



Watson Lake Community Lottery Fund General Guidelines

A STATEMENT OF POLICY TO ESTABLISH GUIDELINES WITH RESPECT TO FUNDING TO
COMMUNITY GROUPS AND ORGANIZATIONS FOR RECREATION PURPOSES.

Section 245 of the Municipal Act provides that a municipal council may by bylaw provide grants, gifts, or loans of money or municipal property to any person, institution, association, group, government or body of any kind. The Town has established a Recreation Grant Policy which offers grants to community groups and organizations for recreation purposes.

1. Applications:

- A. Applications will be reviewed three (3) times per year. Deadlines are January 15, May 15, and September 15.
- B. Applicants requesting over \$500.00 **must** have a representative at the funding meeting.
- C. Applications relating to Sports, Cultural and/or Community Development will be considered.
- D. All applicants are requested to provide with the application a current list of executive directors.
- E. Applicants are encouraged to be affiliated with a parent governing body. This is to reduce any reflection of liability on the Watson Lake Recreation Advisory Committee and the applicant.

2. Distribution of Funds

- A. Applications for funding will be reviewed on their individual merit according to the following priority:
 - a. Youth
 - b. Seniors 55+
 - c. Adult

- B. A one-time start up grant for new groups may be approved to a maximum of \$500.00.
- C. 3 or more participants are considered a team (group) and can request up to \$2,000.00 for travel expenses based on travel requirements. 1 or 2 participants are considered individuals and can request up to \$500.00 each for travel expenses based on travel requirements.
- D. Groups or individuals applying more than once in a twelve-month period will be given a lower priority on subsequent applications.
- E. Groups or teams under one organization will be considered as one applicant
- F. The maximum for a single application is \$2,000.00
- G. W. L. Recreation Advisory Committee reserves the option to advance the funding prior to submission of the receipts by the applicant. Failure to meet granting obligations will disqualify the applicant from future funding.
- H. Watson Lake Recreation Advisory Committee will set up a bursary fund for children in need which will be distributed to the appropriate organization upon application.

III. Items Eligible for Funding:

- A. Travel - Transportation rate may be paid at 20 cents per kilometre based on four (4) persons per vehicle. Mileage is based on the YTG road map.
- B. Out of territory travel – Funding is based on 75% of costs of the cheapest available fare to a maximum of \$320.00 per person.
- C. Accommodation and meals – May be funded at \$40.00 a day per person.
- D. Registration Fees – Clinics, conferences or workshops may be funded 100%.
NOTE: Coaches, Instructors and Officials questionnaire must be completed.
- E. Contractor fees – May be funded to a maximum of 50% of day rate based on a minimum eight-hour day, to a maximum of ten (10) days per project or event.
- F. Equipment – Non-personal up to \$2,000.00. Quotes or unit prices must be provided.

Items not eligible for funding:

Assessment fees, medals, uniforms, trophies, costumes or prizes.

Notes:

- A. Funding will be paid upon submission of receipts. At the completion of your project or purchase, you are required to submit a final project report along with receipts to the Town of Watson Lake within six (6) months of the funding approval. A written request must be submitted to the W.L. Recreation Advisory Committee for an extension.
- B. Retroactive funding up to six (6) months may be considered at the discretion of the W.L. Recreation Advisory Committee.

Appeal process:

Upon denial of an application, the applicant may appeal in writing to the W. L. Recreation Advisory Committee within fourteen (14) days.

THE W.L. RECREATION ADVISORY COMMITTEE RESERVES THE RIGHT TO MAKE ITS OWN JUDGEMENTS ON ALL APPLICATIONS

The above policy was approved by Council this day of , 2011.

Motion No. _____

R.Durocher - MAYOR

T.Close – Municipal Clerk

POLICY NUMBER _____