



Town of Happy Valley-Goose Bay

Policy Statement

<b>Index: Finance</b>		<b>Policy Number: F0029</b>	
<b>Approved Date: December 15, 2020</b>	<b>Effective Date: January 1, 2021</b>	<b>Revision Date:</b>	
<b>Authority: 12<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 3</b>	

**TOPIC: YOUTH TRAVEL ASSISTANCE**

**PURPOSE**

The Town is committed to treating all requests for Youth Travel in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget.

Donation will be made based on the availability of funding.

**SCOPE**

This policy applies to all community and charitable organizations and individuals serving the Town of Happy Valley-Goose Bay that request a Youth Travel Assistance from the Town.

The Town will provide funding assistance for travel to a sporting event or competition to youth who have been chosen to represent the Town of Happy Valley-Goose Bay.

**ELIGIBILITY**

The Town will follow the following criteria of requests:

- Team member(s) must be residents of Happy Valley-Goose Bay;
- The team /individual must have won the right to attend the event;
- The event must be associated or recognized by a National or Provincial Sport Governing Body or School Board;
- Funding is limited to persons 19 years of age and under;
- Travel must be outside Upper Lake Melville

Donation to a maximum of \$300 based on council determination.

**PROCEDURE**

All donations should be supported by a written request and should include an explanation as to the how the group/individual contributes to the Town and include the following:

- demonstrate fundraising efforts



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**TOPIC: YOUTH TRAVEL ASSISTANCE** *continued*

- demonstrate the significance of the program, event
- the total detailed cost of the program, event
- not be the recipient of any other financial or other type of assistance from Council
- not be a Federal or Provincial Government funded initiative
- agree to acknowledge Council's contribution in any publicity relating to the program, event or service to which the donation, grant or sponsorship applies

The following are not eligible for support:

- individuals, organizations, projects, or activities located outside the Town's municipal boundaries or whose primary focus is not within the municipality
- professional fundraisers working on behalf of an organization
- unsolicited or generic requests that may have been sent to other various organizations
- organizations or charities that normally solicit funds from residents through door-to-door canvass, mail-out solicitation, telemarketing, or similar direct-to-resident fundraising
- requests for cash donations
- 'To Whom It May Concern' letters

**Application Process**

Applications for events must be submitted at least **one month** prior to the event.

**Approval Process**

The Director of Financial Operations shall review each application for completeness. **Incomplete applications will not be considered.**

The Director of Financial Operations will prepare a summary report of the applications, relative to the eligibility criteria, for the Clerk's recommendation to Council through the Finance Committee.



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**TOPIC: YOUTH TRAVEL ASSISTANCE** *continued*

Travel Assistance will be granted by a two-third vote of the Councilors in office as per section 99 of the *Municipalities Act, 1999*.

Travel Assistances that have been approved are not to be regarded as a commitment by the Town to continue such assistance in future years. The Town reserves the right to limit the number of donations/sponsorships made to an organization/individual in any given year. Requests will not be approved retroactively.

Applicants will be advised as to whether their request for Travel Assistance was approved or denied with the reasons for the denial.

  
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Mayor, Wally Andersen

  
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Town Clerk, Nadine MacAulay