

Adopted by Council Resolution # 304/15.



TOWN OF DRAYTON VALLEY

Subject:	Roger Coles Memorial Youth Sports Grant	Policy No.:	A-01-13
Department:	Administration		
Approval Date:	July 31, 2013	Review Date:	November 18, 2015, Dec. 9/15
Associated Policies:			

Roger Coles Memorial Youth Sports Policy

Purpose

The Town of Drayton Valley (hereinafter referred to as the "Town") recognizes the importance of sport and recreation in our community and has established the Roger Coles Memorial Youth Sport Grant to recognize the sacrifice and dedication of our young individuals to sport.

General Policy

This grant is designed to provide financial assistance to local athletes with expenses associated with different levels of competition. The Town has established the Roger Coles Memorial Youth Sport Grant Policy to assist athletes based upon the guidelines attached hereto as Schedule "A" and forming part of this Policy.

Responsibilities


The individual requesting a grant must meet the criteria set out in Schedule "A".

Procedure

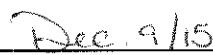
1. Youth individuals desiring a grant from the Town must submit a written application to the Director of Community Services, in the form prescribed by the Town.
2. Decisions to support grant applications will be based on the individual's ability to meet the grant criteria.
3. Grant funding support may be provided for the full amount of the request, or for any portion of the requested contribution.
4. A Selection Committee, selected by and which shall include the Director of Community Services, will administer the Grant on behalf of Town Council based on the criteria set out in the guidelines.

Subject:	Roger Coles Memorial Youth Sports Policy	Sign off:	
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5. The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in general revenues and will not be accruable to the next fiscal period.
6. Grant funding applications will be reviewed on a quarterly basis, after each of the following deadline dates:
 - a. January 1st;
 - b. April 1st;
 - c. July 1st; and
 - d. October 1st.
7. The Selection Committee will make decisions on applications not exceeding one thousand (\$1,000.00) dollars. Town Council will review and approve or refuse all applications for grant requests which exceed one thousand (\$1,000.00) dollars. At its discretion, the Town retains the right to refuse any request or to make an exception should a request not meet all of the Policy criteria but still be deemed to be worthy of review.
8. Grant funding recipients must submit a final report, with a Financial Statement, to the Director of Community Services within thirty (30) days of the stated service end date. No subsequent grant application will be considered by the Town until such time as the report has been received by the Town.



 Mayor



 Approval Date

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SCHEDULE "A" Guidelines

PURPOSE:

To assist members of the community of Drayton Valley:

- With eligible costs associated to compete in a sport championship competition (hereinafter referred to as the "event") at the following levels in which a CHAMPION is declared:
 - Western Canadian
 - National, or
 - International

Grants or assistance approved by the Town may take any of the following forms:

- Direct sponsorship through provision of funds (cash)
- Indirect sponsorship through:
 - o discounts/subsidies
 - o fee waivers
 - o fee deferral
 - o purchase of advertising
 - o purchase of goods/services

ATHLETE ELIGIBILITY:

- Must be a member of the community of Drayton Valley
- Must be an individual with amateur status
- Must be sponsored by or affiliated with a registered nonprofit sport organization
- Must fall within the following definition of "Youth": an individual who is eighteen (18) years of age or younger at the time of the event.

A provision may be made on a case-by-case basis for those athletes selected by the provincial sport governing body to represent Alberta at the National Championship, provided there is no competition to recognize a provincial champion in a particular class or category.

Subject:	Roger Coles Memorial Youth Sports Policy	Sign off:	
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ATHLETE INELIGIBILITY:

- Athletes receiving Federal Carding Assistance
- Athletes receiving 100% travel subsidy through the National or Provincial Sport Governing Body
- Athletes representing corporate entities
- Athletes already receiving a subsidy of some form from the Town

APPLICATION SUBMISSION:

Applicants must submit a completed Town of Drayton Valley Roger Coles Memorial Youth Sport Grant Application form:

- Upon qualifying to compete in a Western Canadian, National, or International championship event;
- or up to 30 days after the event

GUIDELINES:

The individual will not normally receive more than one grant from the Town of Drayton Valley in a calendar year

- Grant awards of under \$100 will not normally be considered
- The allocation of a grant is subject to the availability of funds
- Applicants must submit a fully completed Application form, including a budget for attendance at the event (including travel, lodging, meals and registration fees), as well as a list of sponsorship or funding requested and obtained from other sources
- Funding support may be provided for the full amount of the request, or for any portion of the requested contribution. Applicants are encouraged to fundraise and access support from other sources, which will be taken into consideration during review of the application. The Town will look at funding opportunities of approximately fifty (50%) percent of the budgeted cost of attending the event.

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APPLICATION PROCESS:

Pre-Event:

Applicants MUST submit the following:

- An official letter from the appropriate sanctioning body, which verifies the date(s) and location of the event and acknowledges the Applicant as the recognized competitor/participant;
- Proof of travel cost as provided by a commercial airline or bus company or car rental agency or train company;
- Poster for the event (if available)
- NOTE: PRE-EVENT APPLICATIONS shall only receive grant funding upon meeting the grant program's eligibility criteria and meeting the final report requirements within 30 days after an event.

Post-Event:

Within 30 days of the event, applicants MUST verify travel to the event by providing (FINAL REPORTING REQUIREMENTS) as follows:

- Proof of participation in the event
- Outcome of the competition (e.g. media report, official's record, letter from sanctioning organization)

All applicants will be notified in writing as to the grant decision within a reasonable time after the application submission.

All applications will be reviewed by a selection committee.

All applicants will be required to recognize the Town's contribution to the event or service which was sponsored.

If you have any questions please e-mail info@draytonvalley.ca or call 780.514.2200.