

COMMUNITY INVESTMENT PROGRAM



2024 GAMES LEGACY GRANT GUIDELINES



Purpose of the Grant

As a result of hosting the 1985 Alberta Summer Games, 1992 Alberta Winter Games, 2003 Alberta Senior Games and 2004 Arctic Winter Games, a Games Legacy grant was created with surplus monies from these events.

The Games Legacy Grant provides funding to support development in amateur sport, cultural activities, the arts and residents competing at a provincial, national or international level.

Grant Eligibility

The Applicant must:

- Be an individual, team or group with all members residing within the Regional Municipality of Wood Buffalo for at least one year.
- Be a registered non-profit organization or society and have resided or operated within the Regional Municipality of Wood Buffalo for at least one year.
- Apply for competitions, programs or activities that have happened or are happening between January 1, 2023 and December 31, 2024.
- May apply for more than one activity, program or competition.
- Submit only one application form and shall only receive one Games Legacy Grant per Call for Applications.
- Be in compliance with past reporting requirements (if previously received Games Legacy Grant).

Competitions must:

- Be a provincial, national or international level which are sanctioned by a recognized governing body, and for which the applicant has qualified for through a regional, provincial, Western Canada, national or international event; North American Indigenous Games and/or Arctic Winter Games, where the applicant has qualified to compete.
- In the event of an individual minor applicant, travel expenses directly incurred by one parent or guardian may be considered an eligible expense if the minor's expenses do not exceed the grant maximum.
- Applicants shall not apply until after qualifying for the provincial / national / international competition or North American Indigenous Games/Arctic Winter Games.
- Applicants must submit a reference letter confirming their qualification to represent at the provincial, national or international level. The reference letter is used to establish the applicant's eligibility for the Games Legacy Grant.

Reference Letters must:

- Be from the governing sport, culture or art organization.
- Verify how applicant qualified/was selected to compete.
- Include contact details.
- Be signed (or in lieu of signature, writer may email CIP@rmwb.ca directly).
- Be dated within 30 days of application.
- Received by application deadline.
- Not come from immediate family members.

Development Programs must:

- Be a program/activity at the amateur level.
- Be specific short-term developmental training/instruction.
- Be new or innovative activities or programs which will enhance the appreciation of sport, culture or the arts.
- Be courses or clinics that are not available within the Municipality for the purpose of acquiring or upgrading skills.
 - In the event of sending a coach or instructor for training/instruction that is not available locally with the intent to bring skills back to be taught in the community. A plan must be in place to disseminate the knowledge to others.
 - In the event of bringing an individual to the Municipality to coach/train athletes, performers, artists, coaches or instructors to upgrade skills beyond what is available locally.

If three or more individual applications are received from members of the same team, the total maximum amount awarded will not exceed the team/group amount (\$3,000). The amount awarded will be divided among the applicants.

The Games Legacy Grant will not fund:

- For-profit organizations.
- Political organizations.
- Federal and provincial governments, and affiliated bodies.
- Applicants that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by Municipality.
- Applicants that do not meet the minimum eligibility requirements.

The following expenses are ineligible:

- Costs associated with regular year-round training or instruction or an activity that is common practice for the sport, cultural activity or art, including league play, registration fees, equipment or clothing/footwear (uniforms, costumes, regalia).
- Capital and general operating expenses.

- Expenses related to fundraising activities.
- Costs funded under other Municipal grant programs.
- Education and tuition (e.g., university, college, academy, etc.).
- Purchase of items for resale.
- Per diem expenses.

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

Funding Amounts

The amount of the grant is subject to the availability of funds based on interest from the Games Legacy Endowment Fund. Once the established amounts as determined, the Games Legacy Grant will be capped.

Games Legacy Grants will be recommended based on the following maximums:

- (a) Maximum grant for individuals or coaches will not exceed \$1,500.
- (b) Maximum grant for teams or groups will not exceed \$3,000

Application Process

Pre-Application Meetings and Support

During the Call for Applications, Community Investment Program (CIP) staff are available to answer any questions.

A pre-application meeting is strongly encouraged for new applicants or any applicant looking for more information. During a pre-application meeting, CIP staff will review eligibility, how the grant process works, accessing and completing applications in the CIP Grant Portal and other key information.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Applicant name, the recipient of the grant if awarded.
- A brief description of what you are requesting funds for
- Your availability for a meeting.

Stage 1- Application Submission

1. Review these guidelines to ensure your organization is eligible for grant funding.
2. 2024 grant applications will be submitted through the CIP Grant Portal. Log in or register for your CIP Grant Portal account at www.rmwb.ca/CIP.
3. Submit the application, including required attachments. Proof regarding the legitimacy of the sanctioning organization must also be submitted with the application. The CIP Grant Portal will accept applications until **4:30p.m. on November 1, 2023**. Late applications will not be eligible.
4. CIP will conduct a preliminary review of the application and supporting documents to ensure eligibility and completeness.

5. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications. The CIP Grant Portal will accept requested revisions until **4:30 p.m. on November 24, 2023.**
6. All complete and eligible applications will be moved forward to **Stage 2 - Application Scoring and Ranking.**

Stage 2 - Application Scoring and Ranking

1. A review panel consisting of subject matter experts from Municipal departments will complete application scoring based on established assessment criteria (see Appendix A).
2. Eligible applications will be prioritized based on the highest ranking and greatest positive impact on the community.
3. CIP will finalize the grant recommendations to be presented to the Approval Committee for **Stage 3 - Approval Committee Review and Final Decision.**

Stage 3 - Approval Committee Review and Decisions

1. At the final stage of the application process, the Approval Committee will assess and approve the successful grant applications in accordance with the budget set by Council and Council's Strategic Plan.
2. The amount of the grant is subject to the availability of the funds.
3. Applicants will be notified of the Approval Committee's decision and their assessment score by January 15, 2024.
4. There is no appeal of the Approval Committee's decision.

Formal concerns with the grant approval process may be addressed by submitting a complaint under the Whistleblower Policy LEG-150.

Funding Distribution Process

Grant funding will be disbursed only to recipients in accordance with the terms and conditions of the agreement.

The following must be satisfied and will be verified by the Municipality prior to awarding of grant funding:

- Property taxes must be current and paid.
- Utility bills must be current and paid.
- There must not be a related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw or other regulation.
- Applicant must not be a party to a legal dispute with the Municipality.
- All necessary municipal permits and permissions must have been received for the project and are closed and without deficiencies.

Reporting Criteria

A successful applicant will be required to:

- Use grant funds only in the manner originally agreed upon. Any funds not used for the programs, activities or competitions as described in the application may have to be returned.
- Provide an Accountability Report highlighting their development and growth through activities related to amateur sport, arts and/or culture within the priority framework.

For recipients of grants over \$1,000 for programs, activities or competitions occurring after grant approval, the Municipality will allocate 50% of the approved grant upon approval. To receive the remaining 50%, the Accountability Report and copies of receipts (up to approved grant value) must be submitted within 60 days of attending or completing the program, activity or competition.

Recipients of grants that are for programs, activities or competitions that have already happened must complete the Accountability Report and provide copies of receipts (up to approved grant value) within 60 days of grant approval for reimbursement.

Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or call Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

Key Dates

Date	Key Action
September 15, 2023	Applications open
During Call for Applications	Pre-application meeting, information sessions and one-on-one support (contact CIP@rmwb.ca).
October 25, 2023	Deadline for pre-application meeting.
November 1, 2023	Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.
November 3 - 24, 2023	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MST on November 24. Information will not be accepted after this time.
November 30, 2023	CIP completes preliminary review of applications.
December 1 - December 14, 2023	Review Panel will complete application scoring and ranking.
Early December (TBD)	Council Meeting – Community Capital Grant budget approval.
Early January (TBD)	Approval Committee meeting and final decisions.
January 15, 2024	CIP sends Approval Committee’s decision to applicants.
January 31, 2024	CIP sends grant agreements to applicants.
Within 60 days of receipt of completed Accountability Report and expense receipts	Grant distribution - if program, activity or competition happened prior to grant approval
50% within 60 days of grant approval, 50% within 60 days of completing program, activity, or competition	Grant distributions - if program, activity or competition occurs after grant approval
Within 60 days of the budget year for which the grant was approved	Recipient submits Accountability Report- if program, activity or competition happened prior to grant approval
Within 60 days of completing program, activity, or competition	Recipient submits Accountability Report- if program, activity or competition occurs after grant approval

Definitions

Accommodation	Short term lodging related to travel.
Adult	Anyone 18 years or older.
Amateur	A person who takes part in a sport or engages in some form of art primarily for pleasure and not for financial gain.
Applicant	Any group, club, individual or organization incorporated as a non-profit, charitable, or Subsidiary Corporations, or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
Arts	include but are not restricted to: <ul style="list-style-type: none"> • creative/cultural Industries (e.g., film, television, publishing, sound recording, and new media). • literary arts (e.g., fiction, poetry, drama, graphic novel, children and young adults’ literature, or literary non-fiction). • performing arts (e.g., theatre, circus arts, music and sound, and dance). • visual arts (e.g., drawing, painting, photography, printmaking, sculpture, fine craft).
Call for Applications	A public notice announcing that grant funding is available, and allows groups, clubs, individuals or organizations to present applications on how the funding could be used within the set guidelines.
Competition	An organized contest in which a winner is selected from qualified entrants.
Council	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
Governing Organization	An independent, self-appointed body that has a regulatory or sanctioning function and manages the rules and regulations.
Grant	Transfer of monies from the Municipality to an applicant for a project or purpose according to the requirements of the Community Investment Program.
Minor	Anyone under the age of 18.
Municipality	The Regional Municipality of Wood Buffalo.
Program Grants	The different grant options available under the Community Investment Program.

Qualify	To progress to the next or final stage of a competition, as by: <ul style="list-style-type: none"> • winning preliminary contests. • being selected for advancement by fulfilling required skills or conditions.
Recipient	An applicant that has been approved to receive a grant and has signed an agreement with the Municipality.
Regional Boundary	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.
Review Panel	A panel consisting of subject matter experts from Municipal departments including but not limited to Community and Protective Services, Indigenous and Rural Relations, Public Works and Communications and Engagement.
Short Term	Generally a duration of no more than two (2) weeks.
Societies Act	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
Sport	Includes traditional athletic activities as well as recreational activities.
Term	The effective date and duration of the agreement.
Travel	Transportation by air, bus or private vehicle to competitions outside the Regional Boundary. Also includes vehicle rental, parking, taxi/ride-share or public transit costs related to competition.

For more information, please visit the Community Investment Program website at www.rmwb.ca/CIP.

Community Investment Program
Community and Protective Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

Appendix A

**Community Investment Program
Games Legacy Grant
Applicant Evaluation Scoring Sheet**

Score: 0.00

Applicant:

Competition or Development:

OF

choose from Competition
Development Program

choose from Sports
Cultural/Art

Applicant is

<i>choose from</i> Minor Individual (Age 0-17)	6
Minor Team/Group	5
Coach/Instructor of a Minor Team/Group	4
Coach/Instructor of an Adult Team/Group	3
Adult Individual (Age 18+)	2
Adult Team/Group	1

Is the applicant Indigenous?

<i>choose from</i> YES	1
NO	0

The Competition is

<i>choose from</i> International Competition	3
National Competition	2
Provincial Competition	1
N/A - Application is for Development Program	0

The Development Program is

<i>choose from</i> Bring an expert to local training for coach	4
Out of region training for Coach	3
Bring an expert to local training for athletes or performers	2
Out of region training for athlete or performer	1
N/A - Application is for Competition	0

Base Score 80%

0

Applicant provided a clear, easy to understand, and concise application (including relevant attachments)

(1- Disagree, 2-Somewhat Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree)

Applicant Capacity 10%

0

The application demonstrates positive impact for the community

(1- Disagree, 2-Somewhat Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree)

Contribution to Community Resilience 10%

0