

2015 Amateur Sport Grant Program Guidelines

1. Objectives of the Amateur Sport Grant Program

- a. To encourage and increase participation in amateur sports for youth
- b. To encourage a wide variety of activities to be available for youth
- c. To encourage youth to become involved and exposed to new activities
- d. To encourage skill development
- e. To encourage competition
- f. To encourage 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, and
- 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

- organizations/athletes promotional literature and mediums (i.e. website, brochures, advertisements, etc.),
- viii. All eligible organizations may apply to receive a fixed administrative grant of \$200.00 each year.
 - ix. The project must be completed within the calendar the year of funding is approved
 - x. Acknowledgement of the City of New Westminster's financial support is to be highlighted in the organization's literature, brochures, programs and promotional material

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. Additional Information

- a. Applications are to be received by the Amateur Sport Grant committee by December 1, 2014
- b. All grants are approved by City Council on recommendation 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 of each year – receipts submitted after this date will not be reimbursed

Please use one of the following methods to submit a grant application:

Drop off or mail to:

City of New Westminster
Parks, Culture & Recreation Administration Office
600 8th St
New Westminster, BC V3M 3S2

Email to:

nwparksrec@newwestcity.ca

For Additional Information contact:

City of New Westminster
Parks, Culture & Recreation Department
604-527-4567