

## Amateur Sport Grant Program Guidelines

### 1. Objectives of the Amateur Sport Grant Program

- a. *To encourage:*
  - i. Increased participation in amateur sports for youth
  - ii. That a wide variety of activities be available for youth
  - iii. Youth to become involved and exposed to new activities
  - iv. Skill development
  - v. Competition
  - vi. Volunteer participation and development

### 2. Who May Apply

- a. *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.
- b. *Travel Grant*

New Westminster youth amateur sport teams and individuals may apply for travel assistance to national and international competitions.

### 3. Eligibility Criteria, Process and Restrictions:

- a. *General Grant*
  - i. Applicants must demonstrate the proposed amateur sporting initiative will benefit New Westminster's community and/or athletes,
  - ii. Priority will be given to projects that improve and/or increase the number of sporting opportunities, participation levels or skill development,
  - iii. Priority will be given to new or additional services or projects within the organization,
  - iv. While funding is intended for one-time projects, consideration will be given to renewing a grant for a second year,
  - v. The activity or project must be completed within the calendar year for which the funding is approved,
  - vi. Funding will be remitted upon project completion and receipt of an acceptable report, evaluation and verification of payments and expenses,

- vii. Acknowledgement of the City of New Westminster's financial support must be prominently displayed in the organization's/athlete's promotional literature and mediums (i.e. website, brochures, advertisements, etc.),
- viii. Each completed and qualified application may receive an Administrative Grant in the amount of \$200

General Grant Exclusions – Funding is not available:

- to cover the complete cost of any single project
- for awards
- for expenses related to the rental of City facilities where the fees charged are already subsidized for amateur sport
- for expenses related to participating in tournaments outside of New Westminster

b. *Travel Grant*

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

#### 4. Types of Eligible Projects

- a. Clinics, seminars, workshops \*\*
- b. Hosting tournaments
- c. Equipment (uniforms are only considered where a new program is being developed)
- d. New programs
- e. Travel assistance

\*\* Funds awarded for development purposes must have a component targeted for the development of volunteer coaches and not be used solely for the hiring of paid coaches and/or professional player development coaches.

#### 5. Other Information

- a. **Applications must be submitted to the City of New Westminster by 4:00 pm on October 31<sup>st</sup> of the current calendar year in order to be eligible for the following year's grant**
- b. All grant applications are approved by City Council based on recommendations from the Amateur Sports Fund Committee

#### 6. Payment of Grants

- a. Grants are paid upon receipt of validation that expenditures have been made relating to the approved project (e.g. receipts, registration confirmation, 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<sup>st</sup> of each year – **receipts submitted after this date will not be reimbursed**

**Please use the following methods to submit an online grant application:**

<https://www.newwestcity.ca/grants>

**For additional information contact:**

City of New Westminster  
Parks and Recreation Department  
Tel: 604-527-4567