

**Community Investment Grant Program****2016 HOSTING GRANT***for***RECREATION/AMATEUR SPORT or MULTICULTURAL EVENTS****APPLICATION GUIDE**

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**PURPOSE**

To provide limited financial assistance with the hosting of Provincial, Western Canadian, National, or International Recreation/Amateur Sport or Multicultural events within the City of Edmonton.

(City Bylaw 14157 and City Policy C211G)

**APPLICANT ELIGIBILITY**

Must be a registered not-for-profit organization for at least one year prior to grant deadline.

**EVENT ELIGIBILITY**

**Recreation / Amateur Sport** events **must**:

- be endorsed or sanctioned by a Provincial, Western Canadian, National or International governing body;
- determine a Provincial, Western Canadian, National or World Champion
- not be restricted to members of a certain group or club

**Multicultural** events **must**:

- be of Provincial, Western Canadian, National or International scope and significance
- have as its primary focus, the promotion of human and group relations in which ethnic, racial, religious and linguistic similarities and differences are valued, respected and exchanged
- include participation of many ethnic, national, religious and/or linguistic groups and not be restricted to members of certain groups or clubs

**INELIGIBLE EVENTS**

- banquets or similar types of events
- conferences, symposiums
- events hosted by educational institutions or their affiliated foundations

**APPLICATION DEADLINES**

**4:30 pm – Friday March 4, 2016**

and

**4:30 pm – Friday August 26, 2016**

Note that late applications may not be considered for a grant as per City Bylaw 14157 and Policy C211G. Grant Applications will be processed within 90 days of the application deadline.

Applications will be accepted up to 12 months prior to the event or up to 6 months after the event

Post- event applications should include a final report

Applications should be submitted by email to:

[grants@edmonton.ca](mailto:grants@edmonton.ca)

**GRANT AMOUNTS**

Applicants may receive a grant of up to 25% of eligible expenses for the event.

Eligible expenses include:

- facility and/or equipment rentals
- adjudication fees
- printing
- recognition awards
- publicity
- participant transportation within the City

The grant amount is determined by the level of the event as follows:

- Provincial - up to \$3,000
- Western Canadian - up to \$3,500
- National - up to \$4,000
- International - up to \$5,000

as well as:

- number of participants attending the event
- the extent to which the event involves Edmontonians and the evidence of volunteer support relative to the scope of the event

- the extent to which the event brings provincial, national or international recognition to Edmonton

## **GENERAL INFORMATION**

- A pre-event award of 60% of the recommended grant amount may be awarded. The remaining 40% may be awarded following the assessment of the final report.
- A final report is required within 90 days of the event.

### **The report must include:**

- Completion of the excel report form indicating all income and expenses related to the event signed by the Board President (or Event Chairperson) and the Event Treasurer. (Template provided)
- A copy of the event program.
- A copy of the final results of the competition or event.

## **ASSESSMENT AND APPROVAL PROCESS**

Applications will be reviewed by the City of Edmonton's Community Services Advisory Board based on the General Eligibility Criteria and Guidelines of City Bylaw 14157 and Policy C211G, "Community Investment Grants to Organizations and Individuals."

Final grant approval is made by City Council.

If you have any questions, please email [grants@edmonton.ca](mailto:grants@edmonton.ca) or call 780-496-4932 or 780-496-4933 and ask to speak to the Hosting Grant Coordinator.