



Games Legacy Award Program For the Arts and Recreation



Program Regulations and Application Form

St. Albert Games Legacy Award Program Regulations

1. Purpose

The purpose of the Games Legacy Awards Program is to encourage St. Albert Community Groups to provide development opportunities in amateur sport or the arts through programs or projects that are beyond the group's regular training or instruction.

2. Policy

The City will offer a financial assistance program for the St. Albert Community groups that encourage developmental activities in amateur sport or the arts.

Awards are reviewed by the Community Services Advisory Board in accordance with the St. Albert Games Legacy Award Program Regulations and recommended to Council for approval.

3. Eligibility

Up to a maximum of 50% of the total program or project cost may be funded through this grant. The Community Group's contribution may be in the form of any combination of money, volunteer labour, or donated equipment or material. The volunteer contribution must be directly related to the program or project for which funding is being requested. Other grants are not eligible as matching funds.

Maximum award will not exceed \$2,500.00.

Only non-profit sport or arts organizations are eligible to apply for awards.

If funding is going towards training a coach or instructor, the person taking part in the training or instruction must be a volunteer for the organization.

4. Membership Requirements for Eligible Organizations

Applicant must be a St. Albert Community Group or satellite branch, which has been in operation in St. Albert for a minimum of one year and 80% of the members thereof, must be a resident of St. Albert.

If the Community Group has less than 80% of its membership from St. Albert the Board may consider pro-rated funding.

5. Funds May Be Used or Awarded For:

- I. A program/project at the amateur level.
- II. Specific short-term developmental training/instruction.
- III. Costs associated with the delivery of new or innovative projects, services or program, which will enhance the appreciation of sport or the arts.
- IV. To assist an organization in sending an individual for training/instruction who brings skills back to be taught in the community, must have a plan in place to disseminate the knowledge to others; and
- V. Funding to bring an individual in to coach/train local athletes, artists, coaches or instructors to upgrade skills beyond what is considered as regular activities by the board.

6. Funds May Not Be Used Or Awarded For:

- I. Costs associated with regular year round training or instruction or an activity that is common practice for the Community Group.
- II. Previous Legacy Grant applicants that have not completed accounting statements.
- III. Capital construction expenses.
- IV. An individual whose primary income is derived for commercial enterprise.
- V. Competitions.
- VI. Retroactive applications.

7. Award Allocation

Applications are processed semi-annually.

8. Application Requirements:

- I. Pre-application telephone interview is highly recommended.
- II. Detailed budget.
- III. Detailed proposal outlining the program/project and anticipated outcome/benefit.
- IV. Application approved by two authorized members of the Community Group by way of signed declaration.

9. Application Criteria

Applications will be evaluated on the following criteria:

- I. Demonstrates a direct community benefit as a result of the award.
- II. Opportunities that will enhance skill development beyond regular training or instruction.
- III. Shows self help on the part of the organization.
- IV. Shows an effort to seek out alternative sources of funding and support.
- V. The program or project is open to the community where applicable.
- V. New programs will be given priority.
- VI. If applications are of equal merit, youth applications will be given priority.
- VII. Cost benefit of the project i.e. number of people trained versus amount of money expended.

10. Application Review Process

Community and Protective Services shall advertise the availability of the awards and shall provide information on the criteria by which the applications will be considered.

Applications received by award deadline will be reviewed at the next scheduled Community Services Advisory Board meeting.

Applicants may make an appointment with Legislative Services (459-1633) to appear before the board to present their application prior to the Board making their decision. These appointments **are optional and would** be scheduled on the monthly meeting date in fifteen-minute intervals.

Community Services Advisory Board Members shall consider the applications and make recommendations to City Council according to merit, eligibility and available funding. Funding availability and priorities can be a limiting factor on the size and number of awards granted.

Funds will not be awarded if application does not meet the criteria.

Applicants will receive a letter indicating the decision regarding the application, upon completion of the review process. This process takes approximately six to eight weeks from application deadline to City Council approval.

City Council unadopted minutes detailing grant awards are generally available on the City of St. Albert website (www.stalbert.ca) within one week of Council meetings.

Successful applications may receive public acknowledgment.

11. Applicant Obligations

Applicants are required to submit an Expenditure Report, within 60 days of their project completion, verifying that funds were used for the purpose awarded and the objectives were achieved.

The funds must be expended as specified in the application.

Community Groups may only make application once per calendar year.

12. Recognition

Successful applicants will acknowledge receipt of Games Legacy Award funding from the City of St. Albert in their event promotion and advertising.

Definitions for the Purpose of This Program

Amateur:

A person who takes part in a sport or engages in some form of art primarily for pleasure and not for financial gain.

Arts:

Arts include but are not restricted to: painting, drawing, sculpture, music, literature, drama, dance, quilting, weaving, pottery, photography and stained glass.

Community Group:

A registered non-profit society; however guilds and other less formal organizations may be considered as community groups.

Professional:

A person who is attending a post-secondary institution in their field of expertise, being sport or the arts, or a person whose primary income is derived through their participation in sport or the arts.

Satellite:

A branch of an organization that operates in more than one community.

Sport:

Includes traditional athletic activities as well as recreational activities.

Short Term:

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



Games Legacy Award Program



For the Arts and Recreation

Name of Community Group

Application Form



St. Albert Games Legacy Awards Program Application

Please type or print neatly with black ink.

Community Group: _____

Mailing address: _____

Years Community Group has been in existence in St. Albert: _____

Incorporation number: _____ Incorporation date: _____

Number of active members: _____

Percentage of members who are St. Albert residents: _____

Contact name: _____ Position: _____

Telephone number (s): Day: _____ Evening: _____

Address: _____

Postal Code: _____

Has your Community Group received a St. Albert Games Legacy Award or other funding from the City of St. Albert in the past fiscal year?

- Yes
- No

If yes, list the year(s) and amount(s) of each grant/funding award.

PROPOSED PROGRAM/PROJECT

Description of program/project including objectives: (attach brochure or program/project outline).

Details of the program/project:

Beginning date: _____ *Completion date:* _____

Location: _____

Instructor: (if applicable) _____

If your Community Group is sending an individual for training or instruction, please provide the name and position of the person attending.

Name	Position
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Does this program/project benefit youth? Yes No

If yes how? _____

How many people will benefit from this program/project? _____

Is this program/project for your members only? Yes No

Is this program/project open to the general public? Yes No

Briefly describe how this program/project is beyond the Community Group's regular training or instruction:

Briefly describe the benefit/outcome, which may accrue directly to the community if funding is awarded:

*Identify other sources of funding for this program/project applied for or expected:
(Other grants not eligible as matching funds)*

*What is the Community Group's contribution to the program/project?
(e.g. volunteers, fundraising, cash)*

PROGRAM/PROJECT Budget

Expenses	
<i>Examples of Expenses:</i>	
Presenter/instructor fees, registration fee if attending a course, facility or rental fee, travel costs, accommodation/meals, material or supplies, or other specific items.	
List your group's expenses below:	Amount
TOTAL EXPENSE	

Revenue	
<i>Examples of Sources of Revenue:</i>	
Club contribution, grants, cash donations, gifts in kind, registration/participant fees, requested funding from Games Legacy Awards or other specific sources.	
List your group's sources of revenue below:	Amount
TOTAL REVENUE	

Requested funding from the St. Albert Games Legacy Awards Program	
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Declaration of Applicant

We having read the program regulations, hereby make application with approval from the (Community Group Name) _____ for a St. Albert Games Legacy Award. We declare that we have answered all questions applicable to us; and the monies will be used for the purpose the application was approved within one year of application approval. If the program/project is not undertaken, the grant money will be returned. We agree to fulfill the commitments of this award, which include submitting the required expenditure report within sixty days following completion of the program/project with a brief summary of how objectives were achieved. We will gratefully acknowledge the City of St. Albert 's Games Legacy Award Program for any funds provided to our Community Group in any advertising that may follow. To the best of our ability, the information provided in this application is true.

Board members signatures:

_____ Day Month Year	_____ President's Name (Please print)	_____ Signature
_____ Day Month Year	_____ Treasurer's Name (Please print)	_____ Signature

Application completed by:

_____ Name and Position	_____ Day/Month/Year
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Freedom of Information and Privacy Act: THE CITY OF ST. ALBERT OPERATES UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. ALL RECORDS IN ITS CUSTODY OR UNDER ITS CONTROL ARE SUBJECT TO THE PROVISIONS OF THIS ACT.

**St. Albert Games Legacy Awards
Application Checklist**

- ☐ Telephone consultation with Community and Protective Services.
- ☐ Attach complete budget information.
- ☐ Attach completed declaration form.
- ☐ Attach complete and signed application form.
- ☐ Attach a photocopy of pamphlets/brochure or other information about the program/project.
- ☐ Mail or deliver your application to:

City of St. Albert
Community and Protective Services
c/o General Manager
5 St. Anne Street
St. Albert, Alberta
T8N 3Z9

459-1692