



## CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CS-01</b>	<b>Athlete and Artist Development Grant</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
March 19, 2001	November 26, 2018

### Purpose

1. To encourage St. Albert Community Groups to provide development opportunities in Amateur Sport or the arts through programs or projects that are beyond the group's/individual's regular training, development or instruction;
2. To provide financial support to assist an Applicant for the purpose of competing in a western Canadian, national or international Sports championship competition sanctioned by the Amateur national Sport governing body who is recognized by Sport Canada or a recognized International sport governing body in which a champion is declared; and
3. To provide financial support to assist an individual artist or arts group for the purpose of participating in a recognized national or international invitational, competition, conference, or professional development opportunity.

### Policy Statement

The City offers a financial assistance program to St. Albert Community Groups, individuals, and teams in two different categories:

1. Category "A": To encourage St. Albert Community Groups and individuals to offer and partake in developmental activities in Sport or the arts. Activities/projects must benefit the Applicant and the St. Albert community.
2. Category "B": For St. Albert individuals and teams to assist with travel and/or accommodation costs for western Canadian, national or international competitions/events.

Under the Grant Program, and subject to the terms and conditions of this Policy, grant funding is available to a "Category A" or "Category B" Eligible Applicant

whereby a respective Eligible Applicant has incurred (or is about to incur) Eligible Expenses pursuant to an Eligible Project or Eligible Competition/Event. Grant funding is not available under the Grant Program pursuant to an Ineligible Project or an Ineligible Expense.

The amount of the funding available for the Grant Program is determined by multiplying the City's population, as determined by the most recent census, by \$0.25.

## Definitions

"Amateur" means a person who takes part in a Sport or engages in some form of art primarily for pleasure and not for financial gain.

"Arts" means all those symbolic representations transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof.

"Applicant" means an organization or individual affiliated or sponsored by an organization applying for a grant.

"Community Group" means a registered non-profit society.

"Eligible Applicant" is defined according to the following:

### a. Category "A"

- i. a federally or provincially registered non-profit society or charitable organization operating in the City of St. Albert which has been in operation for a minimum of one year and in which 80% of its members are residents of the City of St. Albert;
- ii. the individual must be a resident within the boundaries of the City of St. Albert for a minimum of one year and sponsored by, or affiliated with, a registered non-profit recreation or arts organization; or
- iii. previous Athlete and Artist Development Grant Applicants that have completed the required accounting statements.

### b. Category "B"

- i. the athlete/team or artist must be a resident of the City of St. Albert and have lived in the community for a minimum of one year; or a "team" that consists of a minimum of 80% St. Albert residents who have lived in the community for the past 12 months and is representing the City of St. Albert;
- ii. provision may be made on a case-by-case basis for those athletes or teams selected by the provincial Sport governing body to

represent Alberta at the National Championships, provided there is no competition to recognize a provincial champion in a particular class or category or notwithstanding the above criteria, athlete/team may be considered on a case-by-case basis where an invitation has been extended to try out for a national team or to an event that will lead to competition at the international level;

- iii. must be able to demonstrate a level of achievement or excellence in their field (from past successes or current activities) at a municipal, provincial, or national level;
- iv. athletes who are not receiving Federal Carding Assistance by their national organization (receive funding from Sport Canada);
- v. the activities of the athlete/team must bring provincial, national, or international recognition to the City of St. Albert; or
- vi. previous Athlete and Artist Development Grant Applicants that have completed the required accounting statements.

"Eligible Competition/Event" for Category "B" means:

- a. Sport championship competitions sanctioned by an Amateur Sport governing body that is recognized either by Sport Canada or by a recognized international Sport governing body;
- b. The champion is determined for the respective level of competition (western Canadian, national or international);
- c. Event must have had a process to qualify where a participant earns the right to compete at the next level of competition;
- d. For the arts be of western Canadian, national or international scope and significance;
- e. Be open events that are not restricted to the members of a certain group or club; and
- f. The Applicant will not receive more than one grant from the City of St. Albert in a calendar year.

"Eligible Expense" for Category "A" means an expense directly related to an Eligible Project, and may include:

- a. wages for professional services;
- b. printing matter, such as brochures and educational material;

- c. advertising, such as radio, newspaper, signage and banners;
- d. facility rental fees for special events;
- e. equipment to enhance the development of the program (maximum funding limit of \$1,200); and
- f. airfare, accommodation and meal costs for instructors or speakers.

“Eligible Expense” for Category “B” means an expense directly incurred by the athlete/team/artist for travel and/or accommodation to attend a national or international competition/event. Applications under Category “B” will be considered retroactively up to the previous grant intake deadline date. The application must be submitted after qualifying for the nationals/international event.

“Eligible Project” means any project or activity that is Sport or arts based and:

- a. provides a program/project at the Amateur level;
- b. provides specific short-term developmental training/instruction;
- c. includes costs associated with the delivery of new or innovative projects, services or programs which will enhance the appreciation of Sport or the arts;
- d. assists organizations to send individuals for training/instruction with the expectation that the individuals will bring skills back to be taught in the community. Organizations shall have a plan in place to disseminate the knowledge to others; or
- e. provides funding to bring individuals to the City of St. Albert to coach/train local athletes, artists, coaches or instructors to upgrade skills beyond what is considered by the Community Services Advisory Committee as regular activities.

“Grant Program” means the Athlete and Artist Development Grant Program.

“Ineligible Expense” means those expenses that are not eligible for funding and may include:

- a. costs associated with regular year-round training or instruction or an activity that is common practice for the Community Group;
- b. fundraising activities and expenses related to fundraising activities;
- c. capital construction expenses;
- d. expenses that would normally be defined as ongoing operational expenses except in the case of a pilot project with a well-defined start and end date not exceeding 12 months in duration; and

- e. wages for general labour and salaried staff.

“Ineligible Project” means any project or activity that:

- a. shows a profit; or
- b. has already been completed. Retroactive applications for projects will not be accepted.

“Short Term” means a duration of no more than two (2) weeks.

"Sport" means an athletic activity as well as a recreational activity.

### **Responsibilities**

1. Community and Protective Services shall advertise the availability of the Grant Program and shall provide information on the criteria as requested.
2. The Community Services Advisory Committee shall consider the applications received on a semi-annual basis, under the Grant Program according to eligibility and available funding and make funding recommendations to Council.
3. If funding is approved by Council, Category “A” and “B” Applicants must:
  - a. expend funds as specified in the application;
  - b. submit a signed Financial Statement/Expenditure Report within 60 days of completion of the project, verifying that funds were used for the purpose awarded, together with a brief description of the project outcomes and an evaluation of the project in relation to its stated objectives;
  - c. acknowledge receipt of the Athlete and Artist Development Grant funding from the City of St. Albert in project promotion and advertising and agree to promote the City of St. Albert brand to a degree that is appropriate for the event being applied for; and
  - d. return to the City any funds unexpended within one year of the date of Council approval.
4. Category “A” Applicants must submit an official letter from the sponsored or affiliated non-profit recreation or arts organization. This letter should also contain the sanctioning body’s non-profit status including registration number and date of incorporation, address, phone number, and name of contact person.
5. Category "B" Applicants, upon request must provide an official letter from the appropriate sanctioning body, which verifies the date(s) and location of the event and acknowledges the Applicant as the recognized competitor. This letter should

also contain the sanctioning body's non-profit status including registration number and date of incorporation, address, phone number, and name of contact person.

6. City Council shall have final approval of the funding allocations to the Grant Program recipients.

### **Service Standards / Expectations**

1. A report showing all sources of funding and all costs of the project shall be forwarded to the City within 60 days of project completion. The report shall include:
  - a. description of the project's outcome;
  - b. evaluation of the project's success in relation to its objectives; and
  - c. a signed financial statement of all income and expenses connected with the project, including copies of receipts.
2. Previous Applicants for grants under the Grant Program who have not fulfilled the requirements of the Grant Program by submitting an accountability statement and/or repaying unspent funds are ineligible to reapply until such time as these requirements have been met.
3. If an Eligible Project is cancelled, or is not completed within 12 months of the approval of the grant funding or within the extended project period approved by the Community Services Advisory Committee, any unexpended funds shall be returned to the City.
4. Unallocated funds shall revert to the Grant Program for allocation in the next budget cycle.
5. Members of the Community Services Advisory Committee and Council members shall disclose their affiliations or interest with an eligible Applicant that may affect their decision-making on applications received under the Grant Program.
6. Up to a maximum of 50% of the total program or project cost may be funded through the Grant Program. The Community Group's contribution may be in the form of any combination of money, volunteer labour, or donated equipment or material. The volunteer contribution must be directly related to the program or project for which funding is being requested. Other grants are not eligible as matching funds.
7. Maximum funding awarded will be as follows:
  - a. Category "A": \$3,000
  - b. Category "B" Individual:
    - i. \$800 for travel within North America; or
    - ii. \$900 for travel outside continental North America

- c. Category “B” Team:
  - i. \$500 per person to a maximum of \$5,000 per team/group for events within North America; or
  - ii. \$600 per person to a maximum of \$6,000 per team/group for events outside North America.
    - A. In the event that four or more individual applications are received from members of the same team, the Applicants will be grouped together and considered under the team category.
- 8. The extent to which the activities of the Applicant within Category “B” bring national or International recognition to the City of St. Albert will be considered.
- 9. Successful Applicants will acknowledge receipt of the Grant Program funding from the City of St. Albert in their event promotion and advertising.
- 10. Community Group Applicants may apply once per calendar year.
- 11. If funding is going towards training a coach or instructor, the person taking part in the training or instruction must be a volunteer for the organization.
- 12. Applicants are encouraged to either make an appointment with the Community Services Advisory Committee or have a representative of the group available via telephone on the evening of the Community Services Advisory Committee meeting in which applications are being reviewed.

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
October 2018 – Community Services	2022 – Community Services	March 19, 2001 – C98-2001 May 15, 2006 – C290-2006 December 4, 2006 – C667-2006 June 28, 2010 – C367-2010 June 20, 2011 – C398-2011 October 29, 2012 – C499-2012