

## Application Procedures

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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 (i.e. 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.



## Application Pick-up

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**City of Medicine Hat  
Parks and Recreation Department**  
88 Kipling Street SE  
Medicine Hat, Alberta

The complete policy is available online at  
**[www.medicinehat.ca/parks](http://www.medicinehat.ca/parks)**

If you have any questions regarding your application, please contact 403.529.8333.

## Application Drop-off

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

**City of Medicine Hat  
Parks and Recreation Department**  
Mail:  
580 First Street SE  
Medicine Hat, Alberta T1A 8E6

In Person:  
88 Kipling Street SE  
Medicine Hat, Alberta

Fax: 403.527.4798  
E-mail: [parks@medicinehat.ca](mailto:parks@medicinehat.ca)

## City of Medicine Hat Parks and Recreation Department

88 Kipling Street SE  
Medicine Hat, Alberta  
T1A 1Y3

Phone: 403.529.8333  
Fax: 403.527.4798  
E-mail: [parks@medicinehat.ca](mailto:parks@medicinehat.ca)

# Grant Guidelines

Special Events and Competition  
Assistance Grants



For more information visit us online at  
**[www.medicinehat.ca/parks](http://www.medicinehat.ca/parks)**

## Funding/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. 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 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 be given to applications which have made a reasonable effort to obtain support from other sources.

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

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).

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.

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.

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 and positive recognition.

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

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

## Principals

- 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.
- Provide assistance to groups, organizations and individuals who attend provincial, national, international and Western Canadian competitions or events.
- Promote the City of Medicine Hat as a vibrant, healthy community.
- Encourage participation by all members of the community.
- Emphasize the Medicine Hat spirit of community
- Promote recreation and sport opportunities
- Recognize and acknowledge the effort necessary for attaining excellence.
- Encourage the positive use of leisure time for the betterment of the community.

MAXIMUM FUNDING LIMITS				
	Provincial		National/International/Western Canada	
# of active participants	Attending	Hosting	Attending	Hosting
Individual	\$500	N/A	\$1000	N/A
2 or more participants	\$1000	\$2000	\$2000	\$3000

