



INTERNATIONAL BID ALLOWANCE GUIDELINES

Supporting international amateur sport events hosted in Saskatchewan that build capacity in the sport system, maximize economic & community benefits, and promote Saskatchewan culture and values.

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INTERNATIONAL BID ALLOWANCE GUIDELINES

1. PURPOSE

To support the bidding process to secure international sport events to be hosted in Saskatchewan.

2. SOURCE OF FUNDING

The International Bid Allowance is funded by the Saskatchewan Lotteries Trust Fund (SLTF).

3. ELIGIBILITY

Provincial Sport Governing Bodies who are on the Eligibility List of the Saskatchewan Lotteries Trust Fund are eligible to apply.

The top funding priorities are for amateur events that are recognized by the National Sport Organization (NSO) and International Sport Federation (ISF) as a World Championship or a qualifying event that determines representation to an international championship. Events that do not meet these priorities, but can demonstrate significant benefits to the development of sport, may be considered for support based on their individual merit, at the discretion of the Sport Funding Committee. Additional information will be required (Appendix B).

4. AVAILABLE FUNDING

Financial assistance of 50% of the actual bid costs, up to a maximum of \$5,000 is available to assist in the bid preparation and presentation. Should the event be awarded to Saskatchewan, the bid allowance approved will be deducted from the maximum International Hosting Grant support (i.e. \$25,000 International Hosting grant less bid support of \$5,000 results in \$20,000 remaining to support the event).

5. APPLICATION PROCEDURES

The application deadline for International Bid Allowance is 90 days prior to the bid deadline. Late or incomplete applications will only be considered for funding support by the Sport Funding Committee if the circumstances for being late or incomplete were beyond the control of the organization. The option to submit rationale for such circumstances is provided (Appendix C). However, retroactive funding for bids that have already occurred is not permitted.

6. APPLICATION REQUIREMENTS & CONDITIONS

- a) The bid must be for an event that will be sanctioned by the NSO and International Sport Federation.
- b) Each application must include the following:
 - ✓ A signed and completed International Bid Allowance application form (Appendix A);
 - ✓ The bid committee organizational structure;
 - ✓ A detailed budget outlining projected bid revenues and expenditures. Clearly indicate sources of financial support such as corporate sponsorship, municipal, provincial and national government, NSO, ISF, and Sport Canada (if applicable).

7. ELIGIBLE EXPENDITURES

Expenses directly related to the costs of the bidding process (i.e. travel and accommodation expenses of the bid presentation, printing costs related to the bid proposal, etc.).

8. INELIGIBLE EXPENDITURES

- a) Capital Expenditures - any construction, upgrading, maintenance or operating costs of facilities;
- b) Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar expense, whether the grant comes from the SLTF or any other granting agency;
- c) Cash prizes;
- d) Social events (banquets, barbecues, concessions, etc.);
- e) Alcoholic beverages;
- f) Other expenses deemed as ineligible by the Saskatchewan Lotteries Trust Fund.

9. PAYMENT PROCEDURES

The International Bid Allowance will be paid in two installments. PSGBs will receive the first grant payment following the satisfactory approval of their application submission. This payment will be based on 75% of the bid allowance. The final grant amount will be determined and paid upon satisfactory review of the follow-up report. Payments will be released to the PSGB providing there are no outstanding Trust grant requirements. The PSGB is responsible to forward payment(s) of the bid allowance to the bid committee.

10. FOLLOW-UP PROCEDURES

The bid allowance follow-up report is due within 90 days following the bid deadline.

The follow-up submitted must be substantiated by the PSGBs audited financial statements when they become available. Revenues and expenditures for the hosting grant program and the bid allowance (if applicable) must be clearly identified either in the body of the statement, in the schedules or notes to the statements.

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned to the Saskatchewan Lotteries Trust Fund.

11. FOLLOW-UP REQUIREMENTS

- a) Each follow-up must include the following:
 - ✓ A signed and completed International Bid Allowance follow-up form (Appendix D);
 - ✓ A copy of the event bid proposal;
 - ✓ A post bid financial statement.

Applications and Follow-ups are to be submitted to:

**Hosting Grant Program
1870 Lorne Street
Regina, SK S4P 2L7
Email: funding@sasksport.sk.ca**

INTERNATIONAL BID ALLOWANCE APPLICATION FORM

Name of Provincial Sport Governing Body (PSGB):

Name of Event:

Dates of Event:

Potential Host Community:

Bid Committee Contact Name:

Phone:

Email:

List of countries & participants expected:

Eligible participants are defined as all participating athletes, coaches & officials.

	Country	Estimated Number of Participants
1	Canada	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
Total Estimated Participants:		

Bid Deadline:

Outline the bidding process/plan, including bid requirements and timelines.

[Empty box for bidding process/plan]

Describe how this event will benefit sport development in Saskatchewan in the areas of athlete development, official's development, coaching development, equipment/facility upgrades or legacies, Sport Medicine and Science Program utilization, and increased public awareness of the sport.

[Empty box for sport development benefits]

Outline the projected economic expenditures and benefits to the host community and to the province of Saskatchewan. Provide an economic feasibility review (if possible).

Provide details on how the bid committee will work in partnership with the tourism industry throughout the bidding process.

The following has been attached:

The bid committee organizational structure;

A detailed budget outlining projected bid revenues and expenditures. Clearly indicate other sources of financial support for the bid process such as corporate support, municipal, provincial or national government support, or other national sources such as the NSO or Sport Canada (if applicable).

On behalf of our organization, we hereby agree that the terms and conditions outlined in the Guidelines have been adhered to and that the information presented in this application is a valid projection of the event.

PSGB Signing Authority

Chairperson Bid Committee

Date

Date

ADDITIONAL INFORMATION FOR INTERNATIONAL BID ALLOWANCE

Events that do not meet the top funding priorities, but can demonstrate significant benefits to the development of sport, may be considered for support based on their individual merit, at the discretion of the Sport Funding Committee. Therefore, please provide the following information for consideration.

1. How does the event fit the high performance competition pathway for your sport?

2. Does the event target athlete and coach development at the LTAD stages Train to Compete and/or Train to Win?

- Yes
- No

Please specify:

RATIONALE FOR LATE/INCOMPLETE HOSTING GRANT APPLICATIONS

If your organization's bid application was not submitted within 90 days prior to the event or was incomplete, please provide an explanation to the Sport Funding Committee for the application being late/incomplete by using the following template or by submitting other acceptable correspondence (i.e. email or letter).

Note: Late or incomplete applications will only be considered for support by the Sport Funding Committee if the circumstances for being late or incomplete are beyond the control of the organization. Submitting an explanation does not guarantee permissible grounds to be considered for funding support.

PSGB Signing Authority

Chairperson Host Committee

Date

Date

INTERNATIONAL BID ALLOWANCE FOLLOW-UP

Name of Provincial Sport Governing Body (PSGB):

Name of Event:

Dates of Event:

Potential Host Community:

Bid Committee Contact Name:

Phone:

Email:

What are the results of the bidding process? (If known by the follow-up deadline)

The total revenues and expenditures for the International Bid Allowance have been/will be identified as a separate line item within the PSGB's audited financial statement:

- Yes
- No

The following has been attached:

- A copy of the event bid proposal;
- A post bid financial statement.

On behalf of our organization, we hereby agree that the terms and conditions outlined in the Guidelines have been adhered to and that the information presented in this follow-up report is correct and true.

PSGB Signing Authority

Chairperson Bid Committee

Date

Date