



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION:		DATE OF APPLICATION:	
ADDRESS:		PRESIDENT OR SENIOR OFFICIAL:	
		SENIOR STAFF MEMBER:	
		POSITION:	
EMAIL:		DESIGNATED CONTACT:	
TELEPHONE #1:		TELEPHONE #2:	
TOTAL NUMBER OF PERSONS TRAVELLING:	TOTAL NUMBER OF <u>COMPETITORS</u> TRAVELLING:	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO:	TOTAL AMOUNT REQUESTED:
DESTINATION:		DATE(S) OF EVENT:	
EVENT TO BE ATTENDED:			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED:			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP:			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING?			
SIGNATURE:	TITLE/POSITION:	DATE:	
<p>* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *</p> <p>NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</p>			

CITY OF NANAIMO
APPLICATION CRITERIA FOR TRAVEL
ASSISTANCE GRANTS

The City of Nanaimo provides a contingency account to assist amateur groups and individuals to travel to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying for Regional, Provincial or National competitions. Requests will be considered on a first-come, first-served basis, as funds remain available. Preference will be given to multi-day events.

When completing this form please provide ALL the information requested, paying particular attention to the submission of a budget outlining revenues and expenditures for the proposed trip. The current policy provides up to \$100 per person (to a maximum of \$2,000 per group) for travel outside of B.C., or \$50 per person (to a maximum of \$1,000 per group) for travel off Vancouver Island but within B.C.

Payments will only be made to the organization applying for the grant, not to individuals. Application may be made retroactively.

Applications must be submitted to:

**Travel Assistance Grant
City of Nanaimo, Parks and Recreation
2300 Bowen Road
Nanaimo, B.C. V9T 3K7**

Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this application is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.

For further information, please call 250-756-5200.

CRITERIA FOR AWARDING GRANTS

1. must be the winner/qualifier of a Regional, Provincial or National competition (or equivalent)
2. must be attending a Regional, National or International championship
3. maximum \$100.00 per person (up to \$2,000.00 per group) for travel outside of B.C.
4. maximum \$50.00 per person (up to \$1,000.00 per group) for travel within B.C. (Vancouver Island excluded)
5. travel with B.C. must have an overnight component
6. there must be other sources of funding
7. grant recipients must reside in the City of Nanaimo
8. the application must be made by a local organization
9. grants are for participants only, not coaches or chaperones
10. must be a demonstrated financial need
11. must be a non-profit organization

APPEALS

Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. The Grants Advisory Committee will not revisit the actual decisions (i.e. whether the correct amount was granted).

Criteria for Allowing an Appeal:

- Was the original advisory committee's decision based on the application not meeting certain criteria?
- Was the original advisory committee's decision based on the applicant submitting incomplete or incorrect information, OR, does the applicant believe the decision was based on incomplete or incorrect information?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?
- Did the advisory committee misinterpret some of the information submitted, OR, does the applicant believe its information was misinterpreted?
- Did the original advisory committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to the Parks and Recreation Commission or to Council), thereby giving the applicant time to respond?