



KICKOFF PROCESSES

- 1) Identify the youth/child that needs funding
- 2) Decide on funding source (with parent).
If decided upon KICKOFF Funding:
 - a. Fill in KICKOFF Application Form, Section 2.
Please indicate in-kind or payment voucher.
- 3) Send application with parent to Recreation Organization, With attached voucher letter.
- 4) The recreation organization then bills KICKOFF for the funding amount.
 - a. Should an in-kind voucher be used as payment, KICKOFF will submit a letter and the pre-approved voucher to the organization.

This system allows for less waiting and apprehension for all parties. When the voucher is taken to the Recreation organization as payment families are able to register immediately, rather than wait for KICKOFF to process the application. Furthermore, our partner organizations will no longer have the confusion of being told by an affiliate that an individual is being paid for by KICKOFF. Only those with proper documentation will be registered as KICKOFF youth.



JUMPSTART PROCESSES

1. Identify youth/child that needs funding
2. Decide on funding source (with parent).
If decided on **JUMPSTART** funding:
 - a) Fill in application (Parent info. Child info. Grant request. Sport/Recreation activity info. Reference info).
 - b) Make sure the reference section is filled out (including signature). **YOU, THE SCHOOL STAFF, CAN SERVE AS THE REFERENCE.**
 - c) Mail (150 Exhibition St. Kentville, NS. B4N 5E3) or fax (678-4668) the application to KICKOFF. OR application can be sent (or dropped off) to any of the addresses on the back of the application.
 - d) If application is sent to KICKOFF, KICKOFF will notify the parent of receipt and status of application within 2 weeks. Parent will be notified of approval of funding within 4 weeks of deadline.

WINDSOR YOUTH RECREATION AND SPORT FUND PROCESSES

- 1. Identify youth/child that needs funding**
- 2. Decide on funding source (with parent). If decided on Windsor Youth Recreation and Sport funding:**
 - a) Fill in application *applicant info.
*program info. *signature**
 - b) Make sure reference section is filled out (including signature).**
 - c) Mail, drop off or fax the completed application to:**

**Town of Windsor
Windsor Recreation Department
100 King St. PO BOX 158
Windsor, NS
B0N 2T0
Fax: (902) 798-5679**



KIDSPORT PROCESSES

1. Identify youth/child that needs funding

2. Decide on funding source (with parent).

If requesting KIDSPORT funding follow these steps:

- a) **Fill in KIDSPORT application completely**
*Parent info *Child (applicant) info
*Grant Request *Family income
- b) **Make sure parent includes proof of family include with application. Proof of family income can be either a copy of family tax return OR a stamp and signature from the Department of Community Services.**
- c) **Mail application to KICKOFF (150 Exhibition St. Kentville, NS. B4N 5E3).**
- d) **KICKOFF will process the application and notify the parent of receipt and status of application within 2 weeks**
- e) **The parent will receive a letter or phone call from KIDSPORT within 4 weeks of the deadline date of approval of funding.**