

Community Investment Program

2026 Games Legacy Grant Application Questions

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

- 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 submit only **one** application per Call for Applications (applicants may request support for multiple competitions or development programs within the same application) up to the funding amount maximums.
- If three or more individuals from the same team or group apply, they will be considered as a team/group application with a maximum group grant limit of \$3,000, to be shared among them.

*****Applications open on September 3, 2025*****

*****Applications will be accepted until 4:30 p.m. MST. on October 14, 2025*****

Before applying:

- Read the CIP Policy and Program Guidelines carefully and request a pre-application meeting with CIP Staff, by emailing CIP@rmwb.ca if you have any questions.
- Ensure that all accounting and reporting for any previous RMWB funding has been completed. Applicants will not be considered for new funding until any outstanding account and reporting requirements have been satisfied.
- All applications must be submitted through the [CIP Grant Portal](#). [Register](#) (if new applicant) or [Login](#) (if already registered). Select “Funding Opportunities” on your Home Page to apply.

- **Important [Registration Option](#) Information.**

1. If registering a **Team or Group**

- Select Registration Option: “**Other**”

Other

For Other types of organizations/teams or groups applying for the Games Legacy Grant or teams or groups applying for the Arts, Culture and Heritage Grant

- **Contact Information:**

- Enter the details of the Primary Contact for the Team or Group.
- This individual will receive **all correspondence** related to the application, including reporting requirements if awarded the grant.





2. If registering an **Individual**

- Select Registration Option: **“Individual”**

Individual

Register as an individual with no affiliation to a team or group for the Games Legacy Grant or Arts, Culture and Heritage Grant.

- Register using the **Contact Information of the person the grant is intended for.**
 - If the **applicant is a minor (age 0-17):**
 - Enter the **minor’s First Name and Last Name** during registration.
 - You’ll be asked to provide the **Parent/Guardian’s information** in the **Applicant tab** of the application.
3. If you have any questions regarding the Registration Options, please contact CIP@rmwb.ca.

Application Instructions:

- Please answer all questions: Mandatory questions are marked with an asterisk (*).
- Please use the **Save Draft** button frequently to prevent any loss of work.
- **Applicant Information** is copied directly from your team/group user profiles and will appear in a read-only state within this form.
If the applicant information displayed is not current, please update your team/group user profiles on your **Home Page** prior to completing and submitting the application.
- If you wish to communicate with CIP regarding your application, use the **Notes** tab located within the menu on the left side of the application or contact cip@rmwb.ca.
- If you wish to invite a **grant writer** to collaborate on your application, use the **Invitations** tab located within the left side menu of the application.
- **Applications not Submitted by 4:30 pm on the closing date, will be withdrawn by CIP Staff.**





2026 Games Legacy Grant – Application Questions

APPLICANT INFORMATION - Tab

Organization Information if applying as a Team or Group (if applicable)

This section will automatically populate using the details from the **Organization Profile** which is located on the **Primary Contact's Home Page**.

If any updates are needed, please go to your Home Page and select **Organization Profile** to make the necessary changes.

Primary Contact

The Primary Contact information is automatically filled in based on the details in **My Profile**, also found on the **Main Contact's Home Page**.

To update this information, navigate to your Home Page and select **My Profile**.

1. *Games Legacy Application Type

Select both funding streams if applicable.

- ☐ Developmental Program
- ☐ Competition

2. *Applicant Category

Please Select;

- ☐ Minor Individual (Age 0-17)
- ☐ Adult Individual (Age 18+)
- ☐ Coach/Instructor of Minor(s)
- ☐ Coach/Instructor of Adult(s)
- ☐ Minor Team/Group
- ☐ Adult Team/Group

a. If Minor Individual (Age 0-17) is selected.

- a. *Parent/Guardian Name
- b. *Daytime Phone
- c. *Email Address





3. If you are applying as an individual, please indicate if you identify as part of one or more of the following equity-deserving communities. If you are applying on behalf of a group or team, please skip this question, unless it is relevant.

- ☐ 2SLTBQIA+
- ☐ Immigrants, refugees and/or newcomers
- ☐ First Nations, Métis, and/or Inuit Peoples
- ☐ Other racialized communities
- ☐ Youth
- ☐ Seniors
- ☐ Women and/or girls
- ☐ People experiencing poverty and/or homelessness
- ☐ People living with disabilities
- ☐ People living in rural communities
- ☐ Other
- ☐ Prefer Not to Answer

4. Number of Members

If group or team.

If the grant is approved, payment will be made to the Applicant (individual name or team/group name).





DEVELOPMENT PROGRAM DETAILS - Tab

Complete if applying for a developmental program

5. *Name of Program/Training/Workshop: 50 Words

Development Program - development of skills through short-term training or instruction at the amateur level

6. *Beginning Date - MM/DD/YYYY

7. *Completion Date - MM/DD/YYYY

Applicants may apply for training that has happened or is happening between January 1st of the current year (2025) and December 31st in the following year (2026).

**8. *Location
25 Words**

9. *Select the developmental program option that applies:

- ☐ Attend a course or clinic that is not available within the Municipality.
- ☐ Bring an individual to the Municipality to train a coach or instructor.
- ☐ Send a coach or instructor for training that is not available locally.
- ☐ Bring in an individual to the Municipality to train an athlete, team or group.

10. *Provide a description of the program including any objectives and expected outcomes. 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. 250 Words

Note: A copy of the brochure or program outline can be uploaded on the Attachment Tab.





COMPETITION DETAILS - Tab

Complete if applying for a competition

Competition Information

Applicants shall not apply until after qualifying for the provincial/national/international competition/games or North American Indigenous Games/Arctic Winter Games.

5. *Name of Competition. 20 Words
6. *Beginning Date - MM/DD/YYYY
7. *Completion Date - MM/DD/YYYY
8. *Location: 20 Words
9. *Division or Class
10. * Official governing organization of the competition and their website.
11. *Competition Level:
 - ☐ Provincial
 - ☐ National
 - ☐ International
 - ☐ North American Indigenous Games
 - ☐ Arctic Winter Games
12. *Please check the option(s) that apply.

This option must correspond to the Name of the Competition the applicant is applying for.

- ☐ Has placed at a regional competition which qualified the individual or team/group to advance to a Provincial or Western Canada Championship
- ☐ Has placed at a provincial or Western Canadian Championship which qualified the individual or team/group to advance to a Canadian Championship
- ☐ Has placed at a National championship which qualified the individual or team/group to advance to an International competition

Note: Applicant must attach an official reference letter from the competition governing organization confirming qualification on the Attachment Tab.





FINANCES - Tab

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 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.

13. * Please complete the following budget table:

Budget Table - **[See Appendix A – Budget Table]**

14. * Total Grant Amount Request

Applicants may apply for both streams, however the maximum per applicant remains the same: Individuals or Coaches will not exceed \$1,500. Teams/Group will not exceed \$3,000.

ATTACHMENTS - Tab

Attachment requirements if applying for a **Developmental Program**

15. Provide copies of receipts.

If the program or competition has already occurred, recipients must complete the Accountability Report and provide copies of receipts to be reimbursed.

If the program or competition has not occurred, recipients must complete the Accountability Report and submit receipts within 60 days of attending or completing the program or competition. Please see the Accountability Template attachment if you require a Grant Accountability Report.

16. Attach a brochure, media release, publication or program outline.



Attachment requirements if applying for a **Competition**

16. *Please attach a reference letter or proof of qualification.

- be from the sanctioning 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 the application deadline 2025-10-14, 4:30 p.m. MT; and
- not come from immediate family members.

17. Provide copies of receipts.

If the program or competition has already occurred, recipients must complete the Accountability Report and provide copies of receipts to be reimbursed. If the program or competition has not occurred, recipients must complete the Accountability Report and submit receipts within 60 days of attending or completing the program or competition. Please see the Accountability Template attachment if you require a Grant Accountability Report.

18. Attach a brochure, media release, publication or program outline.

DECLARATION - Tab

Declaration: In making this application, I, the undersigned, confirm:

- that I have read the Games Legacy Grant Guidelines;
- that I believe the applicant meets the requirements of the Games Legacy Grant;
- that the costs provided are fair and accurate;
- that I understand that this application form must be completed in full and received before 2025-10-14 4:30 p.m. MT;
- that I understand the term of the Games Legacy Grant is January 1, 2026 to December 31, 2026;
- that I understand this application form and all attachments may be made publicly accessible through any method used to publish the public meeting agenda, including the RMWB website.
- that I have been authorized by the applicant and/or the applicant organization to complete this application. I represent the Regional Municipality of Wood Buffalo's Community Investment Program that, to the best of our knowledge and belief, the information provided is truthful and accurate. If relevant, this application is submitted on behalf of the aforementioned organization with the full knowledge and consent of its Board of Directors.





- that I agree to fulfil the total commitments and requirements attached to this grant including the submission of the receipts to the Community Investment Program within two months following the activity or grant approval; and
- that should I not complete the activities proposed in this application, I will refund promptly, and in full, the total grant awarded.
- that I understand the personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (587) 919-5522.

* Acknowledgement

☐ I do hereby certify that to the best of my knowledge, this application contains a full and correct account of all matters stated herein.

* Applicant Name

* Position/Title

* Date - MM/DD/YYYY





Appendix "A" Budget Table

Revenue

i If there is no other revenue please enter "0" in the Revenue section of the budget.

Type of Revenue1	Description	Amount
Please Select		
Bingos		
Raffles		
Individual Donations		
Group or Business		
Federal Government		
Provincial Government		
Other		
		\$0.00

Expenses

i Examples of Expenses: Instructor fees, registration fee, travel costs, accommodation, meals, material or supplies, or other specific items. See Games Legacy Grant Guidelines.

Type of Expense	Description	Amount
Please Select		
Instructor Fees		
Registration Fees		
Travel		
Accommodation		
Meals		
Other		
		\$0.00





Surplus/(Shortfall)

i Total Grant Request cannot be higher than projected shortfall

Amount	
(Total Revenue - Total Expenses)	\$0.00

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.

