

City of St. Albert  
**CITY COUNCIL POLICY**

St. Albert Games Legacy Award  
 Program

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C98-2001	03 19		C290-2006	05 15
					C667-2006	12 04
					C367-2010	06 28
					C389-2011	06 20
					C499-2012	10 29

## 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/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

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 amateur sport or the arts. Activities/projects must benefit the applicant and the St. Albert Community.
2. Category "B": St. Albert individuals and teams to assist with travel and/or accommodation costs for western Canadian, national or international competitions/events.

Under this 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 this Program pursuant to an Ineligible Project or an Ineligible Expense.

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



## Definitions

1. "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.
2. "Arts Discipline" means all those symbolic representations transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof.
3. "Applicant" means an organization or individual affiliated or sponsored by an organization applying for a grant.
4. "Community Group" means a registered non-profit society.
5. "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 St. Albert which has been in operation for a minimum of one year and in which 80% of its members are residents of St. Albert; and
    - 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; and
    - iii. previous Legacy Grant applicants that have completed the required accounting statements.
  - b. Category "B"
    - i. the athlete 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 twelve months and is representing the City of St. Albert; and
    - 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; and
    - 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; and
    - iv. athletes who are not receiving Federal Carding Assistance by their national organization (receive funding from Sport Canada); and
    - v. the activities of the athlete/team must bring Provincial, National, or International recognition to the City of St. Albert; and
    - vi. previous Legacy Grant applicants that have completed the required accounting statements;
6. "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.
7. "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 \$1000); and
  - f. airfare, accommodation and meal costs for instructors or speakers.
8. "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 up to six months retroactively but must be submitted prior to participation in the national/international event/competition. The application must be submitted after qualifying for the nationals/international event but prior to participating in the event.
9. "Eligible Project for Category "A" 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 St. Albert to coach/train local athletes, artists, coaches or instructors to upgrade skills beyond what is considered by the Community Services Advisory Board as regular activities.
10. "Ineligible Expense for Category "A" 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.
11. "Ineligible Project for Category "A" means any project or activity that:
- a. shows a profit; or
  - b. has already been completed. Retroactive applications for projects will not be accepted.



12. "Program" means the St. Albert Games Legacy Award grant program.
13. "Representative Status" means the individual/team has been invited by either their provincial governing agency or their national governing agency to represent Alberta and/or Canada due to their placement at a championship final.
14. "Short Term" means a duration of no more than two (2) weeks.
15. "Sport" means an athletic activity as well as a recreational activity.

## **Responsibilities**

1. On a semi-annual basis, the Community Services Advisory Board shall consider the applications received under the program according to eligibility and available funding and make funding recommendations to Council.
2. 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 Games Legacy funding from the City of St. Albert in project promotion and advertising and agree to promote the 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.
3. Category "A" applicants must submit an official letter from the sponsored or affiliated non-profit sport, recreation or arts organizations. This letter should also contain the sanctioning body's non-profit status including registration number; address, phone number, and name of contact person.
4. 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.


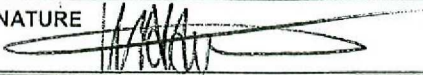
## **Standards**

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 this program who have not fulfilled the requirements of the 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 Board, any unexpended funds shall be returned to the City.
4. Unallocated funds shall revert to the Games Legacy Fund for allocation in the next budget cycle.
5. Members of the Community Services Advisory Board and Council members shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making on applications received under the Games Legacy Grant Program.
6. Up to a maximum of 50% of the total program or project cost may be funded through this grant. 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": \$2,500
  - b. Category "B" Individual: \$750
  - c. Category "B" Team: \$1,500
    - i. In the event that three or more individual applications are received from members of the same team, the total maximum amount awarded will not exceed the team amount (\$1,500). The amount awarded will be divided among the applicants.
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 Games Legacy Award funding from the City of St. Albert in their event promotion and advertising.
10. Community Groups Applicants may only make application 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 CSAB or have a representative of the group available via telephone on the evening of the CSAB meeting in which applications are being reviewed.



	City of St. Albert <b>ADMINISTRATIVE PROCEDURES</b>	St. Albert Games Legacy Award Program	
	AUTHORITY City Manager	SIGNATURE 	APPROVED: REVISED:

Community and Protective Services shall advertise the availability of the St. Albert Games Legacy awards and shall provide information on the criteria on which the applications will be considered.

Applications received by the advertised deadline will be reviewed by the Community Services Advisory Board (CSAB) at its next scheduled meeting.

Applicants may make an appointment, by calling the Legislative Services Department, to present their application to the CSAB prior to the CSAB making its decision. Appointments are optional and would be scheduled in fifteen-minute intervals to the CSAB monthly meeting agenda.

The CSAB shall consider the applications according to merit, eligibility and available funding and make recommendations to City Council. Funding availability and priorities can be a limiting factor on the size and number of awards granted.

Funds shall not be awarded if the application does not meet the application criteria.

Upon completion of the review process, which takes approximately six to eight weeks from the application deadline, applicants shall receive a letter indicating the decision regarding the application.

City Council's meeting minutes detailing grant awards shall be posted to the City of St. Albert website within approximately one week of the City Council meeting.

Successful applications may receive public acknowledgment.