



Lytton First Nation



Sports, Recreation and Cultural Activity Support Policy and Procedures

Effective Date: April 9, 2025

Version Control				
Status	Version	Author	Date	Changes
Final	1.0	-	Jan. 14, 2025	Approved by Council

I. Purpose:

The Lytton First Nation Sports, Recreation and Cultural Activity Policy aims to financially support LFN members to participate in sports, recreation, fitness and cultural activities that promote health, well-being, and cultural connection. This policy provides financial assistance to eligible LFN member applicants to offset the costs associated with such activities. Any LFN member is eligible to apply no matter where they reside. This is a one-year pilot program.

II. Eligibility:

Individual

1. a) Applicant must be a registered member of Lytton First Nation; or
b) If the support is for a LFN member child under 18 years of age, the parent or guardian must apply on behalf of their child.
2. The individual or parent/ guardian must submit an application of behalf of their child with the supporting documentation.

Group/ Team

1. The applicant must list the total number of LFN members participating in the group activity or on the team; and
2. Submit an application on behalf of the group or team with supporting documentation.

III. Funding Limit:

1. Each eligible Individual Applicant may receive up to \$500 per fiscal year.
2. Each eligible Group Application may receive an amount determined by the Finance Committee based on the application per fiscal year not to exceed an amount of \$500 per participating LFN member. In the event a group or team is funded, an individual LFN member is still eligible to submit an individual application.
3. Funding is available for applicants participating in sports, recreational, and cultural activities, including but not limited to, sports teams, recreation programs, cultural workshops, fitness programs, training programs, camps and educational camps.
4. The funding can be used to cover registration, registration fees, equipment, travel, and other related costs.

IV. Application Process:

1. The Applicant must complete and submit the Lytton First Nation Sports, Recreation and Cultural Activity Support Funding Application Form (attached).
2. The Application must include:
 - a. Proof of registration in an activity or program, including date, location, and costs.
 - b. A brief explanation of how the activity will benefit the applicant's health, well-being, or cultural connection.
3. The Application must be submitted at least 4 weeks before the start of the activity.

V. Approval Process:

1. Applications will be reviewed by an Approval Committee as established by Chief and Council.
2. Eligibility and completeness of the application will be considered following the Sports, Recreation and Cultural Activity Support Policy and Procedures.
3. Applicants will be notified of the decision within two weeks of submission.

VI. Reimbursement:

1. Successful applicants will be required to submit receipts or proof of payment for approved expenses.
2. LFN will process reimbursement of approved costs within two weeks of receiving the required documentation from the applicant.

VII. Conditions:

1. Funding is non-transferable and must be used for the approved activity.
2. Any unused funds must be returned to the Lytton First Nation.
3. Recipients must provide a brief written summary by letter or email including photos (if any), or a presentation on their experience and how the funding contributed to their participation.
4. Each eligible individual applicant may receive up to \$500 per fiscal year provide the recipient provides their brief summary or presentation and receipts are provided to LFN.
5. Applicants are encouraged to fundraise and provide a summary of their fundraising efforts.
6. Applicants should confirm funding was sought from other sources eg. Jordan's Principle, KidSport, Jumpstart.

VIII. Disclaimer:

1. Personal information collected in the Sports & Recreation Funding Application will be added to LFN membership database.
2. Personal information will not be shared outside of LFN.
3. All personal information collected will be kept confidential.

IX. Report

1. The Approval Committee will provide a quarterly report to Chief and Council of their activities and a summary of activities funded in accordance with the Policy.
2. Information will be provided to LFN membership from the LFN administration regarding the implementation of this Policy.

Donations are kindly accepted for this program.

Contact Information:

For more information or assistance with the application process, please contact

Bobby Jumbo, Finance Director email: bobby.jumbo@lfn.band

Sabrina Spinks, Finance Manager email: sabrina.spinks@lfn.band

Lytton First Nation
Sports, Recreation and Cultural Activity Support Application
Group

Contact Information

Applicant Name: _____

Email Address: _____

Phone Number: _____

List of Participants

Name	Membership Number

Activity/ Program Information

Activity/ Program Name: _____

Activity/ Program Dates: _____

Location: _____

Details of the Activity/ Program (brochure, flyer) Attached: Yes No

Costs Applying For: Amount (\$)

Registration Fees: \$ _____ Invoice or Receipt Attached: Yes No

Equipment: \$ _____ Invoice or Receipt Attached: Yes No

Travel Expenses: \$ _____ Invoice or Receipt Attached: Yes No

Other (specify): \$ _____

Total: \$ _____ (Up to a maximum \$500 per Registered Member per Fiscal Year)

Payment Information

Cheque Payable to: _____

Mailing Address: _____

Email Address: _____

Void Cheque or Direct Deposit Slip Attached: Yes No

Activity/Program Details

Provide a brief explanation of how this activity will benefit the participants health, well-being, or cultural connection:

Applicant Declaration

I, _____, declare that the information provided in this application is true and accurate to the best of my knowledge. I agree to provide receipts or proof of payment for approved expenses and submit a report or presentation on my participation and its benefits. I have read the Sports, Recreation and Cultural Activity Support Policy and Procedures and understand that this is a one-time application per fiscal year and a maximum of \$500 per registered member.

Disclaimer

By signing this application, you agree to the personal information entered be added to the LFN membership database. All information collected will not be shared outside of the organization. All information collected will be kept confidential.

Signature of Applicant

Date

Submission Instructions

Please submit this application form and supporting documents at least 4 weeks before the start of the activity to:

Lytton First Nation

Attn: Bobby Jumbo, Finance Director

Email: bobby.jumbo@lfn.band

Lytton First Nation
Sports, Recreation and Cultural Activity Support Application
Individual

Applicants Personal Information

Required Membership Number: _____

Full Name: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Activity/Program Information

Activity/Program Name: _____

Activity/Program Dates: _____

Location: _____

Details of the Activity/Program (e.g., brochure, flyer) Attached Yes ☐ No ☐

Costs Applying For: Amount (\$)

Registration Fees: \$_____ Invoice or Receipt Attached Yes ☐ No ☐

Equipment: \$_____ Invoice or Receipt Attached Yes ☐ No ☐

Travel Expenses: \$_____ Invoice or Receipt Attached Yes ☐ No ☐

Other (specify): \$_____

Total: \$_____ (Maximum \$500 per Fiscal Year per Applicant)

For Reimbursement:

Cheque Payable to: _____

Mailing Address: _____

Email Address: _____

Void Cheque or Direct Deposit Slip Attached Yes ☐ No ☐

Activity/Program Details

Provide a brief explanation of how this activity will benefit your health, well-being, or cultural connection:

Applicant Declaration

I, _____, declare that the information provided in this application is true and accurate to the best of my knowledge. I agree to provide receipts or proof of payment for approved expenses and submit a report or presentation on my participation and its benefits. I have read the Sports, Recreation and Cultural Activity Support Policy and Procedures and understand that this is a one-time application per fiscal year.

Disclaimer

By signing this application, you agree to the personal information entered be added to the LFN membership database. All information collected will not be shared outside of the organisation. All information collected will be kept confidential.

Signature of Applicant

Date

Signature of Parent/Guardian (if applicant 18 years or younger)

Date

Submission Instructions

Please submit this application form and supporting documents at least 4 weeks before the start of the activity to:

Lytton First Nation
Attn: Bobby Jumbo, Finance Director
Email: bobby.jumbo@lfn.band