



File #: AR-18-443, **Version:** 1

TAMRMS#: B09

Amendments to C-CS-01 - Games Legacy Policy

Presented by: Anna Royer, Business Manager

RECOMMENDATION(S)

That the Governance, Priorities and Finance Committee recommend to Council that the amended version of Council Policy C-CS-01 Games Legacy Award Program, provided as an attachment to the November 13, 2018 agenda report entitled "Amendments to C-CS-01-Games Legacy Policy", be approved.

PURPOSE OF REPORT

This report is in response to direction from Council for review of the funding allocation amounts for recipients of the Games Legacy Award Program, and for review of the name of the policy and program. As per the direction of Council, the Community Services Advisory Committee (CSAC) were involved in discussing both topics.

ALIGNMENT TO COUNCIL STRATEGIC PRIORITY

N/A

ALIGNMENT TO ADMINISTRATIVE PRIORITY

N/A

ALIGNMENT TO SERVICE DELIVERY

Management of Community Granting:

Provision of funding to eligible St. Albert Not-for-profit organizations and residents in the areas of special events, sport and culture development, operational funding and capital renovations and development. Applications are accepted in the spring and fall of each year with submissions reviewed by the Community Services Advisory Committee who then forward recommendations to Council for final funding approval. Funding available is based on a funding formula of \$0.25 per capita.

COUNCIL (OR COMMITTEE) DIRECTION

On July 9, 2018 Council passed the following motions:

(CM-18-037)

That Administration bring back recommendations, including feedback from the CSAC, for amendments to Policy C-CS-01 - Games Legacy Award Program by October 31, 2018 to increase the maximum funding awarded for all categories, considering no increases have occurred since 2012, and that future maximum funding is increased annually based on recommendations of Administration.

That Administration bring back recommendations, including feedback from the CSAC, for amendments to Policy C-CS-01 - Games Legacy Award Program by October 31, 2018 to update the name of the grant to reflect that it is a grant, and that it is available for both amateur sport and art endeavors.

BACKGROUND AND DISCUSSION

The Games Legacy Grant Program provides funding support to St. Albert non-profit groups and individuals through two grant streams. Category "A" provides developmental opportunities in amateur sport or the arts through programs or projects that are beyond the groups or individuals regular training, development or instruction. Category "B" provides financial support to assist individuals or teams/groups for travel and accommodation costs associated with national or international sport championships or arts events.

The current funding framework for this program allows for eligible applicants in "Category A" to apply for a maximum of \$2,500 for their project/program. Applicants in "Category B" are eligible to receive \$750 if applying as an individual or a maximum of \$1,500 if three or more eligible individuals apply from the same team or if a team applies. The budget for this program is based on \$0.25 per capita with carry forward from year to year of unused or unallocated dollars permitted.

The maximum funding awarded in both Category "A" and "B" of this program has remained unchanged since 2011 when Category "B" was first introduced. The intake of this grant program has slowly been increasing but with the allowance to carry forward unallocated dollars from the previous year, eligible applicants and requests have been well within the available funding. Currently the average carry-forward amount has been approximately \$16,000 per year. Increasing the maximum funding in all areas will impact overall funding availability, and at some point, increasing the funding formula of \$0.25 per capita may need to be reviewed as the carry forward will be minimalized or non-existent. As the overall funding available has been steadily increasing as the population increases, at this time it is not identified as a need to increase the per capita amount as noted in the Council motion as the program is undersubscribed.

Category "A" currently includes two opportunities for funding. A group or individual can apply for up to \$2,500 to participate in a developmental activity which benefits both the applicant and the community. The second opportunity for funding in this category relates to the purchase of equipment. Current limit for this type of expense is \$1,000.

Category "B" currently includes two sub-streams (individual or team), with the maximum grant for an individual being \$750 and the maximum for a team being \$1,500. Further if three or more individual applications are received from members of the same team, the total maximum amount awarded will

not exceed the team amount of \$1,500. The amount awarded is divided among the St. Albert team members who have applied.

Proposed changes to grant allocations

Administration discussed the allocation amounts with the CSAC at their September 25 meeting with the following recommendations supported:

Category "A": increase from \$2,500 to \$3,000 maximum grant

Increase from \$1,000 to \$1,200 for maximum equipment grant.

Category "B":

1. **Individual:** maximum grant of \$800 per person for events within North America; maximum grant of \$900 per person for events outside continental North America.
2. **Groups:** maximum grant of \$500 per person to a maximum of \$5,000 per team/group for events within North America; maximum grant of \$600 per person to a maximum of \$6,000 per team/group for travel outside of continental North America. *Four or more participants from the same team/group are considered under the "group" stream.

The rationale for groups having a lower maximum grant amount includes:

- groups tend to organize larger event fundraisers (bingo, raffles, steak nights)
- groups have more opportunity to utilize charters or block discounts for travel and hotel
- groups can house participants together thus sharing and decreasing accommodation expenses.

Changing the name of the grant program:

The name of this grant program is historical, just shy of 40 years running. The St. Albert Games Legacy Award Program was established as a result of grant funding received from the Provincial Government for hosting the 1979 Alberta Summer Games and the 1994 Alberta Winter Games together with the surplus funds derived from the operation of these Games. Initially these funds were allocated for one-time expenditures to encourage the development and growth for St. Albert non-profit groups in activities related to amateur sport and the arts. While historical significance is important, it is also valuable to ensure that the name of a funding program provides easy association to community members.

After much discussion the CSAC and Administration are recommending the following name change:

"Athlete and Artist Development Grant"

Proposed amendments to Policy C-CS-01 reflecting the matters contained in the report above have been incorporated into the new policy template. As substantial carry forward dollars will be available again for 2019, there are no adjustments being recommended to the base budget for this grant program.

Additional proposed policy amendment:

It is also being proposed that the under the definitions, "Eligible Expense" be amended to allow

applicants to apply retroactively for competitions/events up to the date of the last intake. This is to reflect current practise more clearly as there have been a number of situations where an applicant only has a very brief period of time between when they find out they have qualified and will be attending an event and the event itself. The amendment allows a more workable timeframe for seeking and applying for funding assistance for our residents.

IMPLICATIONS OF RECOMMENDATION(S)

Financial:

None at this time.

Legal / Risk:

None at this time.

Program or Service:

None at this time.

Organizational:

There will be minimal administrative work required to change the name of the program on both printed and electronic materials.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

If Committee does not wish to support the recommendation, the following alternative could be considered:

- a) Refer the matter back to Administration for further consideration, as per the general discussion held by Committee, and direct that a revised Policy or follow-up report be brought back to Committee at a future date.

Report Date: November 13, 2018

Author(s): Anna Royer

Committee/Department: CPS Administration

General Manager: Richard Gagnon

City Manager: Kevin Scoble



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CS-01	Athlete and Artist Development Grant
ORIGINAL APPROVAL DATE	DATE LAST REVISED
March 19, 2001	

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 for 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, 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. an individual who is and has been a resident within the boundaries of the City of St. Albert for a minimum of one year and is sponsored by, or affiliated with, a registered non-profit recreation or Arts organization; or
- iii. a previous Athlete and Artist Development Grant Applicant that has completed the required accounting statements.

b. Category "B"

- i. an athlete or artist who has been a resident of the City of St. Albert and has 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. an athlete, artist, or team that is 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. an athlete that is not receiving funding through the Federal Sport Canada Athlete Assistance Program by their national organization;
- v. the activities of the athlete/team bring provincial, national, or international recognition to the City of St. Albert; or
- vi. a previous Athlete and Artist Development Grant Applicant that has completed the required accounting statements.

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

- a. sport championship competition 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 event that is 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 Eligible 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 national/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. Upon request, Category "B" Applicants 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 Athlete and Artist Development Grant Fund 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.
 1. 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



City of St. Albert
CITY COUNCIL POLICY

**St. Albert Games Legacy Award
Program Athlete and Artist
Development Grant**

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 Aamateur Ssport or the Aarts 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 wWestern Canadian, nNational or iInternational Ssports championship competition sanctioned by the Aamateur nNational Ssport governing body who is recognized by Sport Canada or a recognized iInternational Ssport governing body in which a champion is declared; and
3. To provide financial support to assist an individual artist or aArts 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 Ssport or the Aarts. Activities/projects must benefit the Aapplicant 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 this-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 this-the Grant Program for pursuant to-an Ineligible Project or an Ineligible Expense.

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



Definitions

1. "Amateur" means a person who takes part in a ~~S~~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 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; ~~or~~
 - ii. ~~an~~the individual ~~must be~~who has is and has been a resident within the boundaries of the City of St. Albert for a minimum of one year and is sponsored by, or affiliated with, a registered non-profit recreation or ~~A~~arts organization; ~~and~~or
 - iii. a previous Legacy Athlete and Artist Development Grant ~~A~~pplicants that has~~ve~~ completed the required accounting statements.
 - b. Category "B"
 - i. ~~an~~the athlete/~~team~~ or artist ~~who has~~ must been a resident of the City of St. Albert and has~~ve~~ 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; ~~and~~
 - ii. provision may be made on a case-by-case basis for those athletes or teams selected by the provincial ~~S~~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. an athlete, artist, or team that is ~~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. an athletes ~~that~~who ~~is~~are not receiving funding through the Federal Sport Canada Athlete Assistance Program ~~Garding Assistance~~ by their national organization; ~~(receive funding from Sport Canada); and~~
 - v. the activities of the athlete/team ~~must~~ bring ~~p~~rovincial, ~~n~~ational, or ~~i~~nternational recognition to the City of St. Albert; ~~and~~or
 - vi. a previous Legacy Athlete and Artist Development Grant ~~A~~pplicants that has~~ve~~ completed the required accounting statements.



6. "Eligible Competition/Event" for Category "B" means:
 - a. ~~s~~Sport championship competitions sanctioned by an ~~A~~amateur ~~S~~sport governing body that is recognized either by Sport Canada or by a recognized ~~i~~International ~~S~~sport governing body;
 - b. ~~t~~The champion is determined for the respective level of competition (~~w~~Western Canadian, ~~n~~National or ~~i~~International);
 - c. ~~e~~Event must have had a process to qualify where a participant earns the right to compete at the next level of competition;
 - d. ~~f~~For the ~~A~~arts, be of ~~w~~Western Canadian, ~~n~~National, or ~~i~~International scope and significance;
 - e. ~~b~~Be ~~an~~ open events that ~~is~~are not restricted to the members of a certain group or club; and
 - f. ~~t~~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 ~~E~~ligible ~~P~~roject, 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 \$~~4000~~1,200); 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 ~~E~~ligible ~~C~~ompetition/~~E~~vent. Applications under Category "B" will be considered retroactively up to the previous grant intake deadline date. ~~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 national/s/international event, ~~but prior to participating in the event.~~

9. "Eligible Project" means any project or activity that is ~~S~~sport or ~~A~~arts based and:
 - a. provides a program/project at the ~~A~~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 ~~S~~sport or the ~~a~~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 ~~Board~~Committee as regular activities.

10. "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.



11. "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.
12. "~~Grant~~ Program" means the ~~St. Albert Games Legacy Award grant Athlete and Artist Development Grant P~~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.~~
- ~~13~~4. "Short Term" means a duration of no more than two (2) weeks.
- ~~14~~5. "Sport" means an athletic activity as well as a recreational activity.

Responsibilities

1. On a semi-annual basis, the Community Services Advisory ~~Board~~ Committee shall consider the applications received under the ~~Grant P~~program according to eligibility and available funding and make funding recommendations to Council.
2. If funding is approved by Council, Category "A" and "B" ~~A~~applicants must:
 - a. expend funds as specified in the application;
 - b. submit a signed ~~F~~financial ~~s~~Statement/~~e~~Expenditure ~~r~~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~~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.~~ d. return to the City any funds unexpended within one year of the date of Council approval.
3. Category "A" ~~A~~applicants must submit an official letter from the sponsored or affiliated non-profit recreation or ~~a~~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.
4. Upon request, ~~Category "B" A~~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 ~~A~~applicants for grants under ~~this the Grant program~~ 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.

~~2.~~

3. If an ~~E~~eligible ~~P~~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 Board~~, any unexpended funds shall be returned to the City.

~~3.~~

4. Unallocated funds shall revert to the Athlete and Artist Development Grant Fund ~~Games Legacy Fund for~~ for allocation in the next budget cycle.

5. Members of the Community Services Advisory ~~Board Committee~~ and Council members shall disclose their affiliations or interest with an eligible ~~A~~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 the G~~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": \$2,5003,000

~~b.~~ Category "B" Individual:

~~i.~~ \$750800 for travel within North America

~~b-ii.~~ \$900 for travel outside continental North America

~~c.~~ Category "B" Team:

~~i.~~ \$1,500 \$500 per person to a maximum of \$5,000 per team/group for events within North America

~~e-ii.~~ \$600 per person to a maximum of \$6,000 per team/group for events outside North America.

~~i-1.~~ In the event that ~~four~~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.~~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 ~~A~~applicants will acknowledge receipt of ~~Games Legacy Award~~ Grant Program funding from the City of St. Albert in their event promotion and advertising.

10. Community Groups ~~s Applicants~~ Applicants may ~~only make application 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 CSAB-Community Services Advisory Committee or have a representative of the group available via telephone on the evening of the Community Services Advisory Committee-CSAB meeting in which applications are being reviewed.

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