

## City of New Westminster

# AMATEUR SPORTS FUND COMMITTEE

## Terms of Reference

### **Purpose**

The purpose of the Amateur Sports Fund Committee is to disperse funds for the promotion and improvement of New Westminster amateur sports.

### **Mandate**

The role of the Amateur Sports Fund Committee is to encourage:

- increased participation in amateur sports for youth,
- provision of a wide variety of sport activities for local youth,
- youth to become involved and exposed to new sporting activities,
- skill development,
- competition, and
- volunteer participation.

### **Eligible Organizations, Teams or Individuals:**

#### *General Grant*

Eligible New Westminster youth amateur sport organizations shall meet the following requirements:

- i. Must be an active, voluntary, not for profit organization primarily serving New Westminster youth in amateur sport,
- ii. Must have a constitution and Board of Directors who are elected at an annual general meeting that is open to the public, and
- iii. Must open its membership and programs to any youth in New Westminster wishing to participate.

#### *Travel Grant*

New Westminster youth amateur sport teams and individuals may apply for travel assistance to national and international competitions. Individuals must either be a local resident, or be a member of a New Westminster youth amateur sport team.

## **Eligibility Criteria, Process and Restrictions:**

### *General Grant*

- a) Applicants must demonstrate the proposed amateur sporting initiative will benefit New Westminster's community and/or athletes,
- b) Funding will not cover the complete cost of any single project,
- c) Funding is not applicable for awards,
- d) Priority will be given to projects that improve and/or increase the number of sporting opportunities, participation levels or skill development,
- e) Priority will be given to new or additional services or projects within the organization, and
- f) While funding is intended for one-time projects, consideration will be given to renewing a grant for a second year,
- g) The activity or project must be completed within the calendar year for which the funding is approved
- h) Funding will be remitted upon project completion and receipt of an acceptable report, evaluation and verification of payments and expenses,
- i) Acknowledgement of the City of New Westminster's financial support must be prominently displayed in the organizations/athletes promotional literature and mediums (i.e. website, brochures, advertisements, etc.),
- j) All eligible organizations may apply to receive a fixed administrative grant of \$200.00 each year.

### *Travel Grant*

Funding is available for eligible teams and individuals for travel to national and international competitions. Under special circumstances, assistance will be considered for travel to provincial competitions.

## **Types of Eligible Projects:**

- Clinics, seminars, workshops
- Hosting tournaments
- Equipment (uniforms are only considered where a new program is being developed)
- New programs
- Travel assistance

## **Application Information**

- Applications will be distributed to eligible organizations on an annual basis and accepted by the Committee each December.
- Should funds remaining funds be available after the initial grant awards, additional applications may be considered in June.
- Funding approval will usually be announced by mid March 15.

- Grants are awarded by City Council on recommendation from the Committee.
- Travel grant applications are available from the New Westminister Parks and Recreation Department office. Travel grant applications are reviewed and awarded throughout the year.
- All applications are to be submitted to:

New Westminister Amateur Sports Fund Committee  
c/o New Westminister Parks & Recreation  
600 Eighth Street  
New Westminister, BC, V3M 3S2  
Telephone: 604-527-4567 Fax: 604-526-6358  
[nwparksrec@newwestcity.ca](mailto:nwparksrec@newwestcity.ca)

## **Remittance of Grants**

### *General Grant*

- a) Grants are paid upon receipt of validation that expenditures have been made relating to the approved project (i.e. receipts, registration confirmation and cancelled cheques).
- b) Receipts can be submitted for reimbursement at any time throughout the year.
- c) The final deadline for submission of receipts is December 31 of each year. Claims submitted after this date will not be considered.

### *Travel Grant*

Grants are paid upon award and do not require receipts. Complete application forms are required.

## **Voting Members**

The committee shall consist of three voting members. Each member will be New Westminister residents who apply for this committee through the annual City committee recruitment process and be appointed by City Council. All members shall serve without remuneration.

## **Staff Advisor**

The Director of Parks and Recreation, or Parks and Recreation designate, will provide staff support to the committee. The staff advisor must be present at all committee meetings.

## **Term**

The term for all voting members, as appointed by Council, will be for two-years from February 1 of the year appointed.

## **Chair**

Council shall appoint a Chair from one of the three voting members. Meeting frequency and scheduling will be determined upon need and scheduled by the Chair.

## **Attendance**

The staff advisor will arrange the meeting schedule with the Chair so that all members are available for scheduled meetings.

## **Quorum**

A quorum shall consist of all three voting members.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the chair shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

## **Rules of Procedure**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, as revised from time to time.

**AMATEUR SPORTS FUND  
APPLICATION FORMS**

**ADMINISTRATIVE GRANT APPLICATION**

**PROJECT GRANT APPLICATION**

**TRAVEL GRANT APPLICATION**