



## Elite Athlete Travel Grant

### Grant Purpose

- 1 a) To help elite athletes living in the Municipality of the District of Lunenburg with travel costs who are competing at national or international events.
- b) Elite Athlete is defined as a person who commits significant time to training and competing in their sport as either an individual or a team member and is recognized by their National Sporting Association as a representative of Nova Scotia/Atlantic Canada or Canada eligible to compete at the highest level nationally or internationally. The athlete must have won their way or been selected to attend the national or international event by the event organizer(s). This grant excludes professional athletes in the sport.

### Funding Use

- 2 a) To be used only towards travel costs (e.g., flights, accommodations, meals etc.)
- b) Funds cannot be used to attend training.
- c) Funds cannot be used towards travel costs for persons accompanying the applicant.

### Eligible Applicants

- 3 a) An Elite Athlete; and
- b) A resident of the Municipality of the District of Lunenburg; and
- c) A member of a National Sporting Association; and
- d) Travelling to compete at a national or international event which they have either won their way to, and/or have been selected to attend by the event organizer(s).

### Ineligible Applicants

- 4 a) Non-resident of the Municipality of the District of Lunenburg.
- b) Any applicant who is under suspension, sanction or investigation for any rule violation relating to the sport.
- c) Professional athletes in the sport.
- d) If application has been made to the Sport, Recreational & Cultural Travel Assistance Grant for the same event/competition.

### Application Deadline

- 5 a) Complete applications will be received throughout the year but should be received at least 1-2 months before the anticipated start date for processing.

## Completion Requirements & Grant Extensions

- 6 a) Funds cannot be used towards travel that occurred before the application was submitted.

## Funding Frequency

- 7 a) Only one application can be submitted per athlete per fiscal year.
- b) Applicants who have received funding in previous years should not assume funding each year.

## Endorsement / Special Conditions

- 8 a) A letter from their National/Provincial Association confirming the eligibility of the athlete.
- b) Proof of qualifying or having been selected to attend the competition by the event organizers(s) is required.

## Funding Amount Limit

- 9 a) Funding will not exceed 75% of the total travel budget, to a maximum of \$1,000 for national competitions and \$2,000 for international competitions.

## Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.
- b) If approved, 75% of the approved amount will be released following approval.
- c) Final 25% of the approved amount will be released once final report claim submitted by the organization, showing sufficient expenditure. This information should be provided to the Municipality no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Elite Athlete Travel Grant in the following fiscal year.
- d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.
- e) Successful applicants are encouraged to provide a report to Council, in person, virtually, or in writing following their participation in the sponsored event.

## Documents Required for Application to be considered complete:

- 11 a) Completed and signed application form
- b) Financial information

- c)
- (i) Proposed trip Income and Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.
  - (ii) The need for financial assistance must be demonstrated.
  - (iii) A letter from their National/Provincial Association confirming the eligibility of the athlete and how the proposed travel and competition will assist their progression through the elite pathway in their sport.
  - (iv) Proof that the athlete has either won their way to or been selected to attend the national or international event by the event organizer(s).

# Elite Athlete Grant Application Form

**Deadline for application: 1-2 months prior to need.**



Name of Applicant

Mailing Address:

Phone Number(s)

Email:

Please provide name and mailing address for cheque if different from above

## 1. Event Details

a. Competition/Event name.

b. When and where is it taking place?

c. What type of competition/event are you travelling to?

- National
- International

d. Please describe the competition/event.

e. How did you qualify for the competition/event (proof required)?

- Won my way to attend
- Selected to attend by the event organizer(s)

f. How will participation in the competition/event assist your progression through the elite pathway of your sport?

g. In what way does this application meet MODL’s Mandate (Vision, Mission and Values)?

h. Do you agree to recognize the Municipality for its contribution? (e.g., banner, public announcement, sign, brochures, programs, advertisements.

- Yes
- No

**2. Financial Information:**

- Please supply a proposed Income & Expense Budget for the project (including income from all sources).
- Note: Please ensure you include the amount requested from this grant in your anticipated revenue.

a. Does your budget include funding from other partners?

- Yes\*
- No

\*If yes, please provide detailed information, including source and amounts

b. Will MODL’s funding help you leverage funding from other partners?

- Yes\*
- No

\*If yes, please provide detailed information.

**Municipal Funding Requested: \$ \_\_\_\_\_**

I certify that, to the best of my knowledge, the information provided in this grant application is accurate and complete.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**The application must include:**

- Completed Signed Application
- Letter from national sporting association, confirming eligibility of the applicant.
- Proposed Income & Expense Trip Budget, including copies of receipts and showing income from all sources.
- Proof that the athlete has either won their way to **OR**
- Been selected to attend the national or international event by the event organizer(s).

Please return completed form and associated documents to:

Municipality of Lunenburg  
**Attention Recreation Department**  
10 Allée Champlain Drive  
Cookville, NS B4V 9E4

Alternatively, you can  
Fax to: 902-543-7123  
or  
Email to: [recreation@modl.ca](mailto:recreation@modl.ca)



## Community Grants Program/Sponsorship Request Policy MODL043 Highlights

### Purpose

The purpose of Policy MODL043 is to set guidelines for the distribution of funds to not-for-profit and charitable organizations in the community.

The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.

The Municipality offers grants for training of volunteers to further the benefits of their volunteerism, supporting local athletes competing in national or international events and to persons travelling to provincial, national or international competitions in sports, recreational or cultural events.

### General Information

- Municipal Council sets funding limits and annual budget allotments for each grant category.
- Applicants will complete the proper Municipal application form and provide the requested information.
- For grant applications, organizations should ensure that any outstanding grant approvals from the previous fiscal year should be completed, unless an extension to the funding has been approved by MODL.
- Application deadlines and expiry periods may apply.
- Funding frequency is limited within each grant category.
- Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- The Municipality reserves the right to deny any application believed not within its mandate.
- All proposed work must follow Municipal, Provincial and Federal regulations.
- Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).
- The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.
- Submitted application does not guarantee funding.

## Evaluation Criteria

The evaluation may include but is not limited to the following criteria

- a) Project/program fits within the mandate (vision/mission) of the Municipality.
- b) Organization is a not-for-profit group.
- c) Program, event, facility is for public community use.
- d) A financial need is proved.
- e) The organization is sourcing other funding partners.
- f) The grant proposal is practical.
- g) The funding provided by the Municipality will enable the organization to use dollars from other funding partners.
- h) The application has shown that they will recognize the Municipality's contribution.
- i) The organization shows long-term sustainability.
- j) The applicant has proved its own commitment to the project (i.e. financial, in-kind donations).
- k) The percentage of users from MODL.
- l) The breakdown of staff (volunteer, paid, externally funded).
- m) Funding **must** be requested from the host Municipality if organization is located outside MODL (proof of request **is** required).



## MODL's Vision, Values & Mission Statement

### Vision

The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents' passion for the place they call home. With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.

### Values

- **Thriving Communities:** We encourage meaningful connections.
- **Act with Integrity:** We are accountable and strive to provide exceptional leadership within our municipality.
- **Respect and Kindness:** We value the uniqueness and diversity of our communities, welcoming everyone with respect and kindness.
- **Equity and Inclusion:** We take action to change and grow to be a truly diverse, equitable, and inclusive municipality.
- **Ready for Action!:** We are innovators, economic leaders, and collaborative partners.

### Mission

We are:

- Responsible financial managers
- Strategic planners
- Sustainable community builders
- Collaborative engagers

