



FISHING LAKE METIS SETTLEMENT

PEOPLE WHO RE-ALL ARE
PROSPEROUS, HEALTHY, AND
ENJOY A GOOD QUALITY OF LIFE

FISHING LAKE METIS SETTLEMENT IN THE PROVINCE OF ALBERTA

RECREATION SPONSORSHIP POLICY #001/2019

1. POLICY STATEMENT

- a. The Fishing Lake Settlement would like to provide a program that assists with removing the financial barriers that prevent settlement members and their children from participating in recreational programs by providing a grant or partial grant. This program seeks to help these individuals and groups, in which members are part of, with a grant to help pay for registration fees and equipment for sports, arts and culture programs.

2. PURPOSE

- a. The purpose of this policy is to provide guidelines for sponsorship from Fishing Lake Metis Settlement for recreational programs.

3. DEFINITIONS

In this policy;

- a. **"Eligible Activities"** means the arts, sports and culture programs that are allowable under this policy. Programs must be related to one of the three themes and be an organized activity that is attached to a league or an organization;
- b. **"Eligible Applicant"** means an individual who qualifies for this program as defined in section 5 of this policy;
- c. **"Eligible Group Member"** means a member of a group who would be eligible for sponsorship as per section 5 of this policy;
- d. **"Group Sponsorship"** means a grant given to assist a group of people, that includes eligible applicants, participating in an eligible activity with the registration fees, supplies, and equipment. (examples include baseball leagues, basketball leagues, etc.)
- e. **"Individual Sponsorship"** means a grant given to assist an eligible applicant with registration fees, supplies and equipment that is required to participate in an eligible activity. (examples include soccer, gymnastics, dance, baseball, hockey, art classes, cultural art classes etc.)
- f. **"Recreation Coordinator"** means the individual who facilitates recreational programming. If the position is vacant then the immediate supervisor is responsible;
- g. **"Return Service Agreement"** means the agreement between an eligible applicant and the Settlement to give back to the community by giving unpaid time.
- h. **"Residing Settlement Member"** means a member of the Fishing Lake Metis Settlement who has resided on the Settlement for a minimum of 12 consecutive months prior to application for sponsorship;



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- i. "Settlement" refers to the Fishing Lake Metis Settlement and its Administration and Council
- j. "Special Event Sponsorship" means a grant given to assist an eligible applicant with registration fees and travel costs that is required to participate in a short-term activity that recognizes excellence in the field (examples include Native Hockey Provincials, Provincial Football Tryouts, etc.)

4. ADMINISTRATION

- a. The sponsorship grants are given out through the Culture, Parks & Recreation annual budget
- b. The funds available for this program will be determined in each fiscal year in the annual budget
- c. The Recreation Coordinator is responsible for the administration of this policy
- d. The Settlement fiscal year is from April 1 – March 31
- e. Upon receipt of an application the Recreation Coordinator must check
 - i. If the applicant is eligible through Land & Membership,
 - ii. If the applicant has exceeded their allowable sponsorship through Finance,
- f. The Recreation Coordinator will keep a current database of sponsorships disbursed and volunteer hours recorded to ensure agreements are not in default

5. ELIGIBILITY

- a. To be an eligible applicant or group member, an applicant must:
 - i. Be a residing settlement member as defined in this policy AND;
 - 1. A residing settlement member may apply on behalf of their residing biological or legally adopted child of a residing settlement member;
 - ii. Be participating in an eligible activity AND;
 - iii. Agree to the return service agreement terms as defined in Section 7

6. GUIDELINES

- a. An application must be made under one of the three qualifying categories and their eligible costs.
 - i. Individual Sponsorship
 - 1. Registration Fees



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2. Supplies and equipment
- ii. Group Sponsorship
 1. League registration fees
 2. Supplies, equipment, and uniforms
 3. Tournament registration fees
- iii. Special Event Sponsorship
 1. Registration fees
 2. Travel costs
- b. Programs where the participant can win cash or prizes are ineligible (golf tournaments, quad rallies etc.)
- c. All requests for sponsorship must be made at least 2 weeks in advance.
- d. Late registration fees are ineligible costs and as such are the responsibility of the applicant
- e. Reimbursable deposits are ineligible costs and as such are the responsibility of the applicant
- f. Fundraising and volunteer fees are also ineligible costs and as such are the responsibility of the applicant
- g. The amount an eligible applicant, or their child, may receive in a fiscal year for individual sponsorship can total a maximum of \$700.00
- h. The total amount an individual may receive in a fiscal year for special event sponsorship is a one-time amount, up to a maximum of \$500. Amount awarded will be determined by need (for example, travel will not be paid out if all travel expenses are covered by the organization)
- i. The total amount a group may receive per fiscal year for group sponsorship is \$50.00 per eligible group member. An individual may only be eligible for one group sponsorship per year
- j. Sponsorship is subject to availability of funds
- k. Payment will not be issued without a signed Return Service Agreement
- l. Payment will only be given directly to the applicant for reimbursement with receipt
- m. Requests for registration fees must include:
 - i. Name of the member(s) submitting the request, or if under 18, the name of the child(ren) and their parent(s)
 - ii. copy of registration form that includes the fee
 - iii. the name of the organization that the cheque is to be made payable to
 - iv. post-registration a receipt and/or proof of successful registration is required
 - v. Team roster, if requested sponsorship is for a group.
- n. For uniform, equipment and supply costs, the request must include
 - i. Original receipts



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- ii. Name of member(s) submitting the request; or if under 18, the name of the child(ren) and their parent(s)
- iii. Proof of registration in activity for which the equipment is required
- iv. Full legal name of the person that the reimbursement cheque is to be made payable to
- v. Team roster, if requested sponsorship is for a group
- o. For special event sponsorship, the request must include
 - i. Confirmation of enrolment in event
 - ii. A written request detailing how this is a unique opportunity, how the event recognizes excellence, the benefits the sponsorship will provide, how the applicant plans to pay it forward to the community, how the applicant plans to recognize the Settlements contribution and a detailed cost breakdown

7. RETURN SERVICE AGREEMENT

- a. By receiving sponsorship, the applicant agrees to the terms as set out below
 - i. The applicant agrees to give back to the community through volunteerism
 - ii. For every \$25 received in sponsorship the applicant agrees to give 1 hour of volunteer time
 - iii. Volunteer time may be contributed by the eligible applicant or their family
 - iv. If the eligible applicant is in default of this agreement then they become ineligible to receive sponsorship until the agreement is fulfilled
 - v. If the eligible applicant is applying on behalf of a child, then the agreement will follow that child (ie the child will not be eligible for sponsorship until the agreement is fulfilled, regardless of which parent agreed)
 - vi. Volunteer time must be recorded by an Administration employee, or a member of the community who does not have a conflict of interest, in one of the following categories.
 1. Community Clean-Up
 2. Cemetery Clean-Up
 3. Community Event
 4. Youth Leadership Programming
 5. Food Bank
 6. Community Committee
 7. Interview panel
 8. Church
 9. School
 10. Seniors
 11. Other time may be considered



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8. REPEAL

The FLMS Recreation Sponsorship Policy #004/2016 is hereby repealed.

9. EFFECTIVE DATE

This policy comes into effect upon adoption by Council.

July 15, 2019 [SEAL]

DATE OF ADOPTION

CHAIRPERSON

ADMINISTRATOR