

Application Procedures:

Applications are reviewed in **February, June and September** of each year. Applications **MUST** be received by the end of the prior month (Jan 31, May 31 Aug 31) in order to be included, and it must be at least 30 days prior to the event taking place. No funding is released until final approval is received by City Council. ***This can take 8-12 weeks*** 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 with your application (i.e. written authority from the specific provincial, national or international body approving participation).

Applications must include a budget statement of projected expenses and revenues, and the specific amount of assistance requested (see application). If approved, applicants will then be required to provide a final statement of the actual expenses and revenues within **60** days after the event.

****IMPORTANT****

Please read the full grant guidelines & criteria before submitting your application

How to Apply:

Applications are available:

In Person: **Parks & Recreation Department** or
Online: www.medicinehat.ca/grants

Completed Applications can be dropped off in person, or emailed to parks@medicinehat.ca

If you require further information, or help with your application, please contact us at 403.529.8333, or email above address.



City of Medicine Hat

Parks and Recreation
88 Kipling Street SE
Medicine Hat, AB T1A 1Y3

Phone: 403.529.8333

Email: parks@medicinehat.ca

Website: www.medicinehat.ca/grants



Special Events and Competition Assistance Grant

GUIDELINES and PROCEDURES

February 2017



Funding and Eligibility Criteria:

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

The event as well as the participants must be of amateur status, and sponsors should be a registered not-for-profit group, organization or agency. Individual applicants or organizations must be deemed 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 (i.e. travel, accommodations, equipment, advertising, facility rental). **Uniforms and clothing are not eligible expenses.**

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 or religion. Funding is intended as a one-time assistance program, and preference will go to those who have not received previous funding. Preference will also be given to applicants that have made a reasonable effort to obtain support from other sources.



50% of the approved amount by City Council will be released after approval, and the remaining 50% after final financial statement is received.

If the completed financial statement is not received within the specified time frame, the remaining portion of funds will be forfeited, and applicants will not be eligible to apply for funding for a period of (3) years. If the event is cancelled or the individual/team does not attend, any grant funds already received must be returned within 30 days.

Funding Limits for Competitions/Events:

PROVINCIAL

Individual:

Attending: up to \$500

Hosting: n/a

Two or More Participants:

Attending: up to \$1,000

Hosting: up to \$2,000

NATIONAL/INTERNATIONAL/WESTERN CANADA

Individual:

Attending: up to \$1,000

Hosting: n/a

Two or More Participants:

Attending: up to \$2,000

Hosting: up to \$3,000



The City of Medicine Hat provides these grants to local groups, organizations or individuals to host or attend various activities in sports/recreation, leisure and various other competitions. Each application is reviewed for its credibility and the ability to demonstrate that their event/activity contributes to the community in terms of citizen involvement, tourism generation, economic benefit, and and/or positive recognition.

The City of Medicine Hat assumes no responsibility legal or otherwise for any event that is supported under this grant, unless specifically outline under separate agreement.

****Please read the full grant guidelines and criteria before submitting your application***

Principles:



Under the mandate of the City Medicine Hat Council, the Urban Environment and Recreation Advisory Board provides the recommendations to approve and support applications under the Special Events and Competition Assistance Grant Program. Our principles are:

- To provide assistance and/or encouragement to groups/organizations that host special local events or activities in Medicine Hat of a recreational, leisure or sports nature.
- To provide assistance to groups/individuals who attend local, provincial, national or western Canadian competitions or events.
- To promote the City of Medicine Hat as a vibrant and healthy community.
- To encourage participation by all members of the community, and to promote the spirit of community.
- To recognize and acknowledge the effort necessary in attaining excellence.
- To encourage the positive use of leisure time for the betterment of the community.

