

**Town Council of the Town of Gander
Policies and Procedures**

Policy Topic: Grants, Subsidies and In-Kind Services		
Policy No: R016	Motion of Council: #08-018	Effective Date: 01/30/08
Section: REC	Amendment Motion: #08-042	Amendment Date: 02/20/08
	Amendment Motion #09-039	Amendment Date: 02/25/09
	Amendment Motion #14-031	Amendment Date: 02/26/14
Issued By: Parks & Recreation Committee		

Policy Statement:

The Town of Gander will provide in-kind and financial assistance to charitable, non-profit and recognized public service organizations.

Purpose:

To actively encourage the growth and stability of non profit groups and organizations within the Town whose purpose is to contribute to the general well being of the citizens of the community.

Guidelines:

1. Must be a community of Gander program or project.
2. Must be a charitable or a non-profit organization and/or a recognized public service organization.
3. Groups must be in the process of raising some of the required funds.
4. Donations will be granted on the basis of no more than one (1) per group/person, per calendar year.
5. A community disaster, inside or outside Gander, would rate special consideration by Council and would not be restricted by these donation guidelines.
6. All requests for donations must be kept on file and those not receiving assistance, and who qualified, will be given a higher priority in the following year. A record should be kept of all donation requests, the amounts requested and the amount donated and date of donation (ie: Council meeting).
7. Donations are not to exceed the Town's total donation budget in any given year unless Council revises its donation budget.
8. Donations should be budgeted as a separate item by department. Details should be provided to the appropriate Committees during the normal budgeting process.

Categories:

Annual Grants to Affiliated Groups

Any non-profit or charitable organization can apply for an operational grant once a year up to a maximum of \$5,000.00. The group must apply in writing stating why the grant is needed and provide a copy of their financial report from the previous year. Council will review these requests once a year during the budget process. The letter must be received by October 31st in order to be considered for the following years grant.

Ice Subsidy Grant

On an annual basis, the Town of Gander will provide a subsidy to its two major youth groups at the Community Centre. Gander Minor Hockey will be given 20 hours of free ice time to be used during Minor Hockey Week. The Silver Jets Figure Skating Club will be given free ice time for the amount of hours used on the day of their annual Ice Show.

Gander's schools (Gander Academy, St. Paul's Intermediate and Gander Collegiate) will be given free ice time during available non-prime time to be used for general skating.

Tournament Hosting Program

Financial assistance of up to \$500.00 may be provided to local youth sport, recreation, arts or cultural groups to host special events or tournaments in the community. Applications must be made using Grants, Subsidies and In Kind Service form. **See Appendix "A"**.

The local youth group must be a charitable group, nonprofit group, youth / school group, or a recognized public service organization. Where deemed necessary, funding may be extended to a particular sanctioned event organized by a provincial youth group.

The amount of funding available will be determined by the formula as follows:

# of Participants	(1) Day	(2) Days
50 - 100	\$100.00 (min)	\$150.00
101 - 150	150	200
151 - 200	250	300
201 - 250	350	400
251 - 300	450	500
301 - 350	500	500.00 (max)

Council, by resolution, may provide a maximum grant to provincial sanctioned competitions where the maximum number does not fit the existing guidelines as above.

Funding grants may also be made available for the hosting of technical training or upgrading for local officials and representatives in such programs as National Coaches Certification Program, Sport Skills Clinics, Drama and Artistic Workshops.

Grants will be based on one donation to the group or parent organization per year. Where a group can demonstrate that they will be hosting a number of sanctioned events through the calendar year, a maximum one time donation of \$500.00 will be allocated including the technical training.

Groups and organizations will not be eligible for this tournament hosting grant if they are already receiving a grant through the Town of Gander under another part of this policy.

Travel Subsidy

Grants of up to \$125.00 per person to a maximum of \$500.00 per team are available for those representing Gander at an event where they qualified through a regional/provincial event. The donation is made to the individual player or local team and not the provincial organizing group with the amounts determined as follows:

Location	Amount per Person	Amount per Team
Atlantic/National	\$125.00	\$500.00
International	\$150.00	\$500.00

To request a travel subsidy, the group/individual must apply in writing to the Recreation & Community Services Department stating:

- The Name of the individual(s) or team that qualified (note that funding will only be given to residents of Gander. If the team is made up of members from other communities, the money will only be given to the Gander residents on that team. The funding they qualify for will be split evenly and given to each individual in the form of a cheque).
- Mailing address for the cheque(s)
- Date and name of provincial event where they qualified.
- Date and name of Atlantic, National or International event they will be attending.

Tourism/Convention and Meeting Assistance Program

Promotional Materials will be provided to groups hosting a convention or meeting in Gander. The request will be supported by a convention kit form. **See Appendix “B”.**

In-Kind Assistance

Support to non-profit groups can also be provided through in-kind services, rather than financial, in situations where Council has the resources available that would have to be purchased by the non-profit group. The request must be in writing and the in-kind support will be authorized by the Director of Recreation & Community Services or if required, by resolution of Council. The in-kind service will not be provided if overtime is required.

Facility Discounts

The Town of Gander may provide discounts/free rentals for youth activities using Town facilities, including the Community Centre and Sports fields. Discounted rates will be authorized by the Director of Recreation & Community Services or if required, by resolution of Council and reflected in the Budget as Donations with the revenue reflected in the Departmental Budget.

Scholarship Program:

The Town of Gander recognizes the importance of promoting academic excellence and community involvement among youth and will award an annual scholarship in the amount of \$500.00 to a local graduate.

All persons applying for the scholarship must:

11. Be a resident of the Town of Gander at the time that they graduate from high school.
12. Have graduated from Grade 12 in June of the year that the scholarship is provided, with the scholarship being awarded in the fall of that same year.
13. Be pursuing post-secondary studies in the following academic year.

Criteria for selection of the successful candidate for the scholarship will be based on a combination of academic excellence contingent upon final Grade 12 marks. Consideration will be given to those students who have exemplified community leadership which includes serving in community organizations, volunteering in the community, and showing leadership in school activities (such as participation in the school council, etc.). The judging for this scholarship will take place through a panel of educators as assigned by Gander Collegiate at the time of the determination of scholarship winners.

Procedures:

Students must apply for this scholarship by making application to the appropriate board or scholarship representative of their school indicating how they meet the requirements for community leadership and advising of their intent to pursue post-secondary studies in the upcoming academic year.

Responsibilities:

The Mayor (or a designate) will be responsible for presenting the scholarship at the awards banquet.

TOURNAMENT HOSTING APPLICATION FORM

CONTACT INFORMATION

Name of Group: _____

Contact Person: _____

Address: _____

Telephone #: _____ Fax #: _____

Email: _____

TYPE OF EVENT

Describe type of Event, Project, In-kind Service Required:

Where it's taking Place: _____

How many Participants: _____

Date of the Events: _____

Are Hotels required? _____

Facilities being utilized: _____

Amount of Funding Being Requested: _____

- ◆ Please use other side of form to provide any other information
- ◆ Once completed, please return this form to:

Town of Gander
Dept. of Recreation & Community Services
100 Elizabeth Drive, Gander, NL A1V 1G7
Phone: 651-5927, Fax: 256-4195, Email: recreation@gandercanada.com

Please use the space below if you would like to provide any other information:

We certify that, to the best of our knowledge, the information provided in this application and attachments is accurate and complete and is endorsed by the group or organization which we represent and any funds should they be approved will be used exclusively for the hosting of the Tournament detailed above.

(Signature of two principal Officers of the group or organization)

NAME **TITLE**

DATE

NAME **TITLE**

DATE

Request for Convention Kits

Convention Name: _____

Convention Dates: _____

of Delegates (Kits Required): _____ **Pick Up Date:** _____

Contact Person: _____

Phone Number: _____ **Email Address:** _____

Special Items Requested:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Notepads | <input type="checkbox"/> Commander Gander Shopping Bags |
| <input type="checkbox"/> Town Pins | <input type="checkbox"/> Pens |

Items to be included: (Please check all that are included):

- | | |
|---|---|
| <input type="checkbox"/> Maps | <input type="checkbox"/> Gander's Got it All Visitors Guide |
| <input type="checkbox"/> Postcards (limit 50) | |
| <input type="checkbox"/> Silent Witnesses | |
| <input type="checkbox"/> Commander Gander | |

Other:

Date Picked Up on: _____

Picked Up by (Signature): _____

OFFICE USE ONLY

of Boxes _____ Storage Location _____