

# GUIDELINES FOR FUNDING ASSISTANCE

Financial assistance can be sought by individual Army Cadet Corps located in the Province of Alberta, from The Army Cadet League of Canada – Alberta Branch, through the respective Provincial Zones. The monies used for such financial assistance originate as Casino revenues and as such all expenditures must be reported to the Alberta Gaming & Liquor Commission. For this reason, certain guidelines must be followed and requirements met for a Corps' Unit Support Group to qualify for funding assistance:

- 1) Requests for funding assistance must be submitted by the Unit Support Group (USG) for the Corps and not by the Commanding Officer.
- 2) The Zones will not make funding available to cover purchases of goods, materials, services, equipment, etc. which is or can be provided by the Department of National Defence, including the use of the Local Support Allocation (LSA) Account, where applicable.
- 3) The Zones' preferred method of financial assistance is to donate monies directly to a Corps USG to cover off its purchase of goods, materials, equipment, services and so on, rather than purchase those items outright from the supplier to place with the Corps. The ownership of such goods and equipment would then rest with the USG.
- 4) Under the current AGLC guidelines, Zones may make donations of up to \$5,000 to a single recipient once each calendar year without seeking the approval of the AGLC in advance. Casinos do not currently generate sufficient revenues to make possible a donation of \$5,000 in each calendar year to each USG in Alberta, and so requests for funding assistance must be by application only.
- 5) The USG Request for League Financial Assistance **MUST** be filled out and presented to the respective Zone with a full description of the purpose for the Request, an outline of how the goods or services will be utilized, and accompanied by the following supporting material:
  - a) Current year's operating Budget,
  - b) Most recent year-to-date Financial Statement,
  - c) For outright purchases or services, provide three (3) quotes for the item or service to be provided,
  - d) The amount that the USG is putting towards the purchase or service to be provided,
  - e) Either AGLC Form 5627 or 5507 (see #11 for further information), and
  - e) A statement as to how the Corps' LSA Funds have been allocated.
- 6) The applicant USG may be asked to identify other sources of funding, i.e. fundraising events, Sponsor donations, Affiliated Unit assistance, Regimental Foundations, grants, etc. and how those funds were/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 will not be honoured. Initial estimates must be as accurate as possible. Having made a decision on each Request, Zone members will not revisit that application again in the same calendar year.

- 8) Someone representing the Corps' USG (Chair, League Representative, Sponsor representative or, in lieu of any of those individuals being available, the Commanding Officer) **MUST** attend the appropriate Zone meeting **IN PERSON** to present the Request and be prepared to answer all questions the Zone members may have in connection with the Request. Otherwise, the Request will not be considered.
- 9) A decision on the approval of the Request may not always occur at the same Zone meeting at which the application is presented, especially if additional information or material needs to be brought forward. However, the Zone will not unreasonably withhold a decision on the application.
- 10) In making their decision, Zone members will take into account the nature of the Request, whether in their opinion the donation will be put to practicable use for the Cadets of the Unit, whether the proposed use is viable, whether the Unit Support Group 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 USG making the Request.
- 11) A form required by the AGLC must be completed between the Donor and the Recipient as to the intended and acceptable use of the donated funds. Follow the links below to access these forms

If the Recipient USG is already AGLC-Licensed, the form to be completed is C&SR/GAM 5627  
[https://aglc.ca/sites/aglc.ca/files/users/user127/Gaming%20Proceeds%20-%20Recipient%20Agreement%20Max%20%2450K%20\(5627\).pdf](https://aglc.ca/sites/aglc.ca/files/users/user127/Gaming%20Proceeds%20-%20Recipient%20Agreement%20Max%20%2450K%20(5627).pdf)

OR

If the Recipient Group is a Non-AGLC-Licensed Organization, the form to be completed is C&SR/GAM 5507  
[https://aglc.ca/sites/aglc.ca/files/users/user127/Gaming%20Proceeds%20-%20Recipient%20Agreement%20\\_5507\\_.pdf](https://aglc.ca/sites/aglc.ca/files/users/user127/Gaming%20Proceeds%20-%20Recipient%20Agreement%20_5507_.pdf)

- 12) If a Request that is submitted that is in excess of \$5,000, the Zone may, or may not, choose to accept such a Request. Any such acceptance by the Zone, however, must be further subject to approval by the AGLC, and there is a separate Recipient Agreement covering such a donation. In this event, the USG 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 and final approval has been received from the AGLC.
- 13) Zone officials may require proof that the donated monies were spent for the purposes as stated in the original Request. The Unit Support Group is therefore charged to keep complete records and be ready to produce such proof if so requested.
- 14) If all other avenues sought by a USG for funding assistance, including Funding Requests to the Zones, have been exhausted and have been unsuccessful, and financial assistance is still required, application may be made to the Provincial Executive of the Alberta Branch, following the same procedures as hereinbefore laid out. A representative of the USG should be prepared to appear before the Provincial Executive, at its request, to present the application and substantiate the reasons for the Unit Request for League Financial Assistance.



## THE ARMY CADET LEAGUE OF CANADA (ALBERTA)

### USG FINANCIAL ASSISTANCE REQUEST

This request is for the USG to complete when requesting Financial Assistance, for items for the Corps or Advertising funding. Please read the Guidelines for Financial Assistance. All documentation requested is required for this Application to be considered.

Please print legibly or type:

Full Name of USG:

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Mailing Address:

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Street

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City

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Postal Code

USG Email Address:

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Signature of USG President

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Date

The following documents **MUST** be enclosed with the application:

- ❖ Current year's operating budget,
- ❖ Most recent year-to-date financial statement,
- ❖ For outright purchases or services, provide three (3) quotes for the item or service to be provided,
- ❖ The amount that the USG is putting towards the purchase or service to be provided,
- ❖ Either AGLC Form 5627 or 5507 (See #11 in Guidelines for further information), and
- ❖ A statement as to how the Corps' LSA funds have been allocated.

Give completed application to your League Rep or Zone Chair, unless otherwise directed.