

Community Investment Grant Program
2017 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 or other travel reward Programs
- 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 a Community Grant Coordinator.

or

Email: grants@edmonton.ca