

## Application Procedures

**Applications are reviewed in February, June and October of each year.** Applications MUST be received prior to the event taking place. Early application is encouraged to allow sufficient time for review and recommendations. No funding can be released until approval is received.

Applications may be received from teams, organizations, groups, agencies or individuals. Parent organizations are required to plan ahead and “group” all their team and individual requests into one request. Supplemental documentation must be provided upon request (ie. written authority from the specific provincial, national or international body sanctioning/requesting participation).

Applications must include a budget statement of projected expenses and revenues, and the specific amount of assistance requested, as well as a final financial statement.

### APPLICATIONS ARE AVAILABLE AT

City Hall, 3rd Floor  
Parks and Outdoor Recreation (Kipling Street)  
Family Leisure Centre, Crestwood Recreation Centre  
Arena, Kinplex, Moose & Hockey Hounds  
Or on the City's web site ([www.medicinehat.ca](http://www.medicinehat.ca))

The complete policy is available online, or at the address below.  
If you have any questions regarding your application, please contact  
Varley at 529-8315 or Bonnie-Lou at 529-8316

Applications can be mailed, faxed, e-mailed or delivered in person to:

City of Medicine Hat  
Community Development (Third Floor, City Hall)  
580 First Street SE  
Medicine Hat, AB T1A 8E6  
Fax: 529-8324  
E-mail: [bonyar@medicinehat.ca](mailto:bonyar@medicinehat.ca)



Medicine Hat  
The Gas City

The City of Medicine Hat has funding available to groups, organizations or individuals involved in sports, recreation or leisure activities:

- who have achieved representative status
- who are hosting an event at a provincial, national or international competition

The City may also grant support to host a local sport or leisure event/project that is demonstrated to achieve a major contribution to the community in terms of citizen involvement, tourism generation, economic benefit, positive recognition and celebrating the joy of living in Medicine Hat.

### PRINCIPLES

- Recognize and acknowledge the effort necessary for attaining excellence.
- Encourage the positive use of leisure time for the betterment of the community.
- Promote the City of Medicine Hat as a vibrant, healthy community.
- Provide assistance to groups, organizations and individuals who attend provincial, national, international and Western Canadian competitions or events.
- Encourage participation by all members of the community.
- Emphasize the spirit of community among the citizens of Medicine Hat.
- Promote recreation and sport opportunities vital to well being, quality of life and prevention of social problems.
- Provide assistance and/or encouragement to groups and organizations that host local special events or projects in Medicine Hat of a recreational, leisure, and/or sports nature.

The City of Medicine also provides grants to assist with cultural activities and events and Community Development Grants for new, innovative social projects which emphasize prevention and volunteerism.

City of Medicine  
Hat



**SPECIAL EVENTS/  
COMPETITION  
ASSISTANCE  
GRANTS**

**Grant Guidelines**

## Funding/Eligibility Criteria

Support may be provided to teams, organizations, groups, agencies or individuals.

The event as well as the participants must be of amateur status. The applicant's sponsor should be a registered not-for-profit group, organization or agency.

The participant or organization must be deemed as a resident of Medicine Hat.

Competitions on a provincial, national, international or Western Canadian level must be sanctioned by a recognized governing body that invites participation by representatives. Smaller regional or zone events are not eligible under this policy.

Any support provided must be applied directly to activities specific to the event, e.g. travel, accommodations, equipment, advertising, facility rental. Uniforms are the responsibility of the applicant.

Consideration will be given to location and duration of the event, the number of people involved and any special needs.

A special event/project which is hosted in Medicine Hat must be open and accessible to the public regardless of age, sex, creed or religion.

Special events/project or hosting competitions that generate a surplus of funds are not eligible for any assistance.

Funding is intended as a one-time assistance program, and preference will go to those individuals/organizations/special event/projects who have not received previous funding.

Preference will be given to applications which have made a reasonable effort to obtain support from other sources.

Normally, funds will be allocated as follows:

50% of the approved amount once approved by City Council and the remaining 50% upon receipt of a completed financial statement after the event has occurred (if the funds are needed to cover a deficit).

Upon exceptional circumstances 80% of the allocation may be advanced at the discretion of the City.

**A completed financial statement must be received within 60 days after the event has occurred**, as a condition of the assistance program. If the financial statement is not completed with 60 days of the completed event, the remaining 50% will be forfeited. In addition, applicants who do not submit a financial statement within 60 days will not be eligible for future funding for a period of three (3) years.

If funding is advanced for any local special event/project and that event or project does not occur, or the individual, team or group does not attend a competition, then the money must be refunded within 30 days.

MAXIMUM FUNDING LIMITS				
	Provincial		National/International/ Western Canadian	
# of Active Participants	Attending	Hosting	Attending	Hosting
Individual	\$500	N/A	\$1,000	N/A
Two or more participants	\$1,000	\$2,000	\$2,000	\$3,000

*The City of Medicine Hat reserves the right to limit or refuse assistance to any applicant.*

*Financial contributions from the City of Medicine Hat to any event in no way obligates the City to participate in the event beyond the terms set out in this policy.*

*The City of Medicine Hat assumes no responsibility, legal or otherwise for any event, unless specifically outlined under separate agreement.*

## Definitions

**Leisure Activity** — An activity or competition that gathers amateur representatives from provinces, territories, or various countries for the healthy, worthwhile display of skills.

**Hosting a Local Special Event/Project** - An activity, fair, exhibition, demonstration or performance that involves or impacts a large number of local citizens in a positive, worthwhile and meaningful manner. It can be a single event or a series of events or projects. The event/project(s) should accentuate and celebrate the spirit of community living. It should add to our community development, tourism or economic growth.

**Amateur** — Not for profit. Participation for the pure joy and celebration of the activity.

**Provincial Event** - A province wide event sanctioned by a recognized provincial governing body that invites participation by representatives from zones, regions or other territorially designed sections of the province. (Smaller regional or zone events **are not** included in this policy.)

**National Event** - An event sanctioned by a recognized national governing body that invites participation by representatives from provinces, territories or designated regions of Canada. (This may include a Western Canadian competition).

**International Competition** — An event sanctioned by a recognized international governing body that invites participation by representatives from various countries worldwide.

**Active Participants** – includes the individuals or team members who will be actually taking part in or coaching the activity. Does not include organizing members or board members, paid coaches, parents and/or spectators.

**Eligible Applicants** - The participant or organization making the application must be deemed as a resident of the City of Medicine Hat.

**Resident** – applicant (or parents of a youth) have lived in the community for the past six months.