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**CITY OF KELOWNA**

**MEMORANDUM**

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**Date:** January 31, 2006  
**File No.:** 1850-20

**To:** City Manager

**From:** Sport & Recreation Manager

**Subject:** **Athletic Excellence Grant Policy**

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**RECOMMENDATION:**

THAT City Council approve the Athletic Excellence Grant Policy No. 333 as attached to the report from the Sport & Recreation Manager dated January 31, 2006;

AND THAT Policy No. 333 replaces the section Participation in Provincial or National Championships as relates to Sport in Policy No. 58;

AND THAT City Council approve a permanent transfer of \$10,000 in annual funding from Council Contingency for this program.

**BACKGROUND:**

During the 2006 Provisional Budget deliberations a proposed a \$10,000 Athlete/Team Travel Grant was submitted which would further define and clarify a Sport related travel funding program for high level sport events. The coordination of this program is proposed to be within the Sport Kelowna partnership, similar to the Sport Event Development Grant. This item was a priority two within the Sport & Recreation budget, but at the January 5, 2006 review, City Council requested that staff prepare a Policy for this program for presentation at a future Council meeting and also suggested that this program be funded from Council Contingency.

Council Contingency is currently an \$80,000 annual allocation. Based on City Council's direction that the Athletic Excellence Grant program be funded from Council Contingency, Council Contingency would be reduced to an annual allocation of \$70,000.

Currently Council Policy No. 58, Grant-In-Aid Funding Requests, has a section that deals with Participation in Provincial or National Championships for Sports, Arts or Cultural Activities. Approval of Council Policy No. 333 would separate the Sport section from the existing Council Policy. Travel related funding requests for Arts and Culture would remain within the existing Grant-In-Aid Funding Requests Policy. Since 2002 only 2 requests from Arts and Culture have been funded from the Grants-In-Aid Funding Requests Policy with ~\$8,500 annually funding Sport related travel requests.

**DISCUSSION:**

The intent of the Athletic Excellence Grant is to provide financial support to individual athletes and/or teams in pursuing high level competition. A coordinated approach with this

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program through the Sport Kelowna partnership would all for an enhanced service to the local sport community.

For the purpose of this Grant, high level competition is defined as:

- Western Canadian Championships
- National (Junior or Senior) Championships/Canada Games
- World (Junior or Senior) Championships
- Olympic Trials or Major Games/Events

Key principles and guidelines within the Policy include:

1. The annual allocation will not exceed \$500 to any one athlete or \$1,000 to any one team per calendar year.
2. Applicants must have qualified for the event by meeting an established standard as set by the National Sport Organization or through "play downs" or equivalent entry standard as recognized by the National Sport Organization.
3. Applicants must be residents of Kelowna for a minimum of 6 months.
4. Applications must be endorsed by the local or provincial sport organization.
5. Approved funds must be matched by the individual/team or sport organization.
6. Grant funds can be used for event travel related expenses including registration fees, transportation, meals and accommodation.
7. Any unused funds from this program will be carried over and applied to the next year's program budget.

The funding level is based on the level of competition and the event location. The event location category is either Western Canada or Eastern Canada. Western Canada is defined as British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories and Nunavut. The funding level is as follows:

Individual Athletes

Event Level	Western Canada	Eastern Canada
Western Canadian Championships	Up to \$150/event	
National Championships, Canada Games, or Olympic Trials	Up to \$250/event	Up to \$350/event
World Championships or Major International Games/Events	Up to \$400/event	Up to \$500/event

Teams		
Event Level	Western Canada	Eastern Canada
Western Canadian Championships	Up to \$600/event	
National Championships, Canada Games, or Olympic Trials	Up to \$7000/event	Up to \$800/event
World Championships or Major International Games/Events	Up to \$900/event	Up to \$1,000/event

It is proposed that all applications be reviewed and evaluated with final decisions made by the Athletic Excellence Grant Review Team.

The recommended program and funding levels for the Athletic Excellence Grant program is brought forward on behalf of the Athletic Excellence Review Team.

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Jim Gabriel  
Sport & Recreation Manager

Attachment

Cc: Director of Recreation, Parks and Cultural Services  
Director of Financial Services



# CITY OF KELOWNA

## COUNCIL POLICY MANUAL

POLICY: 333  
PAGE: 1 of 3

APPROVAL DATE:  
RESOLUTION #:  
REPLACING #: N/A  
DATE OF LAST REVIEW: January 2006

SUBJECT: ATHLETIC EXCELLENCE GRANT

The City of Kelowna recognizes the need for financial aid to support the competition needs of our locally-based **high-performance athletes & teams**. In response to that need, the "Athletic Excellence Grant" has been established to assist individual competitors or teams with the travel-related expenses associated with participating in high-level sporting events.

For the purpose of this grant, a High-Level Sporting Event is defined as:

- Western Canadian Championships
- National (Junior or Senior) Championships
- World (Junior or Senior) Championships
- Olympic Trials or Major Games/Events
- Provincial/National Team Championships

Funding levels will be based on the level and location of the event. The annual allocation will not exceed \$500.00 to any one athlete per calendar year and \$1,000.00 to any one team per calendar year. The City's total annual Athletic Excellence Grant fund allocation is \$10,000.00 per budget year. In the event that these funds are not fully allocated in any given budget year, the remaining funds shall be carried forward to the next budget year.

### POLICY GUIDELINES

#### GENERAL:

1. Applicant(s) must have qualified for the event by meeting an established standard as set by the National Sport Organization or through "play downs" or equivalent entry standard as recognized by the National Sport Organization.
2. Applicant(s) must be a locally based athlete/team residing in Kelowna for a minimum of 6 months
3. All applications must be endorsed by the local and/or provincial sport governing body.
4. Funds allocated must be matched by the athlete, team or sport organization
5. Grant funds are to be used for event travel-related expenses including: registration fees, transportation, meals and accomodation.



# CITY OF KELOWNA

POLICY: 333  
PAGE: 2 of 3

## COUNCIL POLICY MANUAL

APPROVAL DATE:  
RESOLUTION #:  
REPLACING #: N/A  
DATE OF LAST REVIEW: January 2006

SUBJECT: ATHLETIC EXCELLENCE GRANT

### FUNDING LEVELS:

Athletes are eligible for funding at the following levels:

Western Canadian Championships:

- Up to \$150.00 per athlete, per event

National Championships or Canada Games or Olympic Trials:

- Up to \$250.00 per athlete, per event, held in Western Canada (BC/AB/SK/MB/NWT/YK/NU)
- Up to \$350.00 per athlete, per event, held in Eastern Canada (ON/QB/ND/NB/NS/PEI)

World Championships or Major International Games/Events:

- Up to \$400.00 per athlete, per event, held in North America
- Up to \$500.00 per athlete, per event, held outside North America

Teams are eligible for funding at the following levels:

Western Canadian Championships:

- Up to \$600.00 per team, per event

National Championships or Canada Games or Olympic Trials:

- Up to \$700.00 per team, per event, held in Western Canada (BC/AB/SK/MB/NWT/YK/NU)
- Up to \$800.00 per team, per event, held in Eastern Canada (ON/QB/ND/NB/NS/PEI)

World Championships or Major International Games/Events:

- Up to \$900.00 per team, per event, held in North America
- Up to \$1000.00 per team, per event, held outside North America

### APPLICATION PROCESS:

1. All enquiries regarding application eligibility and other pertinent information should go through the Sport & Recreation Division. (Application Form attached as Appendix A to this policy)
2. Completed application forms should be submitted to the Sport & Recreation Division at a minimum of one (1) month prior to the commencement of the event.

### APPROVAL PROCESS:

1. All applications will be reviewed by an "AEG Review Team", with representation from the Sport & Recreation Division, Tourism Kelowna and PacificSport Okanagan
2. The AEG Review Team will evaluate the application(s), make the final decision, and notify the applicant(s) by mail of the final decision within 30 days.
3. If the applicant(s) is successful in receiving grant monies, they must complete and submit the Post-Event Report, including the Grant Information Form (attached as Appendix B to this policy) and copies of related event receipts, within 30 days of completion of the event.

4. Upon completion and submission of the Post-Event Report, a cheque requisition will be processed and funds provided to applicant(s).



# CITY OF KELOWNA

## COUNCIL POLICY MANUAL

POLICY: 333  
PAGE: 3 of 3

APPROVAL DATE:  
RESOLUTION #:  
REPLACING #: N/A  
DATE OF LAST REVIEW: April 2005

SUBJECT:     ATHLETIC EXCELLENCE GRANT

**NOTE: PAGES 4 TO 7 INCLUSIVE OF THIS POLICY ARE AN APPENDIX**

REASON FOR POLICY: To establish a policy for handling high-performance athletic event grant requests.

LEGISLATIVE AUTHORITY:

PROCEDURE FOR IMPLEMENTATION:

# Athletic Excellence Grant Application

Sport Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

BC Society #: \_\_\_\_\_

Is this application for a team or individual athlete? Team: \_\_\_\_\_ Athlete: \_\_\_\_\_

(If for a team, please complete the Team Information section and if for an individual athlete, please complete the athlete Information section)

## Team Information

Team Name: \_\_\_\_\_ Age Division: \_\_\_\_\_

Coach: \_\_\_\_\_

Telephone numbers: home: \_\_\_\_\_ work: \_\_\_\_\_ fax: \_\_\_\_\_

cell: \_\_\_\_\_ pager: \_\_\_\_\_ email: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

# of team members: \_\_\_\_\_ # of team members going to event: \_\_\_\_\_

Please indicate highest level of achievement in your sport, years participated and results (include all performances – if they are applicable – from the following: World Championships, Commonwealth Games, Pan-Am Games, World Cup Circuit, Canada Games, National Championships, Western Canadian Championships, Provincial Championships):

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## Athlete Information

Name: _____		Sport: _____	
Telephone numbers: home: _____		work: _____	fax: _____
cell: _____		pager: _____	email: _____
Street: _____			
City: _____	Province: _____	Postal Code: _____	

Please indicate highest level of achievement in your sport, years participated and results (include all performances – if they are applicable – from the following: World Championships, Commonwealth Games, Pan-Am Games, World Cup Circuit, Canada Games, National Championships, western Canadian Championships, Provincial Championships):

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### **Event Information**

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Location of Event:**

\_\_\_\_\_

Please indicate how your team or athletes have qualified for the competition:

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### **Allocation of Funds**

If approved, what will the funds be used for? Please itemize your travel expenditures and who is paying for these expenses.

List of Travel Expenditures	Who is covering these costs?
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Summary of Request  
Amount Requested:

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Any other comments?

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I declare the information in this application is accurate.

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Sport Organization Contact (please print)

Signature

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Athlete/Team's Rep. (please print)

Signature

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Coach's Name (please print)

Signature

Date (Y/M/D)

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## Grant Information Form

Please fill out this form following completion of approved event and attach back-up copies of receipts.

### Team Information

Team Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Mailing Address (to send funds):

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Event Information

Event Completed: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Report (including results):

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Please send the Grant Information Form and copies of receipts to  
the:  
Sport Kelowna Centre  
645 Dodd Road, Kelowna, BC, V1X 5H1



## Grant Information Form

Please fill out this form following completion of approved event and attach back-up copies of receipts.

### Athlete Information

Team Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Mailing Address (to send funds):

Street: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Event Information

Event Completed: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Report (including results):

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Please send the Grant Information Form and copies of receipts to  
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