

# COMMUNITY INVESTMENT PROGRAM



## 2025 GAMES LEGACY GRANT GUIDELINES



## Purpose of the Grant

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.

The funding initiative was created from surplus funds from hosting the 1985 Alberta Summer Games, 1992 Alberta Winter Games, 2003 Alberta Senior Games, and 2004 Arctic Winter Games. The availability of funds for Games Legacy Grant applicants is based on the interest earned on the Games Legacy Reserve Fund and is determined annually.

## 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, 2024 and December 31, 2025.
- Apply for more than one competition or development program.
- Submit only one application form (Applicant can apply for more than one competition or development program under one application form) and shall only receive one Games Legacy Grant per Call for Applications.
- Be Compliant with past reporting requirements (if previously received a grant from the RMWB).

### 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 eligible expenses 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](mailto:CIP@rmwb.ca) directly).
- Be dated within 30 days (about 4 and a half weeks).
- Received by application deadline.
- Not 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 common 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 grants.
- 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 annual total funding budget for the Games Legacy Grant is approved by Council based on interest earned from the Games Legacy Reserve Fund (a minimum of \$10,000 and a maximum of \$15,000).

The allocation of the fund is based on:

- (a) Applicant Evaluation Score and Ranking Scale (see Appendix A);
- (b) Maximum grant for individuals or coaches will not exceed \$1,500; and
- (c) 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](mailto: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. All grant applications will be submitted through the CIP Grant Portal. Log in or register for your [CIP Grant Portal](https://www.rmwb.ca/CIP) account at [www.rmwb.ca/CIP](https://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 October 15, 2024**. 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 1, 2024.**
6. All complete and eligible applications will be moved forward to **Stage 2 – Application Scoring, Ranking and Decisions**

## Stage 2 - Application Scoring, Ranking and Decisions

1. CIP staff will complete application scoring and ranking based on established assessment criteria (see Appendix A).
2. Successful grant applications will be selected based on the highest ranking and ranking scale until the total available funding budget set by Council is exhausted (minimum of \$10,000, and maximum of \$15,000). **Not** all eligible applicants will receive funding.
3. Applicants will be notified of their application decision and assessment score by early December.
4. Applicants awarded a grant will receive an approval letter outlining the terms and conditions of the grant.
5. There is no appeal of the application decision.

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

## Funding Distribution Process

Grants funding will be disbursed only to recipients in accordance with the agreement's terms and conditions.

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.
- The 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 as originally agreed upon. Any funds not used for the competitions or development programs 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.

To receive the approved grant, applicants must submit the Accountability Report and copies of receipts (up to the approved grant value) within 60 days of signing the Grant Letter or attending the competition or development program for reimbursement (whichever comes first). Once all receipts and the Accountability Report have been provided, payment will be issued.

## 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](mailto:CIP@rmwb.ca) or call Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

## Key Dates

| Date  | Key Action   |
|---|--|
| September 3, 2024   | Applications open  |
| During Call for Applications  | Pre-application meeting, information sessions and one-on-one support (contact <a href="mailto:CIP@rmwb.ca">CIP@rmwb.ca</a> ).  |
| October 8, 2024   | Deadline for pre-application meeting.  |
| October 15, 2024  | Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.   |
| October 16-November 1, 2024   | Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is <b>4:30 p.m. MST on November 1</b> . Information will not be accepted after this time. |
| November 8, 2024  | CIP completes preliminary review of applications.  |
| Early December (TBD)  | Council Meeting - Games Legacy Grant budget approval.  |
| Early December (TBD)  | CIP selects successful Applicants.   |
| Early December (TBD)  | CIP sends Administration Team's decision to applicants.  |
| December 31, 2024   | CIP sends grant letters to applicants.   |
| Within 60 days of recipient signing the Grant Letter or completing competition or development program | Recipient submits Accountability Report and receipts up to the approved grant amount   |
| Within 30 days of recipient submitting Accountability Reports and receipts                            | Grant funding reimbursement  |

**Definitions**

|                               |   |
|-------------------------------|---|
| <b>Accommodation</b>          | Short term lodging related to travel.   |
| <b>Adult</b>                  | Anyone 18 years or older.   |
| <b>Amateur</b>                | A person who takes part in a sport or engages in some form of art primarily for pleasure and not for financial gain.  |
| <b>Applicant</b>              | 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.   |
| <b>Arts</b>                   | include but are not restricted to: <ul style="list-style-type: none"> <li>• creative/cultural Industries (e.g., film, television, publishing, sound recording, and new media).</li> <li>• literary arts (e.g., fiction, poetry, drama, graphic novel, children and young adults’ literature, or literary non-fiction).</li> <li>• performing arts (e.g., theatre, circus arts, music and sound, and dance).</li> <li>• visual arts (e.g., drawing, painting, photography, printmaking, sculpture, fine craft).</li> </ul> |
| <b>Call for Applications</b>  | 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.  |
| <b>Competition</b>            | An organized contest in which a winner is selected from qualified entrants.   |
| <b>Council</b>                | Mayor and Councilors of the Regional Municipality of Wood Buffalo.  |
| <b>Governing Organization</b> | An independent, self-appointed body that has a regulatory or sanctioning function and manages the rules and regulations.  |
| <b>Grant</b>                  | Transfer of monies from the Municipality to an applicant for a project or purpose according to the requirements of the Community Investment Program.  |
| <b>Minor</b>                  | Anyone under the age of 18.   |
| <b>Municipality</b>           | The Regional Municipality of Wood Buffalo.  |
| <b>Program Grants</b>         | The different grant options available under the Community Investment Program.   |
| <b>Qualify</b>                | To progress to the next or final stage of a competition, as by: <ul style="list-style-type: none"> <li>• winning preliminary contests.</li> <li>• being selected for advancement by fulfilling required skills or conditions.</li> </ul>  |

|                          |  |
|--------------------------|--|
| <b>Recipient</b>         | An applicant that has been approved to receive a grant and has signed an agreement with the Municipality.  |
| <b>Regional Boundary</b> | The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.  |
| <b>Short Term</b>        | Generally a duration of no more than two (2) weeks.  |
| <b>Societies Act</b>     | 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. |
| <b>Sport</b>             | Includes traditional athletic activities as well as recreational activities.   |
| <b>Term</b>              | The effective date and duration of the agreement.  |
| <b>Travel</b>            | 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](http://www.rmwb.ca/CIP).

**Community Investment Program**  
Community Services  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue





# 2025 GAMES LEGACY GRANT GUIDELINES

Fort McMurray, AB T9H 2K4

[CIP@rmwb.ca](mailto:CIP@rmwb.ca)

| Games Legacy Grant Applicant Evaluation Scoring Sheet |             |  |             | Score:                | 0    |
|---|-------------|--|-------------|-----------------------|------|
| Appendix A  |             |  |             | Approved Grant:       | \$0  |
| <b>Applicant:</b>                                     |             |  |             |                       |      |
| <b>Competition or Development:</b>                    |             |  |             | OF                    |      |
|   | choose from | Competition  | choose from | Sports                |      |
|   |             | Development Program  |             | Cultural/Art          |      |
| <b>A: Applicant is</b>                                |             |  |             |                       |      |
|   | choose from | Minor Team/Group or Coach/Instructor of a Minor Team/Group   | 9           |                       |      |
|   |             | Minor Individual (Age 0-17)                                  | 7           |                       |      |
|   |             | Adult Team/Group or Coach/Instructor of a Minor Team/Group   | 5           |                       |      |
|   |             | Adult Individual (Age 18+)                                   | 3           |                       |      |
| <b>B: Is the applicant Indigenous?</b>                |             |  |             |                       |      |
|   | choose from | YES  | 1           |                       |      |
|   |             | NO   | 0           |                       |      |
| <b>C: The Grant is for:</b>                           |             |  |             |                       |      |
| Competition   | choose from | International Competition                                    | 8           |                       |      |
|   |             | National Competition   | 6           |                       |      |
|   |             | Provincial Competition                                       | 4           |                       |      |
|   |             | N/A - Application is for Development Program                 | 0           |                       |      |
| Development Program                                   | choose from | Bring an expert to local training for coach                  | 10          |                       |      |
|   |             | Out of region training for Coach                             | 8           |                       |      |
|   |             | Bring an expert to local training for athletes or performers | 6           |                       |      |
|   |             | Out of region training for athlete or performer              | 4           |                       |      |
|   |             | N/A - Application is for Competition                         | 0           |                       |      |
| Total Score: (A + B) * C                              |             |  |             |                       | 0    |
| Approved Grant Calculation                            |             |  |             |                       |      |
| <b>D: Maximum Grant Eligible</b>                      |             |  |             |                       |      |
|   | choose from | Individual - Eligible up to \$1,500                          | \$1,500     |                       |      |
|   |             | Team or Group - Eligible up to \$3,000                       | \$3,000     |                       |      |
| <b>E: Funding Percentage</b>                          |             |  |             |                       |      |
|   | choose from | If total score is  | 100         | Funding Percentage is | 100% |
|   |             | or between   | 90 - 99     |                       | 90%  |
|   |             |  | 80 - 89     |                       | 80%  |
|   |             |  | 70 - 79     |                       | 70%  |
|   |             |  | 60 - 69     |                       | 60%  |
|   |             |  | 50 - 59     |                       | 50%  |
|   |             |  | 40 - 49     |                       | 40%  |
|   |             |  | 30 - 39     |                       | 30%  |
|   |             |  | 20 - 29     |                       | 20%  |
|   |             |  | 10 - 19     |                       | 10%  |
| Approved Grant: D * E                                 |             |  |             |                       | \$0  |