



POLICY
Department of Municipal and Community Affairs
Regional Youth Sport Events Contributions

1. Statement of Policy

The Department of Municipal and Community Affairs may provide funding to support sport and recreation organizations, community governments and school authorities to organize and host regional youth sport events.

2. Principles

The Department of Municipal and Community Affairs will adhere to the following principles when implementing this policy:

- (1) effective local sport programming which supports the development of athletes, coaches and volunteers in smaller communities should be encouraged;
- (2) youth, and particularly underrepresented populations of youth, should be encouraged to participate in physical activities that lead to positive lifestyle choices, which contribute to the health, well-being and quality of life in our communities;
- (3) Aboriginal youth sport activities should be encouraged and supported to help preserve and strengthen northern Aboriginal traditions and culture;
- (4) sport and recreation partners, community governments and school authorities play a vital role in promoting, developing and delivering sport events for youth in their regions and should be encouraged and supported to continue these efforts; and
- (5) staff, volunteers and youth play important roles in promoting and carrying out activities for youth and should be encouraged and supported to participate in regional youth sport events.

3. Scope

This policy applies to sport and recreation organizations, community governments and school authorities organizing and hosting regional youth sport events.



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4. Definitions

The following terms apply to this policy:

Community government – a corporation established under or continued by the *Charter Communities Act*, the *Cities, Towns and Villages Act*, the *Hamlets Act*, the *Tłı̄chǫ Community Government Act* or any Recognized First Nations Council.

School Authorities – any schools or education bodies within the Northwest Territories recognized by the Department of Education, Culture and Employment as defined under the *Education Act*.

Sport – a physical activity carried out in an organized structure and competitive environment, the outcomes of which are determined by skill and not by chance. It is marked by the disciplined use of muscle groups, mental preparation and strategic methods.

Sport and recreation organizations – registered not-for-profit territorial, regional or community-based sport and recreation organizations.

Youth – residents of the Northwest Territories under the age of twenty-five (25) years.

Youth sport event – any sport competition, training camp, learning clinic or skills workshops for athletes under 25 years of age.

5. Authority and Accountability

(1) General

This policy is issued in accordance with the Financial Management Board's delegation of authority to Ministers to establish grants and contribution policies. Authority and accountability is further defined in Financial Administration Manual directives 1901, 1902, 1903 and 1904 and as follows:



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(a) Minister

The Minister of Municipal and Community Affairs (the Minister) is accountable to the Financial Management Board for the implementation of this policy.

(b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible for the administration of this policy.

(2) Specific

(a) Minister

The Minister may:

- (i) approve changes to this policy,
- (ii) approve grants or contributions according to the terms and conditions outlined in this policy, and
- (iii) delegate authority to approve contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to directors or regional superintendents:

- (i) approve contributions to sport and recreation organizations, community governments and school authorities for regional youth sport events.



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6. Provisions

(1) Application Process

- (a) A call for applications will be issued each spring. A second call for applications may be issued should there be available funding after the first round of applications is approved.
- (b) Applications for funding must include budget estimates detailing all sources of revenues and expected expenses, an event design description, event objectives and the date of the event.
- (c) Applications must be submitted in accordance with the application form and guidelines provided by the Department.

(2) Eligibility

- (a) Approved events may receive up to 75 percent of eligible expenses.
- (b) Sport and recreation organizations, community governments or school authorities are eligible to apply for funding.
- (c) The maximum amount of funding available to any one event is \$50,000.
- (d) Funding may be used to “top up” existing regional youth sport events or to establish new events. The event may be a single or multi-sport event.

(e) Eligibility Criteria

New or existing events will:

- (i) focus on activities that create increased participation in physical activity and promote healthy lifestyles;



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- (ii) provide positive benefits to ten (10) or more youth;
- (iii) involve at least two (2) communities other than the host community;
- (iv) contribute to the development of athletes and coaches;
- (v) encourage increased participation in physical activity;
- (vi) improve access to youth sport events for youth in rural and remote communities;
- (vii) assist rural and remote communities to improve their own sport and recreation services; and
- (viii) promote active living and healthy lifestyle choices for youth.

(f) Eligible Expenses

Funding may be provided for the following:

- (i) travel and costs incidental to travel,
- (ii) accommodation and meals,
- (iii) rental of sport and recreation venues,
- (iv) premises suitable as sleeping quarters,
- (v) repairs or purchase of sport equipment or training tools up to a maximum of \$5,000 dollars per year, and
- (vi) communications including advertising related to the regional youth sport event.

Additional expenses may be approved in advance at the discretion of the Department of Municipal and Community Affairs.



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(g) Ineligible Expenses

The following expenses are not eligible:

- (i) core funding for sport and recreation organizations, community governments or school authorities;
 - (ii) per diems, fees, wages or similar payments to event participants;
 - (iii) expenses related to the conduct of fundraising events;
 - (iv) expenses related to gambling or cash prizes;
 - (v) capital or renovation costs over \$5,000; and
 - (vi) territorial events or events held outside of the Northwest Territories.
- (h) The contribution must be accounted for by submitting the following documents within 60 days of the end of the event:
- i) a summary report detailing how the funding was used, using the template provided by the department;
 - ii) substantiation of expenditures including a financial statement showing all revenues and expenditures related to the event. Copies of original receipts must be retained on file should the department chose to audit the project.

6. Financial Resources

Financial resources required under this policy are conditional on approval of funds in the Main Estimates by the Legislative Assembly and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.



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8. Prerogative of the Minister

Nothing in this policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take actions respecting contributions. In this regard, the Minister may make an exception to this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Robert C. McLeod
Minister

Date