

*Community Investment Grant Program*  
**2016 Travel Grant**  
**Amateur Sport**  
**APPLICATION GUIDE**

**PURPOSE**

To assist Edmonton athletes with travel costs for the purpose of competing in a sporting event at which a Western Canadian, National or International Champion is declared.

(City Bylaw 14157 and City Policy C211F)

**EVENT and APPLICANT ELIGIBILITY**

**Event must:**

- be sanctioned by an amateur sport governing body that is recognized either by Sport Canada or an International sport governing body
- be sponsored by a not-for-profit organization
- have had a process of qualification to compete
- determine a Western Canadian, National or World Champion

**Applicant must:**

- be a resident within the city of Edmonton boundaries.
- have amateur status.
- be sponsored by or affiliated with a not-for-profit sport organization.
- be, where applicable, judged as "best in the City" through local competition
- be a provincial champion or hold a number one ranking in Alberta through competition sanctioned by an amateur provincial sport governing body that is recognized by the Alberta Sport, Recreation, Parks and Wildlife Foundation.

**INELIGIBLE**

- Athletes receiving Federal Carding assistance.
- Athletes or teams receiving 100% travel subsidy through the National or Provincial Sport Governing body.
- Athletes or teams affiliated with Educational Institutions or Corporate Entities.
- Events hosted by Educational Institutions or Corporate Entities
- Hotel accommodations
- Meals
- Travel expenses purchased on Airmiles
- Transportation from airport to city and/or within city where event is being held ***Notwithstanding the above criteria,***
- Applicants may be considered on a case-by-case basis where an invitation has been extended to try out for a national team or to an event that will lead to competition at the international level.

## **GUIDELINES:**

Applicant may receive 25% of the eligible costs up to the following maximums:

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

- The individual or team is eligible for one travel grant from the City of Edmonton per calendar year.
- A team/group with up to ten participants may include transportation costs of one non-participating 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 affiliated with the airport.
- 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.
- 25% of oversize baggage can be claimed only if equipment is required for participation in the event.
- Grant awards of under \$100 will not normally be considered.
- Grant awards are subject to the availability of funds.

## **APPLICATION PROCESS**

- Applicants 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 from Edmonton who travelled to the event
- 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](mailto:grants@edmonton.ca)

**Community Investment Grant Program**  
**2016 Amateur Sport Travel Grant**

# APPLICATION FORM

## A: APPLICANT INFORMATION

<b><u>INDIVIDUAL</u> Applicant</b>	
Name:	E-mail:
Sport:	
Address:	
City:	Postal Code:
Phone (Home):	(Alt): E-mail:
Name to be printed on the cheque if <u>different</u> than above:	
Name:	Relationship to Applicant:

<b><u>TEAM</u> Applicant</b>	
Primary Contact Name:	Position:
Team Name:	Sport:
Address:	
City:	Postal Code:
Phone (Home):	(Alt): E-mail:
Name to be printed on the cheque if <u>different</u> than Team Name:	
Name:	Explanation:

### Declaration of Applicant

If the applicant is under 18 years of age, the application must be signed by a parent or guardian.

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:		Event Location:	
Level (check <input checked="" type="checkbox"/> <b>one</b> )    Western Canadian <input type="checkbox"/>		National <input type="checkbox"/>	International <input type="checkbox"/>
Category (if applicable):		Event Dates:	
Name of Hosting Organization:			
Host Contact Name:		Address:	
Phone: (    )		Email:	
Organization/Event Website Address:			

Complete <b>only if</b> the <b>INDIVIDUAL</b> or <b>TEAM</b> has been invited to “try-out” for a National team or to an event that will lead to competition at the International level	
Name of Event:	
Name of Sanctioning Amateur Sport Organization:	
Date of Event:	Event Location:
Organization/Event Website Address:	
Describe the basis on which the Applicant has been invited to attend this event:	
Describe the expected benefit to the Applicant of attending this event:	

## C: FINANCIAL INFORMATION

Travel Expenses to Event		
Travel by Air, Bus or Train	Total Cost: \$00.00 X 25% = \$	
Oversized Baggage	Total Cost: \$00.00 X 25% = \$	
Travel by Personal Vehicle/s	# of vehicles:	# of km's 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"/>	Proof of participation
<input type="checkbox"/>	Copies of receipts or proof of payment
<input type="checkbox"/>	List of names, addresses, postal codes of the competitors and guardians/officials who travelled to the event
<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](mailto:grants@edmonton.ca)**

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](mailto:grants@edmonton.ca)

### **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.