

## Town of Bonnyville

<b>POLICY TITLE: Sporting Event Attendance Funding Policy</b>		
<b>NEW POLICY NO. 24-FN-099</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council August 27, 2024	<b>EFFECTIVE DATE:</b> January 1, 2025
<b>REVISION DATE:</b>		

### **Policy Statement:**

The Town of Bonnyville believes in supporting local sports teams and athletes who have qualified for provincial, national, or international competitions. To this end, the Town will offer funding to qualifying individuals or organizations to assist with the cost of attending these events outside of the Town of Bonnyville. Both individual athletes and teams may be eligible for funding, subject to the other requirements of this policy and procedure.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

### **Definitions:**

“**Organization**” shall mean an organization that oversees a team or a group of teams.

“**Team**” shall mean the group of athletes particular to a specific sort, age group and/or other categories.

### **Principles:**

- Annually, Council may set aside funds for requests of this type. Funds will be provided on a first come, first serve basis to qualifying organizations.
- Administration may approve funding requests which meet the following requirements.
  1. Requests must either be for youth (under), senior (over 65), or special needs competitions.
  2. Organizations requesting funding must be based in the Town of Bonnyville.
  3. Individuals requesting funding must have their primary residence in the Town of Bonnyville.
  4. Individual requests will only be considered if the Organization as a whole is not considered for funding.
  5. Requests must be for athletic or sporting events that are provincial, national or international in scope, and must take place outside of the Town of Bonnyville.
  6. Requests for competitions within the Town of Bonnyville, or regional level competitions will not be recommended for funding.
  7. Funding will not be approved unless attendance in the event is secured.
  8. Funding requests must be submitted prior to the event.
  9. Individuals and Teams may only receive funding once per calendar year.

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10. Administration may approve funding for requests which meet the eligibility criteria above for the following amounts:

Sports Event Type	Individual Requests	Organization Requests
Provincial Level Competition	\$200	\$200 per team/squad member, up to \$1,000
National Level Competition	\$400	\$400 per team/squad, up to \$1,500
International Level Competition	\$600	\$600 per team/squad, up to \$2,000

11. In the event that multiple individual requests come from a single Organization, the combined amount of funding provided to the individuals will not exceed the amount of funding eligible for an organization-level request of that type.

12. Funding will be provided at the discretion of the Town of Bonnyville (i.e., funding which meets the criteria will not necessarily receive funding).

- These parameters are only intended to set an expectation as to how funding decisions are made by Administration. It is not intended to imply, or to be interpreted as the amount of funding the Town is obligated to provide. Council reserves the right in its sole, unfettered discretion, to approve funding for any applicant organization in a manner different than what is identified in this policy and corresponding procedure on the basis of any factor which Council considers relevant.

### **Procedures:**

#### **General**

1. Funding requests must be submitted using the established application form.
2. Funding requests will be administered through the Corporate Services Department.
3. Funding is intended for the following expenses:
  - a. Hotel and accommodations costs.
  - b. Travel expenses (gas, buses, etc.); and
  - c. Food and meals
4. A final report is not normally required.

#### **Requests from Organizations**

5. It is expected that approved funding be distributed fairly among players. The organization will be responsible for doing so.
6. Teams requesting funding must do so through the Town of Bonnyville based Organization with which they are affiliated.

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7. Requests must be endorsed by an authorized representative of the Organization.
8. Requests will not be eligible if they are made at the “team level.” All requests must come from the Organization.
9. The cheque will be payable to the Organization which represents that team.

**Requests from Individuals**

10. Individuals may belong to teams that are regional teams, or teams affiliated with other areas, so long as the individual meets the eligibility criteria.
11. Funding will be made out to the individual if funding is approved.

<b>Approved by:</b>	<b>Date Signed:</b>
<b>Approved by:</b>	<b>Date Signed:</b>

**24-FN-099 SPORTING EVENT ATTENDANCE FUNDING POLICY  
PROGRAM GUIDELINES  
TOWN OF BONNYVILLE**



\*For additional questions or information, contact the Town Administration Office at 780-826-3496 or by email to [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca)

The Town of Bonnyville may provide funding support to local sports organizations, as well as Town of Bonnyville residents to assist with attending provincial, national, or international sporting competitions outside of the Town of Bonnyville.

**Application Submission Deadlines:**

- Requests may be submitted throughout the year. However, requests must be submitted prior to the event.

**Eligible Activities:**

- Only attendance costs to provincial, national, or international sporting competitions are eligible.
- Competitions must take place outside of the Town of Bonnyville.
- Only sporting competitions for youth (under 18), seniors (over 65), or special needs competitions are eligible.
- Attendance to the event must be secured.

**Eligible Expenses:**

- Funding is provided to cover hotel and accommodation costs, travel expenses, and food and meals.

**Applicant Requirements:**

- Individuals requesting funding must have their primary residence in the Town of Bonnyville. These individuals may play for teams that are based outside the Town.
- Organizations requesting funding must be based in the Town of Bonnyville.
- Requests made by an organization must come from the governing Association they are affiliated with, not the individual teams.

*Example:*

- The *Bonnyville Minor Hockey Association* has 4 teams that are competing in a provincial tournament on July 1<sup>st</sup> in Edmonton. Four different age divisions will be competing.
- The request for funding must be made by the *Association*, and not from parents or coaches on behalf of each individual team.
- The *Association* will be responsible for dividing any approved funding up between any teams and players who are attending the competition.
- Applicants can only apply once per calendar year per individual or team.

**Funding Levels**

- Funding levels for individuals ranges from \$200 to \$600, depending on whether it is a provincial, national, or international competition.
- Funding for an organization ranges from \$1,000 to \$2,000 depending on whether it is a provincial, national or international competition.

**Funding Evaluation:**

- Normally requests will be approved for the specific amounts identified in the policy, subject to budgetary considerations, so long as the applicant meets the requirements. However, the Town may consider other relevant considerations when determining funding levels.

**Reporting Requirements and Grant Compliance**

- Normally there are no reporting requirements.

**FN-24-099 SPORTING EVENT ATTENDENCE FUNDING**

**APPLICATION FORM - INDIVIDUAL**



Directions for completing the grant application:

- Read the Sporting Event Attendance Funding Program Guidelines.
- Return completed applications to:  
Town of Bonnyville  
Bag 1006  
Bonnyville, AB T9N 2J7  
**or by email at [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca)**
- For information on completing this application visit our website at [www.town.bonnyville.ab.ca](http://www.town.bonnyville.ab.ca)
- For questions, contact the Town Administration Office at 780-826-3496 or by email at [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca)

**Applicant Contact Information**

1. Name:	
2. Contact Email:	
3. Contact Phone:	4. Primary Contact Phone (Cell):
5. Mailing Address:	

**Eligibility Checklist**

<b>Does your organization:</b>	<b>(Yes/No)</b>
6. Is your primary residence in the Town of Bonnyville?	
7. Is the competition you are attending outside the Town of Bonnyville?	
8. Is the competition you are attending provincial, national or international in scope?	
9. Is your place secured in the competition (have you already qualified)?	
10. Is the age bracket you are competing in either under 18 or over 65?	

**To qualify, all answers must be yes**

**Request Details**

11. What is the sporting event you are competing in?
------------------------------------------------------

12. What age division do you play in?

13. When is the competition scheduled?

14. How many athletes will be attending?

15. Will you have accommodation costs related to the competition? (e.g. hotel costs)

16. Please provide a brief description about the competition (how did you qualify, how many athletes you will be facing, how many games you will be playing, etc.).

## Sporting Event Attendance Funding

### Application Certification

**I Certify that:**

1. That the information contained in this application is true and accurate.
2. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.
3. I have read the Sporting Event Attendance Funding Guidelines.

<b>Signature of Applicant</b>	
<b>Name of Applicant</b>	
<b>Phone Number</b>	
<b>Email</b>	

For applicants under 18 years of age, a Co-Applicant signature is required.

<b>Signature of Co-Applicant</b>	
<b>Name of Co-Applicant</b>	
<b>Relationship to Applicant</b>	
<b>Phone Number</b>	
<b>Email</b>	

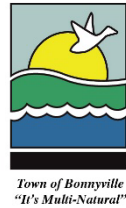
Please keep a copy of this application for your records

#### FOIP Statement

The personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the Town's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the Town's FOIP Coordinator at (780) 826-3496.



**FN-24-099 SPORTING EVENT ATTENDENCE FUNDING**  
**APPLICATION FORM - ORGANIZATIONS**



Directions for completing the grant application:

- Read the Sporting Event Attendance Funding Program Guidelines.
- Return completed applications to:  
Town of Bonnyville  
Bag 1006  
Bonnyville, AB T9N 2J7  
**or by email at [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca)**
- For information on completing this application visit our website at [www.town.bonnyville.ab.ca](http://www.town.bonnyville.ab.ca)
- For questions, contact the Town Administration Office at 780-826-3496 or by email at [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca)

**Applicant Contact Information**

**Organization Information**

1. Incorporated Legal Name of Organization:
2. Organization Email:
3. Organization Phone Number:
4. Organization Mailing Address:

**Primary Contact Person**

5. Contact Person:	
6. Contact Email:	
7. Contact Phone:	8. Primary Contact Phone (Cell):
9. What is your relationship to the Organization (parent/coach/team manager/board member)?	

**Eligibility Checklist**

<b>Does your organization:</b>	<b>(Yes/No)</b>
10. Is your team based in the Town of Bonnyville?	
11. Is the competition you are attending outside the Town of Bonnyville?	
12. Is the competition you are attending provincial, national or international in scope?	
13. Is your team's place secured in the competition (have you already qualified)?	
14. Is the age bracket your team is competing in either under 18 or over 65?	

**To qualify, all answers must be yes**

**Request Details**

15. What is the name of the team you play for?
16. What age division do you play in?
17. When is the competition scheduled?
18. Where is the competition taking place?
19. How many players from your team will be attending?
20. Will your team have accommodation costs related to the competition? (e.g., hotel costs)?
21. Please provide a brief description about the competition (how did you qualify, how many teams you will be facing, how many games you will be playing, etc.).

**Sporting Event Attendance Funding  
Organization Application Certification**

**I Certify that:**

1. The information contained in this application is true and accurate.
2. I am duly authorized on behalf of the applicant organization to submit this application, and that the organization is in support of this application.
3. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.
4. I have read the Sporting Event Attendance Funding Guidelines.

<b>Organization Name</b>	
<b>Signature of Authorized Representative</b>	
<b>Name of Authorized Representative</b>	
<b>Title of Authorized Representative</b>	
<b>Phone Number</b>	
<b>Email</b>	

Please keep a copy of this application for your records.

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