

COMMUNITY INVESTMENT PROGRAM



2026 GAMES LEGACY GRANT GUIDELINES



Table of Contents

Contents

1. Purpose of the Grant	2
2. Grant Eligibility Criteria	2
2.1 Eligible Applicants.....	2
2.2 Eligible Activities.....	2
2.3 Ineligible Applicants and Expenses.....	3
3. Funding Conditions	4
4. Application Process	4
5. Funding Disbursement Process	5
6. Reporting Requirements	6
7. Protection of Privacy Act (POPA).....	6
8. Disclosure of Information	6
9. Contact Information.....	6
Appendix.....	7
A1. Key Dates	7
A2. Definitions	8
A3. Application Evaluation Scoring Sheet.....	10

1. Purpose of the Grant

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

This grant is funded through interest earned from the Games Legacy Reserve Fund, which was established using surplus funds from the following events:

- 1985 Alberta Summer Games
- 1992 Alberta Winter Games
- 2003 Alberta Senior Games
- 2004 Arctic Winter Games

2. Grant Eligibility Criteria

2.1 Eligible Applicants

Applicants must be:

- An individual, team, or group whose members have resided in the Regional Municipality of Wood Buffalo for at least one year.

Applicants must also:

- Apply for competitions or development programs occurring between January 1, 2025, and December 31, 2026.
- Submit only one application per Call for Applications (you may request support for multiple competitions or development programs within the same application).
- Be in good standing with past municipal grant reporting requirements.

2.2 Eligible Activities

Competitions

Applicants must:

- Have qualified to compete in a provincial, national, or international-level amateur sporting event sanctioned by a recognized governing body.
- Submit a **reference letter** confirming their qualification.

Reference Letters must:

- Be from the governing body.
- Verify how the 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 (about 4 and a half weeks).
- Be received by application deadline.
- Not be from immediate family members.

Examples of eligible competitions:

- Canada Winter or Summer Games
- Arctic Winter Games
- North American Indigenous Games
- Provincial or National Championships sanctioned by a recognized governing sport organization

Development Programs

Programs must:

- Be short-term training or instruction at the amateur level.
- Involve learning new or advanced skills not available locally.
- Include a plan to share skills or knowledge in the community if an external coach or instructor is brought in or if someone is trained elsewhere.

Examples:

- A coach attending a national certification clinic not offered locally.
- Bring in a qualified sport specialist to run local advanced clinics.

Note

- If three or more individuals from the same team apply, they will be considered as a team-application with a maximum group grant limit of \$3,000, to be shared among them.
- Minor athletes may include eligible travel costs for one parent or guardian, as long as the total costs do not exceed the grant maximum.

2.3 Ineligible Applicants and Expenses

Ineligible Applicants:

- Non-profit or For-profit organizations
- Political parties
- Federal and provincial governments, and affiliated bodies.
- Applicants who are not in good standing with previous grants
- Applicants who fail to meet minimum eligibility criteria

- Applicants that attempt to influence or contact an Approval Committee Member outside the established process

Ineligible Expenses:

- Regular year-round training, registration, or league participation
- Equipment, uniforms, footwear, or other personal gear
- Capital or operating costs
- Fundraising or promotional activities
- Costs already funded under other municipal grants
- Educational tuition (e.g., university or private academy fees)
- Per diem or daily allowances
- Expenses for resale items

Exceptions may be considered at the discretion of the Municipality on a case-by-case basis.

3. Funding Conditions

The Games Legacy Grant is subject to the availability of funds based on interest from the Games Legacy Endowment Fund. The annual budget is between **\$10,000 to \$15,000** and will be approved by Council during annual operating budget process.

The allocation of the fund is based on:

- Applicant Evaluation Score and Ranking Scale (see Appendix A);
- Maximum grant for individuals or coaches will not exceed \$1,500; and
- Maximum grant for teams or groups will not exceed \$3,000.

4. Application Process

Pre-Application Meetings and Support

During the Call for Applications, CIP staff are available to assist with any questions and provide support. Pre-application meetings are strongly encouraged for new applicants or those seeking more detailed information. These meetings will cover eligibility criteria, the application and award process, registering and completing applications in the CIP Grant Portal, and other relevant information.

To schedule a meeting, email CIP@rmwb.ca and include:

- Applicant name (the recipient of the grant if awarded)
- A brief description of the funding request
- Your availability

Stage 1 – Application Submission

1. Review the guidelines to ensure eligibility.
2. All grant applications must be submitted through the CIP Grant Portal. [Log in](#) or [register](#) for your CIP Grant Portal account. Record the Contact Information of the individual that the grant is intended for.
3. Complete the application and attach all required documents by **4:30 p.m. on October 14, 2025**. Late applications will **not** be accepted.
4. CIP will review your application and support documents for eligibility and completeness. If any key information is missing, you will be notified via email to revise your application. Revisions can be submitted through the CIP Grant Portal until **4:30 p.m. on October 21, 2025**.

All complete and eligible applications will be moved to **Stage 2 – Scoring and Ranking**. Applicants who do not meet the criteria for Stage 2 will be informed by CIP.

Stage 2 – Scoring and Ranking and Decisions

1. CIP Staff will score and rank applications according to the assessment criteria (see **Appendix A3-Application Evaluation and Scoring Sheet**).
2. Grants are awarded to the **highest-scoring applications** until the budget is fully allocated.
3. Applicants will be notified of the 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.

Note: Not all eligible applications will receive funding. Decisions are final. Concerns may be directed through the [Whistleblower Policy LEG-150](#).

***Please note:** Since 2025 is a municipal election year, the approval of the Community Investment Program budget may be delayed. In such cases, only an interim budget may be approved initially, with the full budget possibly being finalized in early 2026. Therefore, final grant allocations and funding agreements may be postponed. Applicants are encouraged to plan accordingly, as funding decisions could be confirmed later than usual. *

5. Funding Disbursement Process

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

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

- The applicant must not be a party to a legal dispute with the Municipality.

6. Reporting Requirements

Recipients must:

- Use funds only for the **approved competition or development program**
- Submit an **Accountability Report** and **copies of receipts** (up to the approved grant value) within **60 days** of either:
 - Signing the Grant Letter; or
 - Attending the competition/development program
(Whichever comes first)

Funding is disbursed **after** approved documentation is received.

7. Protection of Privacy Act (POPA)

The personal information collected on the grant application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process the application and contact you if needed, during the review of the application. If you have any questions about the collection and use of personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or (587) 919-5522.

8. 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.

9. Contact Information

If you have any questions, or would like clarification, please contact the Community Investment Program.

Email: CIP@rmwb.ca

Phone: Pulse at **780-743-7000** or toll-free at **1-800-973-9663**

Website: www.rmwb.ca/CIP

By Mail:

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

Appendix

A1. Key Dates

Date	Key Action
September 3, 2025	Applications open.
During Call for Applications	Pre-application meeting, information sessions, and one-on-one support (contact CIP@rmwb.ca).
October 7, 2025	Deadline for pre-application meeting.
October 14, 2025	Applications close. The deadline for submitting your application is 4:30 p.m. MST. Applications will not be accepted after this time.
October 15 – October 31, 2025	Requested application revisions from CIP, where applicable. The deadline to submit your required revisions is 4:30 p.m. MST on October 31st . Information will not be accepted after this time.
November 7, 2025	CIP completes preliminary review of applications.
Early December (TBD)*	Council Meeting - Community Investment Program budget approval.
Early December (TBD)*	CIP selects successful Applicants.
Early December (TBD)*	CIP sends Administration Team's decisions to applicants.
December 31, 2025*	CIP sends grant letters to applicants.
Within 60 days of recipient signing the Grant Letter or completing the 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 distribution.

***Please note:** Since 2025 is a municipal election year, the approval of the Community Investment Program budget may be delayed. In such cases, only an interim budget may be approved initially, with the full budget possibly being finalized in early 2026. Therefore, final grant allocations and funding agreements may be postponed. Applicants are encouraged to plan accordingly, as funding decisions could be confirmed later than usual. *

A2. Definitions

Accommodation – Short-term lodging related to travel for amateur sports competitions or related activities.

Adult – Anyone 18 years or older.

Amateur – A person who participates in a sport or engages in some form of sport primarily for pleasure, personal development, or community representation, and not for financial gain.

Applicant – Any group, club or individual.

Call for Applications – A public notice announcing that grant funding is available, and inviting eligible groups, clubs, and individuals to submit applications describing how they will use the funding within the set guidelines.

Competition - An organized athletic contest or event in which participants compete, and a winner or ranking is determined from among the qualified entrants.

Council – Mayor and Councilors of the Regional Municipality of Wood Buffalo.

Governing Organization – An independent, self-appointed body with a regulatory or sanctioning role that sets and enforces rules and standards for a sport or sporting discipline.

Grant – Transfer of monies from the Municipality to an applicant for a project or purpose as per Community Investment Program requirements.

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 advance to the next or final stage of a sports competition by:

- winning preliminary rounds or events
- being selected based on performance, skill level, or meeting specific eligibility criteria

Recipient – An applicant approved for a grant who 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.

Short Term – Generally a duration of no more than two (2) weeks.

Sport – Includes both organized athletic activities and recreational physical pursuits that involve training, skill development, and competition.

Term – The effective dates and duration of the agreement.

Travel – Transportation by air, bus or private vehicle for the purpose of attending sports competitions outside the Regional Boundary. This may also include costs for vehicle rental, parking, taxi/ride-share or public transit related to competition.

A3. Application Evaluation Scoring Sheet

Community Investment Program
2026 Games Legacy Grant
Applicant Evaluation Scoring Sheet

Score:	0
Approved Grant:	\$0

Applicant: _____

Competition or Development:	_____	OF	_____
	<i>choose from</i> Competition Development Program		Type of Sport

A: Applicant is			
	<i>choose from</i>	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: Is the applicant Indigenous?			
	<i>choose from</i>	YES	1
		NO	0
C: The Grant is for:			
Competition	<i>choose from</i>	International Competition	8
		National Competition	6
		Provincial Competition	4
		N/A - Application is for Development Program	0
Development Program	<i>choose from</i>	Bring an expert to local training for coach	10
		Out of region training for Coach	8
		Bring an expert to local training for athletes	6
		Out of region training for athlete	4
		N/A - Application is for Competition	0
Total Score: (A + B) * C			0

Approved Grant Calculation			
D: Maximum Grant Eligible	<i>choose from</i>	Individual - Eligible up to \$1,500	\$1,500
		Team or Group - Eligible up to \$3,000	\$3,000
E: Funding Percentage			
	<i>choose from</i>	If total score is	Funding Percentage is
		100	100%
		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