



RECREATION USER GROUP (RUGG) **GRANT APPLICATION GUIDELINE**

RUGG OVERVIEW

The intent of the RUGG program is to support Recreation User Groups in the City with facility enhancements, equipment purchases or support on capital projects. The RUGG is not intended to enhance Recreation User Groups' financial status. RUGGs are never guaranteed, and the RUGG program is subject to change. Applicants are always encouraged to strive to find sustainable funding sources.

RUGG OBJECTIVE

- To distribute funds to help with capital projects, facility improvements or equipment purchases to non-profit, Recreation User Groups in the City of Brooks.

FUNDING PRIORITIES

- The funding is for capital expenses, facility enhancements and/or purchase of equipment.
- Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following criteria:
 - Contributes to the ongoing use of recreation facilities within the City;
 - Demonstrates self-sustainability and future financial sustainability;
 - Revitalizes well used recreation programs and/or recreation facilities;
 - Enhances recreation skill/team/leadership building;
 - Meets a widely held need by providing a new recreation project/program/event or enhancing an existing recreation project/program/event; and,
 - Reaches a wide population and/or variety of people; demonstrates diversity and inclusiveness.

ELIGIBILITY

- To be eligible for RUGG, applicants must:
 - Be recreation-related as pertains to the City of Brooks Bylaw 16/22 – "Brooks & District Recreation and Parks Board";



Schedule "B"

- Provide indoor and/or outdoor recreation opportunities to citizens of the City of Brooks as their primary mandate;
- Be non-profit; and,
- Operate within the corporate boundary of the City of Brooks;

***Applicants that contribute a portion of their own funds to the project for which they are applying may receive a higher level of priority in the funding process.*

- You are ineligible for this grant if you are:
 - A for-profit organization;
 - A business or entrepreneur;
 - A facility owned and/or operated by the City of Brooks;
 - A group that does not meet the mandate of City of Brooks Bylaw No: 16/22 (i.e. arts/culture/heritage groups); and,
 - A group whose primary mandate is not related to the provision of indoor/outdoor recreation services and/or programs.

ELIGIBILITY CRITERIA

- Applications must be submitted to the Brooks and District Recreation & Parks Board via City Hall no later than February 28th annually (June 30th for 2021).
- Funds must be accounted for and used within the calendar year in which the funds were awarded (e.g. January 1st – December 31st).
- Project/programs may begin January 1st; however, funding may not be granted before the disbursement date of March 15th of each RUGG funding cycle (July 15th in 2021).
- RUGG funds must be used for the purpose for which they were approved, or recipients must repay the full amount. Failure to repay funds may result in future RUGG funding ineligibility.
- Recipients must complete and submit the RUGG Follow-Up Form by January 31st of the year following the application year and after the completion of the project/program. All expenses must be accounted for.
- The Board reserves the right to refuse or amend RUGG funding requests within any RUGG application.



Schedule "B"

ELIGIBLE EXPENSES

- Capital costs, facility enhancements, and equipment purchase.

INELIGIBLE EXPENSES

- Debt payments.
- Cost of developing a proposal.
- Cost of completing the RUGG application.
- Assessment studies.
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques.
- Promotional items.
- Permanent staff salaries.
- Operational Costs (e.g. utilities, wages, equipment maintenance, advertising, tournament hosting costs, etc.).