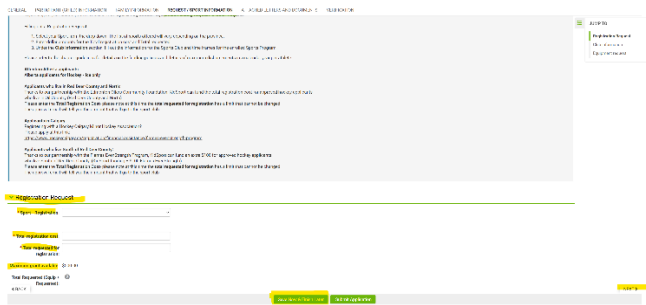
**Save Now & Proceed Later** **Submit Application** **NEXT**

**Step 10:**

Fill out Registration Request and Club Information. Axemen Club information can be found [here](#)

**(REMEMBER TO SAVE NOW)**

Click **NEXT** to move on to Attached Letters and Documents



### Step 11:

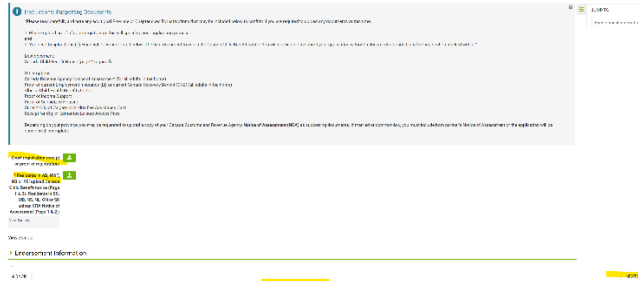
Submit proof of registration/receipt

(I screen shot the registration email that you receive after you have registered your player)

Upload CRA NOA or Canada Child Benefit

**(REMEMBER TO SAVE NOW)**

Click NEXT to move on to Verification



### Step 12:

Check the boxes

Once complete Click Save now one last time and then **SUBMIT APPLICATION.**

