

## **VOLUNTEER TRAINING ASSISTANCE PROGRAM** **GUIDELINES**

The Region of Queens Municipality Recreation and Community Facilities Department may provide funding to assist community groups and / or individuals in providing or attending volunteer training opportunities. The criteria for application is as follows:

1. The applicant must be a Queens County based volunteer organization or the individual a Queens County resident.
2. The Director of Recreation and Community Facilities must receive a full outline of the training event and associated costs at least one month prior to the event. Locally provided training must be open to the community.
3. In those cases where the attendee receives training in skills to be used to teach others (ie skiing, canoeing), the attendee will negotiate with the Director of Recreation and Community Facilities to provide at least one course or workshop in Queens County at no fee.
4. Attendees or training providers will be required to supply a full report to the Recreation and Community Facilities Department no later than 30 days following the training.
5. A community organization and / or individual must also make and show their own financial commitment to the training.
6. The Volunteer Training Assistance grant may provide up to the following maximums:
  - a. Assistance with the trainee's registration fee for a maximum of two members of the organizations, to a maximum of \$100.00 per person.
  - b. Accommodation assistance of \$40 per person per day for a maximum of two days.
  - c. In the case of a group applying for funds to host or attend training, a maximum of \$300 is available to assist in leadership and administrative costs.

\*Receipts will be required for all of the above costs incurred.\*

7. This fund will not apply to Recreation and Community Facilities Department or Lunenburg/Queens Recreation Coordinators/Directors Association training opportunities except in extraordinary circumstances.