



## SPECIAL EVENTS & COMPETITION ASSISTANCE GRANTS

### Criteria and Guidelines:

The City of Medicine Hat believes that the active use of leisure time and the pursuit of excellence are worthwhile and reflect the philosophy as well as the character of the community.

The City of Medicine Hat recognizes the valuable contribution made to the community by those groups, organizations and individuals who attain provincial, western canadian, national and international recognition.

The City of Medicine Hat also recognizes the value of special events and the contribution they make to the sprit and vitality of the community.

Special Events and Competition Assistance Grants are intended to recognize and acknowledge the efforts necessary to attaining excellence, as well as:

- Encourage positive use of leisure time for the betterment of the community
- Promote Medicine Hat as a vibrant, healthy community
- Provide assistance to groups, organizations and individuals who attend Provincial, Western Canadian, National and International competitions or events
- Encourage participation and emphasize spirit of community by all residents of Medicine Hat
- Promote recreation, leisure and sport opportunities vital to well being and quality of life
- Provide assistance and/or encouragement to groups/organizations to host local special events in Medicine Hat of a recreational, leisure or sports nature

Special Events and Competition Assistance Grants are not intended to provide continuing support to organizations or individuals indefinitely. Applicants are encouraged to develop a diverse funding/income base and seek self-sufficiency as evidence of a sustainable activity.

Please read these guidelines carefully to ensure that your event fits with the criteria. If after reading the guidelines you are still uncertain if your project is eligible, please contact the Grant Administrator at 403-529-8333 for clarity and assistance.

Completed grant and support materials can be delivered to:

Special Events & Competition Assistance Grant Committee  
c/o Parks and Recreation  
City of Medicine Hat  
88 Kipling Street SE

or emailed to:

[parks@medicinehat.ca](mailto:parks@medicinehat.ca)

## 1. APPLICATION DEADLINES

There are 3 intakes for applications per year. The deadlines for applications are:

- January 31st
- May 31st
- August 31st

Only application forms completed in full (including support material where applicable) are accepted. No exceptions are made for late applications. Please note that if the deadline falls on a weekend or statutory holiday, applications and any support material may be submitted the next business day.

## 2. GRANT AMOUNT

Funding levels vary depending on the number of grants received in a period. Applicants are reminded that all grants are awarded on a year-by-year basis and are not to be seen as an automatic ongoing source of funding. Grants are intended as a one-time assistance program to individuals and organizations. The City of Medicine Hat reserves the right to limit or decline financial assistance to any applicant at its sole discretion.

### FUNDING LIMITS FOR COMPETITIONS/EVENTS:

#### Provincial:

Individual: Attending - up to \$500 / Hosting - n/a

Two or More Participants: Attending - up to \$1,000 / Hosting - up to \$2,000

#### National. International. Western Canada:

Individual: Attending - up to \$1,000 / Hosting - n/a

Two or More Participants: Attending - up to \$2,000 / Hosting - up to \$3,000

## 3. APPLICATION PROCEDURES

All applicants must submit:

1. Completed Grant Application
2. All necessary attachments as indicated in the Grant Application, to validate the competition or event.
  - a) Access to the online application form available at [www.medicinehat.ca/grants](http://www.medicinehat.ca/grants)
  - b) If applicable, ensure that the application has been signed by two people - the person completing the application on behalf of the organization and the Board President or Chair.
  - c) Ensure that you print and save a copy of your completed application form and a copy of these guidelines for your records.
  - d) Final financial report is due within 60 days of the event or competition.

#### 4. ELIGIBILITY CRITERIA

Please read the following section carefully. Applications for a Special Events and Competitions Assistance Grants must meet the following criteria:

1. Applicant(s) must be a resident of the City of Medicine Hat for the past 6 months.
2. Application must be received at least 30 days prior to event/competition.
3. The event must be accessible to the public regardless of age, creed or religion.
4. The event as well as the participants must be of amateur status and the applicants sponsor should be registered as a not-for-profit group, organization or agency. The not-for-profit registered number must be provided on the application.
5. Any financial support provided must be applied directly to activities specific to the event (ie. travel, accommodations, meals, advertising, facility rental, etc.). Financial support **cannot** be used for items such as capital expenditures, (ie. equipment which remains with the applying group), uniforms/clothing, or alcoholic beverages.
6. Smaller regional/zone events and those which are for the purpose of fund raising are not eligible to apply.
7. Applications must include a detailed budget of PROJECTED expenses and revenues and the specific amount of assistance requested (see application form).
8. The ACTUAL statement of expenses and revenues must be provided within 60 days of the event (see application form).
9. Any event generating a surplus of funds is not eligible for assistance.
10. First preference will be given to applicants that have made a reasonable effort to obtain support from other sources, and those individuals/organizations who have not received funding within the last three years.
11. Parent organizations are requested to plan ahead and consolidate all of their team and individual requests into a single application.
12. Applicants cannot apply to more than one City of Medicine Hat Advisory Board source for the same event or competition.
13. Special consideration will be given to the location and duration of the event, the number of people involved, and to applications that have demonstrated to achieve a major contribution to the community in terms of resident involvement and/or tourism generation, economic benefit, positive recognition and/or the benefits of living in Medicine Hat.
14. Official written authority to host or attend an event must be provided with the application in order to substantiate the validity of your event and/or your attendance.

For example: Letter confirming that you have been approved to host an event or competition, letter confirming that you have qualified to represent your region in an event or competition, receipt of registration to participate in an event, or competition, etc.

## 5. REVIEW PROCESS AND PAYMENT

Approved applicants will receive 50% of the funds once approved by City Council. The remaining 50% after the event, and **only** if the final financial statement is received within 60 days of the event. If the final financial statement is not received within this time frame, the remaining funds will be forfeited and the applicant will not be eligible for future funding for a period of three years. All applicants must submit their final financial statement regardless of the event's finances. If the event did not occur, or the individual/organization did not attend after any grant funding was received, then that amount shall be fully refunded to the City of Medicine Hat within 30 days of the anticipated date of that event. Failure to pay this refund will disqualify the applicant from future funding until such time that the refund is received.

Upon exceptional circumstances, and at the discretion of the City, funding allocations may be amended as it deems suitable.

The review and recommendation process is conducted through the Urban Environment and Recreation Advisory Board, and approval of applications is through City Council. This process can take 8-12 weeks, and no funds will be sent until the final approval is received.

### DISCLAIMER:

The City of Medicine Hat reserves the right to limit or decline financial assistance to any applicant at its sole discretion without notice. Financial contribution from the City of Medicine Hat to any event in no way obligates the City to participate in the event and assumes no responsibility, legal or otherwise for any events, unless specifically outlined under a separate agreement.

