



**Subject:** Financial Assistance Policy for Miscellaneous National/International Competitions

**Service Area:** Community Services – Recreation and Culture

**Source:** Manager Recreation and Culture

**Date:** 2019 04 01

**Purpose:**

The following regulates the provision of financial assistance to individuals or not-for-profit groups involved in miscellaneous national/international competitions except cultural or sporting competitions which are regulated under separate policies.

**Requests:**

Those individuals or not-for-profit teams involved in national/international competitions wishing to apply for financial assistance may obtain a request for Miscellaneous National/International Competition Financial Assistance Form from the Recreation and Culture Division.

**Deadline:**

Completed requests for financial assistance will be accepted year round, due to the various dates of qualifying competitions.

**Requests per Year:**

Only one request per applicant will be considered in a calendar year for each level of competition. Individual team members' applications will not be accepted when a group has qualified to attend a competition.

**Other Assistance:**

The applicant shall show evidence that they have explored fully various other sources of financial support. The City should not be the sole contributor to any application but rather supplement financial assistance from other sources including the participants.

**Recreation and Culture Division:**

The Manager of Recreation and Culture or designate will recommend to City Council those applications most deserving of the financial assistance and the extent of financial assistance based on the policy criteria.

**Review and Recommendations:**

Requests for financial assistance shall be considered from individuals or not-for-profit teams who are residents of Sault Ste. Marie and/or who have qualified to represent Sault Ste. Marie, Northern Ontario, Ontario, or Canada at a national or international competition



Qualification must be through one or more previous local, regional, provincial or national competitions. Therefore, invitational events do not qualify for funding. Coaching and management staff will not be considered among the team complement.

### **Types of Grants:**

Grants may be provided to applicants to assist in the direct cost of attending national/international competitions.

### **Approvals Process:**

The Community Services Department, Recreation and Culture Division, will confirm the information on the application form and verify additional documents for eligibility. Applicants who meet the eligibility criteria will be recommended to City Council for approval of financial assistance to attend a national or international competition. Grants will be approved by City Council based on the following maximum limits per category:

Individual	\$200.00
2 to 6 Participants	\$400.00
7 to 15 Participants	\$750.00
16+ Participants	\$1,000.00

The above amounts are applicable to an organization regardless whether the participants are competing individually or as a team.

Staff may wish to meet with the applicant requesting financial assistance to clarify any omissions or problems with the submission.

### **General Considerations:**

- a) The applicant must demonstrate that they have researched other avenues of funding.
- b) Successful applicants are requested to acknowledge, in any media communications, local or otherwise, the support of the City of Sault Ste. Marie. Applicants may be asked to provide general feedback from the competition.
- c) Individual team member applications will not be accepted when a team has qualified to attend a competition.
- d) Requests for City pins, brochures, etc. are to be submitted to the Economic Development Corporation office located in the Civic Centre.

### **Exceptions:**

Individuals or teams that qualify for funding under either, Financial Assistance Policies for National/International Sports Competitions or Provincial, National, International Cultural Competitions, will not be eligible for funding under this program.

### **Notification of Council's Review and Decision:**

All applicants will be notified following City Council's decision. If an application is approved, a cheque will be forwarded by mail. Funds may be received at the Community Services Department office if prior arrangements have been made.



**Policy and Application Form:**

The Financial Assistance Policy and Application Form are available from the Recreation & Culture Division and on the City's website.



**FINANCIAL ASSISTANCE POLICY  
FOR NATIONAL/INTERNATIONAL SPORTS COMPETITIONS**

**1. ELIGIBILITY FOR FINANCIAL ASSISTANCE**

Requests for financial assistance shall be considered from individuals or not-for-profit teams who are residents of Sault Ste. Marie and/or who have qualified to represent Sault Ste. Marie, Northern Ontario, Ontario, or Canada at a national or international competition

Qualification must be through one or more previous local, regional, provincial or national competitions. Therefore, invitational events do not qualify for funding. Coaching and management staff will not be considered among the team complement.

**2. PURPOSE**

The following regulates the provision of financial assistance to individuals or not-for-profit groups involved in miscellaneous national/international competitions except cultural or sporting competitions which are regulated under separate policies.

**3. REQUESTS**

Those individuals or not-for-profit teams involved in national/international competitions wishing to apply for financial assistance may obtain a request for Miscellaneous National/International Competition Financial Assistance Form from the Recreation and Culture Division.

**4. DEADLINE**

Completed requests for financial assistance will be accepted year round, due to the various dates of qualifying competitions.

**5. REQUESTS PER YEAR**

Only one request per applicant will be considered in a calendar year for each level of competition. Individual team members' applications will not be accepted when a group has qualified to attend a competition.

6. **OTHER ASSISTANCE**

The applicant shall show evidence that they have explored fully various other sources of financial support. The City should not be the sole contributor to any application but rather supplement financial assistance from other sources including the participants.

7. **REVIEW AND RECOMMENDATIONS**

The Manager of Recreation and Culture or designate will recommend to City Council those applications most deserving of the financial assistance and the extent of financial assistance based on the policy criteria.

8. **TYPES OF GRANTS**

Grants may be provided to applicants to assist in the direct cost of attending national/international competitions.

9. **APPROVALS PROCESS**

The Community Services Department, Recreation and Culture Division, will confirm the information on the application form and verify additional documents for eligibility. Applicants who meet the eligibility criteria will be recommended to City Council for approval of financial assistance to attend a national or international competition. Grants will be approved by City Council based on the following maximum limits per category:

Individual	\$200.00
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16+ Participants	\$1,000.00

The above amounts are applicable to an organization regardless whether the participants are competing individually or as a team.

Staff may wish to meet with the applicant requesting financial assistance to clarify any omissions or problems with the submission.

10. **GENERAL CONSIDERATIONS**

- a. The applicant must demonstrate that they have researched other avenues of funding.
- b. Successful applicants are requested to acknowledge, in any media communications, local or otherwise, the support of the City of Sault Ste. Marie. Applicants may be asked to provide general feedback from the competition.
- c. Individual team member applications will not be accepted when a team has qualified to attend a competition.
- d. Requests for City pins, brochures, etc. are to be submitted to the Economic Development Corporation office located in the Civic Centre.

11. **EXCEPTIONS**

Individuals or teams that qualify for funding under either, Financial Assistance Policies for National/International Sports Competitions or Provincial, National, International Cultural Competitions, will not be eligible for funding under this program.

12. **NOTIFICATION OF CITY COUNCIL'S DECISION**

All applicants will be notified following City Council's decision. If an application is approved, a cheque will be forwarded by mail. Funds may be received at the Community Services Department office if prior arrangements have been made.

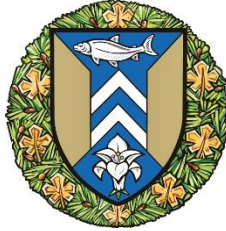
13. **POLICY AND APPLICATION FORM**

The Financial Assistance Policy and Application Form are available from the Recreation & Culture Division and on the City's website.

**QUESTIONS AND COMMENTS CAN BE DIRECTED TO:**

Community Services Department  
Recreation and Culture Division  
Civic Centre  
99 Foster Drive  
Sault Ste. Marie, ON  
P6A 5X6

Phone: 759-5310  
Fax: 759-6605  
Email: [csd@cityssm.on.ca](mailto:csd@cityssm.on.ca)  
Office Hours: Monday to Friday  
8:30 a.m. to 4:30 p.m.



**REQUEST FOR FINANCIAL ASSISTANCE FOR MISCELLANEOUS  
NATIONAL/INTERNATIONAL COMPETITIONS  
APPLICATION FORM**

PLEASE PRINT

**Name and Address of Applicant:** Correspondence will be directed to this name and address.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code : \_\_\_\_\_

Phone:(C) \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email: \_\_\_\_\_

**Name and Address of Competitors(s):** (if different from applicant)

Attach team list to application form if applicable. (Competitors only)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Name of Team or Club (if applicable):

\_\_\_\_\_

Name of National or International Competition:

\_\_\_\_\_

Date(s) of Competition:

\_\_\_\_\_

Location of Competition:

\_\_\_\_\_

Name of Governing Body:

\_\_\_\_\_

**Please append correspondence (email or letter) that confirms individual or team eligibility as a Northern Ontario, Ontario or Canadian representative from the applicable sport governing body. APPLICATIONS WILL NOT BE PROCESSED OR APPROVED WITHOUT PROOF OF ELIGIBILITY.**

**Total Amount of Assistance Requested:**                    \$ \_\_\_\_\_  
(See Policy for application limits)

**Please specify, as accurately as possible, how the financial assistance will be used if approved.**  
\_\_\_\_\_  
\_\_\_\_\_

**Have you previously requested financial assistance from the City?**

No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \$ \_\_\_\_\_

If yes, please indicate the year(s):  
\_\_\_\_\_

If this application for funding is approved, the payment cheque should be payable to:

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- For recipients under the age of 18, payment will generally be provided to a parent or guardian, as circumstances dictate.
- Funding for teams will be payable to the coordinating group, association or financial representative.

I CERTIFY that to the best of my knowledge, the information provided in the Request for Financial Assistance Miscellaneous National/International Sports Competitions Application Form is accurate and complete and is endorsed by the individual or the not-for-profit sports team I represent.

DATE: \_\_\_\_\_  
                    Year                      Month                      Day

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Name (Applicant)	Title (If applicable)	Signature	Phone Number
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Name (Club Official)	Title	Signature	Phone Number
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- Two signatures are required.
- Applications submitted with only one signature will not be accepted.
- Applications received after the date of the competition will not be accepted.

**PLEASE RETURN THIS FORM IN PERSON OR BY MAIL TO:**

**Recreation and Culture Division  
Community Services Department  
Civic Centre,  
99 Foster Drive,  
Sault Ste. Marie, ON  
P6A 5X6**

**For additional information:**

**Please call 759-5310 between the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday.**

*The information requested above is being collected pursuant to the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be strictly used to determine eligibility for a financial assistance grant to attend a national or international sporting competition as defined in the Financial Assistance Policy. For more information or if you have any questions regarding its collection and use please contact the Recreation and Culture Division of the Community Services Department at 759-5310.*