



**Financial Assistance Policy
For National/International Miscellaneous Competitions**
(Revised October 2025)

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.

1. Eligibility For Financial Assistance

Individuals or not-for-profit sports teams who have qualified to represent Northern Ontario, Ontario or Canada at a national or international competition are eligible to apply for funding to assist in the direct cost of attending the competition.

For the purposes of this policy the term qualifying means having attended one or more competitions through which an individual or team has met a qualifying standard(s) established by their respective sport governing body which has earned them the right to attend a national or international competition. Therefore, Invitational or open competitions do not qualify for funding under this program.

2. Requests for Financial Assistance

Individuals or not-for-profit sports teams who have qualified to attend a national or international competition may obtain a Financial Assistance for National/International Misc Competitions application from the Community Services Department, Recreation and Culture Division, located at the Civic Centre at 99 Foster Drive or by emailing csd@cityssm.on.ca

The financial assistance policy and application form can also be accessed on the Corporation of the City of Sault Ste. Marie website at www.saultstemarie.ca. (search under "Financial Assistance Policy")

3. Submission Date

Completed applications will be accepted year-round. Team applications must be submitted by coaching staff or team management. **Applications must be submitted to the Recreation and Culture Division, prior to the date of the national or international event.** The approval process may take up to six weeks after a request form is received. Applicants are reminded that submission of an application does not mean approval.

4. Approvals Process

The Community Services Department, Recreation and Culture Division, will confirm the information on the application form and verify additional documents for eligibility. Applications are reviewed monthly except for July and August by Parks and Recreation Advisory Committee.

Applicants who meet the eligibility criteria will be recommended for approval based on the following maximum limits per category:

Individual	\$300
2 to 6 Participants	\$600
7 to 15 Participants	\$1150
16+ Participants	\$1500

The above amounts are applicable to a club or 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.

Applications will be acknowledged on the City website once approved.

5. Criteria for Financial Assistance

Requests for financial assistance shall be considered from individuals or not-for-profit clubs or teams who are residents of Sault Ste. Marie and/or who are representing Sault Ste. Marie as an active member of a local organization. "Local" is defined as any organization based within the boundaries of the City of Sault Ste. Marie. Coaching and management staff will not be considered among the team complement.

Requests will not be considered for participation at secondary and post-secondary education competitions.

6. Definition of Financial Assistance

Financial support will be provided to athletes to assist in the direct cost of attending national or international competitions. This includes registration fees, transportation, accommodation, and meal expenses. Applications will not be considered for assistance with the purchase of equipment or clothing.

7. General Considerations

- a. 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.

- b. Only one request per individual or team will be considered in a calendar year for each level of competition. Individual team member applications will not be accepted when a team has qualified to attend a competition. For example - soccer team, hockey team, etc.
- c. 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.
- d. The Parks and Recreation Advisory Committee will monitor the Financial Assistance Policy For National/International Misc Competitions to ensure it is operating in the best interest of the City of Sault Ste. Marie and its citizens. Special requests may be considered, when warranted, pending availability of funds. When deemed appropriate, the Parks and Recreation Advisory Committee may make recommendations to City Council for modifications or amendments to the policy.
- e. The applicant must demonstrate that they have researched other avenues of funding.
- f. Requests for City pins, brochures, etc. are to be submitted to the Mayor's Office.

8. Notification Of Decision

All applicants will be notified following Parks and recreation Advisory Committee's decision. If an application is approved, a cheque will be forwarded by mail or EFT to the individual or not-for-profit sports team. Funds may be received at the Community Services Department office if prior arrangements have been made. The link to the EFT form can be found on the city website by searching 'Accounting'.

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: 705-759-5310
Fax: 705-759-6605
Email: csd@cityssm.on.ca
Office Hours: Monday to Friday
8:30 a.m. to 4:30 p.m.
csd@cityssm.on.ca



**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 : _____ Email: _____

Phone:(C) _____ (H) _____ (W) _____

Name and Address of Athlete(s): (if different from applicant) Attach team list to application form if applicable. (competitors only)

Name: _____

Address: _____ Postal Code _____

Name of Team/Club (if applicable): _____

Name of National or International Sporting 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 governing body. Applications Will Not Be Processed Or Approved Without Proof of Eligibility.

Amount 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:

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

I CERTIFY that to the best of my knowledge, the information provided in the Request for Financial Assistance for 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

Name (Applicant)	Title (If applicable)	Signature	Phone Number
---------------------	--------------------------	-----------	--------------

Name (Club Official)	Title	Signature	Phone Number
-------------------------	-------	-----------	--------------

- 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 To:

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

For additional information: Please call 759-5310 between 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 705-759-5310.

