

Community Investment Grant Program
2016 Travel Grant
Recreation or Multicultural
APPLICATION GUIDE

PURPOSE

To assist residents of Edmonton with travel costs for the purpose of participating in a recreation or multicultural event at a Western Canadian, National or International level.

(City Bylaw 14157 and City Policy C211F)

EVENT and APPLICANT ELIGIBILITY

Event must:

- Event must be sponsored by a registered not-for-profit organization
- Must provide an opportunity for the Applicant to publicly demonstrate their skill or ability

Applicant must:

- be a resident within the City of Edmonton boundaries
- be an individual, group or team of amateur status
- be sponsored by or affiliated with a registered not-for-profit recreation or multicultural organization
- be able to demonstrate a level of achievement or excellence in their field
- be selected or invited to attend based on excellence in their field
- bring Provincial, National, or International recognition to the City of Edmonton

INELIGIBLE

- Athletes or Sport Teams involved in amateur sport (must use the Travel Application for Sport)
- Individuals or teams/groups representing Educational Institutions or Corporate Entities
- Events hosted by Educational Institutions or Corporate Entities
- Hotel accommodations
- Meals
- Travel expenses purchased on Air Miles
- Transportation from airport to city and/or within city where event is being held

GUIDELINES:

- Applicants must apply after the event in order to provide travel receipts
- Applicant may receive 25% of the eligible costs up to the following maximums:

Event	Team	Individual
Western Canada	\$2,200	\$220
National	\$3,650	\$365
International	\$4,375	\$450

- The individual, team/group is eligible for one travel grant per calendar year

- A team/group with up to ten participants may include transportation costs of one guardian/official and more than ten may include transportation costs of two guardians/officials
- 25% of car or bus rental from airport to event location may be considered if the event is located outside the city
- 25% of oversize baggage can be claimed only if equipment is required for participation in the event
- Travel by personal vehicle is compensated at a rate of \$.50/km. Kilometres are calculated from city centre to city centre for each vehicle with a minimum of 3 participants per vehicle if travelling as a team. Verify the kilometres using the Alberta Motor Association or Travel Alberta on-line mileage calculators
- Grant awards of under \$100 will not normally be considered
- Grants are awarded subject to the availability of funds

APPLICATION PROCESS

- Applicant will receive an email acknowledgement of their grant application submission
- Notification of the grant decision will be received within 6 weeks of submission

REQUIRED ATTACHMENTS

- An official letter from the hosting organization acknowledging the Applicant as an invited participant
- Receipt or proof of payment for travel costs
- For team applications, a list of names and addresses of participants and officials/guardians travelling from Edmonton
- Proof of attendance
- If applying for mileage, verification of travel distance from Alberta Motor Association or Travel Alberta

If you have questions or would like to discuss your application
prior to submitting it contact:

780-496-4932 or 780-496-4933
and ask to speak to the Travel Grant Coordinator.
or

Email: grants@edmonton.ca

Community Investment Grant Program
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APPLICATION FORM

A: APPLICANT INFORMATION

<u>INDIVIDUAL</u> Applicant	
Name:	
Type of activity:	
Address:	
City:	Postal code:
Phone:	Email:
Name to be printed on the cheque if <u>different</u> than above:	
Name:	Relationship to applicant:

<u>TEAM/GROUP</u> Applicant	
Team Name:	
Primary contact name:	Position:
Type of activity:	
Address:	
City:	Postal code:
Phone:	Email:
Name to be printed on the cheque if <u>different</u> than above:	
Name:	Relationship to applicant:

<u>INDIVIDUAL</u> & <u>TEAM/GROUP</u> Applicants
Name of the not-for-profit organization you belong to related to this application:
Local:
Name of the organization sanctioning the event (if applicable)
Provincial:
National:

International:	
Declaration of Applicant	
Applicants under 18 years of age must have a parent or guardian sign the application.	
I hereby declare that the information provided in this application is true and correct to the best of my knowledge.	
Print Name:	Applicant <input type="checkbox"/> Parent/Guardian <input type="checkbox"/>
Signature:	Date:

B: EVENT INFORMATION

Name of event attended:	
Name of sanctioning organization:	
Event date:	Event location
Organization/event website address:	
Describe the basis on which the applicant has been invited to attend this event:	

C: GRANT CALCULATION

Travel by Air, Bus or Train	Total Cost: \$00.00 X 25% = \$	
Oversized Baggage	Total Cost: \$00.00 X 25% = \$	
Travel by Personal Vehicle	# of vehicles:	Total # of km X .50 = \$
Amount of Travel Grant Requested: (See Guide for Maximum Amounts)	\$	

D: REQUIRED ATTACHMENTS

Please check <input checked="" type="checkbox"/> indicating the required attachments have been included.	
<input type="checkbox"/>	An official letter of invitation from the hosting organization
<input type="checkbox"/>	Receipt or proof of payment for travel
<input type="checkbox"/>	For Teams/groups - List of names, addresses, postal codes of participants and guardians/officials from Edmonton
<input type="checkbox"/>	Proof of attendance
<input type="checkbox"/>	If applying for mileage, verification of travel distance from Alberta Motor Association or Travel Alberta

Email your completed application to: grants@edmonton.ca

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Freedom of Information and Protection of Privacy (FOIP) Statement

The personal information on this Community Investment Grant Application is being collected under authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer CI Grant Funding. The aggregate data will be used by Community Services for program planning and evaluation. All personal information will be protected in accordance with the privacy provisions of the FOIP Act. If you have any questions about Community Investment Grants or questions about the collection, use or disclosure of your personal information, please contact the Community Grant Coordinators at the following: 780-496-4933/4932.