

Kendo Development Fund Application

General Information

Edited: Jan 23, 2024

Purpose

The purpose of the Kendo Development Fund is to provide financial assistance to Clubs, members and affiliated Regional Associations of the Canadian Kendo Federation (CKF) for the promotion, development, and study of Kendo in Canada. Clubs and members must be current members, in good standing, of the CKF in order for applications to be considered. Some examples of funding opportunities are seminars, competitions, special training events, and any other activities that raise awareness of, or contribute to the growth of Kendo in Canada.

General Information

- a) Applications must be completed on CKF Development Fund forms via scanned forms or on Word or Excel, and submitted to the chair of the Kendo Development Committee.
- b) No application will be considered after the proposed event or seminar takes place.
- c) Applications *must be* submitted at least 30 days prior to the start of the event and before one of the four following quarterly application deadlines: February 28, May 31, August 31, and November 30.
- d) Funding available is limited to the development funds available.
- e) The Development Committee will make decisions on applications for funding.
- f) Approved applications will be sent to the CKF President with copy to the Treasurer for review and final approval by the President.
- g) Previous award recipients with outstanding final reports will be ineligible for funding, until the report is submitted (please refer to “General Requirements”).
- h) It is understood that should an event or activity awarded not take place, the advanced award will be returned in total to CKF within ten days.
- i) In general, the development fund will give preference to applications where the C.K.F. is **providing matching funds** for an event. In other words, the event organizers should attempt to raise at least half of the funds required to run their event.
- j) The maximum amount of funding per event will be \$800 except under special circumstances.

General Requirements

- a) Applicants will first complete and submit the application forms to the Committee to attain approval. Applicants are to inform the committee as soon as possible of any proposed

changes in the activity, and to obtain approval for the changes before proceeding with the changes.

- b) Incomplete applications or applications requiring further information will be returned for additional information (however deadlines shall be respected).
- c) Applicants must submit a final report and financial accounting reporting (budget with actual spent amounts) to the CKF Treasurer, within one month of completing the activity described in this application. If a report is not received, the CKF reserves the right to request the return of the funds in full.
- d) If requested by the Treasurer, the applicants must provide whatever documents, receipts, vouchers, etc. as required by the Committee to the Treasurer. All approved and paid awards are subject to review and audit by the Treasurer.
- e) Priority will be given to activities that will contribute to the strategic goals of the Kendo sections and to the development of Kendo in Canada. Applications for travel expenses or individual training are generally refused.

Required Documents

- **Applicant Information and Rationale Form – Word - attached**
- **Financial Information and Reporting Form – Separate Excel Spreadsheet**

Submit completed forms to Treasurer CC President