4591

Community Events, Sports, and Recreation Sponsorship Policy	
Policy No.	
Department Ownership	**Community Services**
Issue/Effective Date	**September 28, 2026**
Date Approved by Council	**September 28, 2026**
Date Revised	**September 28, 2026**

1. PURPOSE

The purposes of this *Community Events, Sports, and Recreation Sponsorship Policy* (the "**Policy**") are to:

- Provide both individual and team financial support to eligible community and sporting activities that promote health, wellness, and/or cultural preservation of the Tsartlip community; and

- Establish guidelines and procedures that ensure that sponsorship funds are allocated fairly, transparently, effectively and responsibly.

2. DEFINITIONS

- "**Community Services Director**" means the individual who manages, supervises or controls the Community Services Department of Tsartlip.

- **"Community Services Department"** means the department of Tsartlip encompassing Children, Youth and Families; Health; Social Development; Education and Employment; and Language.

- **"Community Events"** means a Tsartlip community event that meets the purposes of this Policy.

- **"Activity"** means any recreational or competitive activity or community event that promote participation, teamwork, physical activity, and community involvement, and include leagues, tournaments, and one-off events.

- "**Eligible Costs**" include all costs related to the Eligible Activity or Eligible Team Activity, as the case may be, and includes registration fees, meals and incidentals, jerseys, tournament expenses, facility rental costs, equipment costs, and travel expenses.

- "**Team Activity**" means a recreational or competitive team Activity that promote participation, teamwork, physical activity, and community involvement, and includes leagues, tournaments, and one-off events.

- "**Member**" means a member of Tsartlip First Nation.

3. RESPONSIBILITIES

- **Council is responsible for:**
    - Approving the amount of funds to allocate for each calendar year, as recommended by the Health, Wellness, and Safety Committee.

- **The Health, Wellness, and Safety Committee** is responsible for:
    - Monitoring the effectiveness of this Policy based on community needs, funding, and overall functionality, and recommending any policy changes through the Finance, Policy and Audit Committee prior to Council consideration;
    - Evaluating and recommending to Council the amount of funds to allocate to the funding program for each calendar year.

- **Program Staff** is responsible for:
    - Adhering to this Policy and applicable procedures;
    - Assessing applications within a reasonable timeframe (one month);
    - Processing applications and submitting payments to finance; and
    - Ensuring budget adherence;
    - Preparing a semi-annual summary of approved sponsorship applications for review by the Health, Wellness and Safety Committee.

- **The Community Services Director** is responsible for:
    - Reviewing sponsorship recommendations from the Community Services Department; and
    - Making final decisions on sponsorship requests under this Policy.

- **Individuals, Sports Teams and Community Event Planners** are responsible for:
    - Completing applications truthfully and fully;
    - Adhering to the Policy;
    - Providing complete and accurate documentation of Eligible Costs; and
    - Using sponsorship funds appropriately.

4. POLICY

<u>Individual Sponsorships</u>

- Members may apply for reimbursement of up to $1,000 per calendar year to offset the Eligible Costs of participating in an Activity (an "**Individual Sponsorship**").

- In order to be eligible for an Individual Sponsorship, an applicant must:
    - be a Member
    - be between the ages of 5 and 26;
    - complete the Application Form attached as Appendix "A", and provide a detailed explanation of.
        - the Activity which sponsorship is sought;
        - how the Activity is intended to benefit, support, or provide opportunities for Tsartlip individuals and families;
        - how the sponsorship would be used; and
    - Include a funding request letter which includes:
        - Proof of registration in the Activity;
        - Identification of the coach or team representative, if applicable;
        - Confirmation of the payee;
        - A budget or supporting cost information.

- Individual applicants may only apply for an Individual Sponsorship once per calendar year.

Team Sponsorships

- **Sports and Recreation Teams** may qualify for a one-time reimbursement of up to $1,500 to offset the Eligible Costs of participating in a Team Activity (a "**Team Sponsorship**").

- In order to be eligible for a Team Sponsorship, team applicants must:
    - Have a majority of team members who are Members;
    - Include a funding request letter which includes:
        - A team roster identifying the Members on the team;
        - Proof of registration in the Team Activity;
        - Identification of the coach or team representative;
        - Confirmation of the payee;
        - A budget or supporting cost information.
    - Complete the Application Form attached as Appendix "A", and provide a detailed explanation of:
        - The Team Activity for which the sponsorship is sought;
        - How the Team Activity is intended to benefit, support, or provide opportunities for Members and their families.
        - How the Team Sponsorship funds will be used to benefit the team and the Tsartlip community generally.

- Team applicants may only apply for a Team Sponsorship once per calendar year.

- A Member may only be counted toward one team per sport each calendar year. Where a Member is included in multiple sponsorship applications for the same sport during a calendar year, Tsartlip may disqualify one or more of the applications.

- For greater certainty, Members are eligible to be included on a team application more than once if the application is for a different sport.

Community Event Sponsorships

- Community Events may qualify for a one-time reimbursement of up to $3,500 to offset the cost of the event (a "**Community Event Sponsorship**").

- The following events are eligible for a Community Event Sponsorship: The Annual Powwow, the Tsartlip Soccer Tournament, and Geronimo Days (each an "**Approved Community Event**").

- Other Community Events may qualify for a Community Event Sponsorship on a case-by-case basis, if approved by the Committee.

Sponsorship Details

- This program is renewed annually on a calendar-year basis and is subject to funding availability.

- Funding under this Policy is discretionary and will be allocated based on the number of qualifying applications and the amount of available funding. Not all qualified applicants will necessarily receive funding.

- Application forms must be completed and submitted between January 1 and December 31 of the applicable calendar year.

- Approved Individual, Team or Community Event Sponsorships will be paid on a reimbursement basis up to the maximum amount of the applicable sponsorship.

- Approved sponsorships will be reimbursed upon receipt and verification of the required supporting documentation. Where appropriate, and at its discretion, Tsartlip may make payments directly to an organization or service provider in order to ensure that the sponsorship funding is used for its intended purpose.

- In order to receive payment of the sponsorship, recipients must provide all supporting documentation demonstrating that the Eligible Costs were incurred. Where possible, documentation must be provided on official organizational letterhead or in another official format issued by the applicable organization.

- Reimbursement funding may be provided via electronic funds transfer (EFT) or cheque.

- Tsartlip will not pay any sponsorship amounts that are:
  - above the approved funding maximum;
  - not supported by appropriate documentation (such as receipts); or
  - not Eligible Costs.

5. APPLICATION PROCEDURE

Step 1: Application

- Applicants must submit their application in the form attached to this policy, including the enclosed Privacy Waiver.
- The application must be completed in full. Incomplete applications may not be assessed.
- The application may be submitted in person or via email to the Community Services Administrative Assistant csadmin@tsartlip.com

Step 2: Assessment

- The Community Services Department will review all applications submitted under this Policy.
- In considering applications under this Policy, the Community Services Director will consider the following criteria:
  - eligibility for the requested sponsorship;
  - The anticipated benefits to the Tsartlip community, the team, and/or individual Members; and
  - Availability of funding.
- The Community Services Department may return any incomplete applications for correction, or request further information of any applicants as it deems reasonably necessary.

Step 3: Approval and Funding

- If the Community Services Department decides an application meets the criteria, the Community Services team will submit the application to the Community Services Director for a decision on whether to approve the application.

- If the Community Services Department decides that an application does not meet the criteria under this Policy, the application will not be forwarded to the Community Services Director for further consideration.

- The Community Services team will inform all applicants as to the result of their applications.

- For Individual Sponsorships, applicants must provide proof that Eligible Costs were incurred, including receipts, invoices, proof of payment, proof of registration, or other documentation acceptable to Tsartlip. Where appropriate, Tsartlip may make payment directly to an organization or service provider in order to ensure that funding is used for its intended purpose.

Appendix A: Application Form

Overview: This application form is for the use of participants/community members who are requesting sponsorship under Tsartlip's Community Events, Sports, and Recreation Sponsorship Policy. Applications must be submitted between January 1 and December 31 of the corresponding calendar year.

Please direct any questions to the Community Services Administrative Assistant at csadmin@tsartlip.com or the Community Services Director at csdirector@tsartlip.com.

Date: _____

Name of Individual/ Organizer: _____

Name of Organization (Community Event/Team Sport): _____

Address of Individual/ Organization: _____

Phone Number of Individual/ Organizer: _____

Date of Birth (individual): _____

Status Number and photocopy of status card: _____

Individual Children and Youth Distribution (one time)

- Maximum $1,000 _____

Community Events and Team Sports (one time)

- Community Events: Maximum $3,500 _____
- Team Sports: Maximum $1,500 _____

Please provide a brief description of the event or activity, including its purpose, target audience and expected outcomes:

Please provide a brief description of how the financial support will be used to benefit the Individual/event/activity:

Please provide a brief description about how the sponsorship will impact or benefit the Tsartlip community or Tsartlip members:

Supporting Documentation

Please attach all applicable supporting documentation:

- **Individual Sponsorship Applications:**
  - Proof of registration in the Activity;
  - Receipts, invoices, proof of payment, or other documentation demonstrating that Eligible Costs have been incurred;
  - Where receipts or proof of payment are unavailable, proof of registration or other documentation acceptable to Tsartlip.
- **Team Sponsorship Applications:**
  - Team roster identifying Members of Tsartlip;
  - Proof of registration in the Team Activity;
  - Coach or team representative information;
  - Budget or supporting cost information.
- **Community Event Sponsorship Applications:**
  - Event description and supporting information;
  - Budget or supporting cost information;
  - Any other documentation requested by the Community Services Department.

Tsartlip may require additional documentation to verify eligibility or Eligible Costs and may, where appropriate, make payment directly to an organization or service provider to ensure sponsorship funds are used for their intended purpose.

_____

Applicant Name or Parent/Guardian Name (if participant is a minor)

Date: _____

_____

Signature

Staff Review

Approve___ Decline___ More Information Required___

Director Name: _____

Director Signature: _____

Date: _____