



City of Dawson

Recreation Grants Policy

#2017-06

1. POLICY STATEMENT

- a) The Recreation Board supports individuals, groups and organizations in pursuit of recreational and leisure activities through the administration of Recreation Grants with funding provided by the Community Lottery Program.
 - i) Administration of the grant shall be in accordance with the Community Lottery Program and shall conform to criteria established by Board and Council.
 - ii) Granting policies shall be established through recommendations to Council by the Board, these shall be reviewed according to the Policy review date.

2. OBJECTIVES

- a) It is the purpose of this policy to establish the rules and procedures governing the distribution of the Community Lottery Program by the Recreation Board.

3. DEFINITIONS

In this policy,

- a) "APPLICANT" means an individual, group or organization submitting a request under the Recreation Grants Program.
- b) "BOARD" means the regular, honorary, and Tr'ondëk Hwëch'in members as appointed to the Recreation Board by Council pursuant to Bylaw #01-02.
- c) "CITY" means the municipality of the City of Dawson
- d) "COUNCIL" means the duly elected Council of the City of Dawson
- e) "LEISURE" means sport, art and recreational activities an individual engages in during their free time
- f) "MANAGER" means the Recreation Manager of the City of Dawson.
- g) "SMALL GROUP" means a group of people participating in an event that are not affiliated with community organizations, associations, non-profits, teams and/or leagues.

4. RESPONSIBILITIES

- a) The Recreation Manager shall:
 - i) Advertise the funding program and deadlines through website, newsletters and posters.
 - ii) Receive submissions and provide to the Board for review process.
 - iii) Submit Board recommendations to Council for approval.

- iv) Communicate application results with applicants.
- b) The Recreation Board shall:
 - i) Review grant applications in accordance with the Recreation Grant Policy and, by resolution of the Board, make recommendations to Council.
- c) City Council shall:
 - i) Be the final approval body on all grants in consideration of the recommendations submitted by the Board.
 - ii) Approve grant criteria.
- d) Applicant shall:
 - i) Submit a completed grant application on appropriate form on or before deadlines.
 - ii) Submit final report with proof of payment for approved expenditures.

5. Recreation Grant Program

- a) The City dispenses two levels of funding under the Community Lottery Program. Level 1 is intended for individuals or small groups. Level 2 is for community groups, organizations, non-profits and leagues.
 - b) In an effort to streamline the application process applicants seeking Level 2 funding shall apply through Community Grants Policy. The Recreation Board shall provide funds for eligible expenses through this process.
 - c) Activities related to heritage & culture, amateur level performing, visual & literary arts, amateur sport and other forms of leisure activity are eligible for funding.
 - d) Funding is available to any person residing in the Dawson City area that utilizes the Dawson Medical Facilities.
 - e) Funding will not be provided for any program or event that limits participation based on culture, religion, or ethnic background.
 - f) Applicants are encouraged to find additional revenue sources, and to provide information regarding in-kind contributions in the application.
 - g) One cheque will be issued for all approved expenditures. Cheques may take 3-4 weeks to process and receive payment once the claim has been submitted.
 - h) Under special circumstances, the Board may consider an applicant's request for the use of invoices or purchase orders.
 - i) Funding requests will be evaluated in accordance with evaluation criteria and policy to determine the final funding allotment.
 - j) Applicants that have been approved for funding will not be considered for any future grants until a final funding report and all supporting documents have been received by the City.
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- k) All requests are subject to funding availability.
- l) All grant expenditures must comply with this policy.
- m) Applicants are required to recognize the Community Lottery Program and the City of Dawson as a funder in all publicity associated with an approved event, program or project. Applicants shall provide proof of Lotteries Yukon recognition in all communication material as per Lotteries Yukon Recognition Requirements and Standards.

6. Level 1 Applications

- a) Community organizations, associations, non-profits, teams and leagues seeking financial assistance for an event, program or project are encouraged to apply for Level 2 funding. Level 1 funding is intended for individuals or small groups.
- b) Submissions must be received by 4:00 pm on the last Thursday of the month. Monthly grant submissions will be reviewed by the Board at the first scheduled meeting of each month.
- c) Applicants are eligible for a maximum of \$500 per calendar year. At the discretion of the board and subject to available funds, additional requests or requests exceeding this amount may be considered and require a detailed application demonstrating need, planned cost saving measures, letters of support/reference, information on fundraising efforts and additional funding sources.
- d) Individuals attending the same event, program, practice, camp, etc., must submit one application.
- e) Applications may include projects or events 30 days prior to the application deadline through the end of the calendar year.
- f) Claims must be submitted within 30 days of the event conclusion or date on letter of approval. Claims must include:
 - i) Grant reporting form.
 - ii) Proof of expenditures.

7. Level 2 Applications

- a) Submission deadlines are January 15, May 15 and September 15. If application deadline falls on a weekend or holiday, submissions are due the following business day.
 - b) Projects or events must not have occurred prior to the application deadline.
 - c) Applicants must make a submission using the Community Grants Application Form. Forms are available at the Recreation Office, City Office or online.
 - d) Applicants may submit only one application per year, which may include multiple projects or events. At the discretion of the Board additional applications within a calendar year may be considered.
 - e) Grant submissions will be reviewed within two weeks of the deadlines and recommendations submitted for approval at the next scheduled Council meeting.
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8. GRANTING GUIDELINES

a) Eligible Expenses:

- i) Travel out of Dawson for training purposes is discouraged. Groups are encouraged to bring professionals into Dawson to maximize training opportunities for all residents. Travel expenses associated with hosting training courses, workshops, events etc. in Dawson are considered an eligible expense.
- ii) Expenses associated with travel out of Dawson including accommodations, fuel and airfare will only be considered for instructor/officials training purposes. Applicants shall indicate in their application how the training will benefit the community and demonstrate this within a year or will not be eligible for future grants.
- iii) Honoraria for projects or events.
- iv) Registration fees to a maximum of \$250.00 per individual per event.
- v) Event/program related supplies and materials.
- vi) Training and workshops.

b) Ineligible Expenses:

- i) Travel expenses for participation in sport, recreation or leisure activities outside of Dawson will not be covered.
- ii) Equipment costs for individual use or personal uniforms. All equipment purchased through the Community Lottery Program must be available for community use.
- iii) Operating or maintenance expenses for: general administration, wages, office supplies, office equipment, rent, utilities, accounting and auditing services, printing services, repairs and maintenance, insurance, professional services, or annual fees.
- iv) Projects deemed to be private enterprise.
- v) Gifts, trophies, medals and prizes (including cash).

POLICY TITLE:	Recreation Grants Policy
POLICY #:	2017-06
EFFECTIVE DATE:	September 26, 2017
ADOPTED BY COUNCIL ON:	September 26, 2017
RESOLUTION #:	C17-24-13

Originals signed by:
Wayne Potoroka, Mayor

John Skilynk, CAO

Appendix A Evaluation Criteria

1	Public Benefit <ul style="list-style-type: none"> - Number of participants, 1 point for every group of 5 participants - Target population, 1 point for each group (i.e. youth, seniors/elders, chronic illness etc.). 	Maximum 7 points
2	Reduction of Barriers <ul style="list-style-type: none"> - Low participation fees - Accessibility, is the program physically accessible to all (facility, transportation provided) - Does it require personal equipment or will equipment be required? - Address social barriers (non-competitive, encourages team work/sportsmanship, social inclusion) - Reduction of cultural barriers - Location 	Maximum 5 points
3	Building Capacity <ul style="list-style-type: none"> - Leadership development - Instructor training, 1 point for each individual trained 1 additional point for course offered locally - Promoting activity or improving infrastructure, 1 point per improvement 	Maximum 5 points
4	Application <ul style="list-style-type: none"> - 1 point if complete & includes a detailed budget - 1 point for each alternative funding source in addition to the applicant (demonstrates collaboration) 	Maximum 3 points
	Total Score	Maximum 20 points