



# REGIONAL HOSTING GRANT GUIDELINES, APPLICATION AND FOLLOW-UP FORMS

Supporting regional amateur sport events hosted in Saskatchewan that facilitate sport, economic and community development.

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Saskatchewan  
**LOTTERIES** 

# REGIONAL HOSTING GRANT GUIDELINES

August 2018

## 1. PURPOSE

To support regional amateur sport events hosted in Saskatchewan that facilitate sport, economic and community development.

## 2. SOURCE OF FUNDING

The Regional Hosting grant 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 Provincial Sport Governing Body (PSGB) or National Sport Organization (NSO) as a Western Championship or a qualifying event that determines representation to a national championship. Consideration may be given to events that do not meet these priorities or guidelines but can demonstrate significant benefits to the development of sport. Additional event information will be required (Appendix C) and may be considered for support based on their individual merit, at the discretion of the Sport Funding Committee.

## 4. AVAILABLE FUNDING

The maximum assistance for Regional events will be calculated at \$8.00 per day per eligible participant to a maximum of \$3,000 per event. There is no limit on the number of Regional hosting grants that a PSGB can apply for per fiscal year.

## 5. REQUIREMENTS & CONDITIONS

The following grant requirements and conditions must be met at the time of the application and follow-up:

- a) Events at the provincial level and below (i.e. Participation level) are not eligible for support. Events such as playdowns, high school tournaments, local competitions and provincial championships, etc. are supported through Provincial Sport Governing Body Annual Funding. Reference Appendix C for more details on athlete pathways and LTAD stages.
- b) Regional events must involve a reasonable level of participation from a minimum of two provinces/territories in addition to Saskatchewan (minimum of 3 provinces/territories total). Saskatchewan participants should not exceed 70% of the total participants. Eligible participants are defined as all participating athletes, coaches & officials.
- c) The event must be endorsed and/or sanctioned by the PSGB or NSO. The application must be signed by a PSGB signing authority and the Chairperson of the Host Committee.
- d) 100% of the Hosting Grant funds are to be forwarded by the PSGB to the host committee to be expended on the direct cost of hosting the event. PSGB's are not eligible to retain a portion of the grant funds as an administration fee or service charge.
- e) Saskatchewan Lotteries and "Sport. It's More Than A Game" must be promoted at the event and recognized within all communications and promotions developed. Promotional support materials and merchandise are available from Sask Sport.

## 6. APPLICATION PROCEDURES

The application deadline for Hosting support is 60 days prior to the event. Late or incomplete applications will only be considered for 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 D). However, retroactive funding for events that have already occurred is not permitted.

Each application must include the following:

- ✓ A signed and completed application form (Appendix A)
- ✓ A completed Pre-Event Visitor Profile Information form (Appendix B)
- ✓ The host committee organizational structure
- ✓ A detailed budget outlining projected revenues and expenditures for the event
- ✓ An event marketing plan, outlining:
  - the Saskatchewan Lotteries and "Sport. It's More Than A Game" promotions
  - how event information will be shared with the local tourism committee and tourism region

## **7. ELIGIBLE EXPENDITURES**

Expenses directly related to the costs of hosting the event (i.e. facility rental, official's expenses, sport awards, promotions, administration expenses, 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 hosting grant 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 50% of the hosting grant. The final grant amount will be determined and paid upon satisfactory review of the follow-up report. A return of funds may be required if the grant does not meet the grant requirements and conditions at the time of the follow-up.

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 hosting grant support to the host committee.

## **10. FOLLOW-UP PROCEDURES**

The hosting follow-up report is due within 90 days following the completion of the event.

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 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.

Each follow-up must include the following:

- ✓ A signed and completed follow-up form (Appendix E)
- ✓ A completed Post-Event Visitor Profile Information form (Appendix F)
- ✓ A description and copy of the Saskatchewan Lotteries and "Sport. It's More Than A Game" promotions
- ✓ A post event 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](mailto:funding@sasksport.sk.ca)**

# REGIONAL HOSTING GRANT APPLICATION FORM

Name of Provincial Sport Governing Body (PSGB):

Name of Event:

Dates of Event:

Host Community:

Host Contact Name:

Phone:

Email:

**Event Details:**

1. Is the event a Western Championship?    Yes    No  
     **OR** Is the event a qualifier that determines representation to a national championship?    Yes    No  
     If yes, for which event: \_\_\_\_\_
2. Does this event target participation above the provincial level?    Yes    No
3. Is there a minimum of two provinces/territories in addition to Saskatchewan?    Yes    No
4. Saskatchewan participation is below 70% of the total estimated participants?    Yes    No
5. Is the event endorsed and/or sanctioned by the PSGB?    Yes    No; **OR** the NSO?    Yes    No

**If the event does not meet any of the priorities or guidelines listed above, please provide additional information to be considered for support based on individual merit (Appendix C).**

**List of provinces/territories & participants expected:**

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

	Province/Territory	Estimated Number of Participants	% of Participation
1	Saskatchewan		
2			
3			
4			
5			
6			
7			
8			
<b>Total Estimated Participants:</b>			

**The following has been attached:**

- A completed Pre-Event Visitor Profile Information form (Appendix B);
- The host committee organizational structure;
- A detailed budget outlining projected revenues and expenditures for the event;
- An event marketing plan, outlining:
  - How Saskatchewan Lotteries and "Sport - It's More Than A Game" will be promoted.
  - How event information will be shared with the local tourism committee and tourism region.

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

\_\_\_\_\_  
PSGB Signing Authority

\_\_\_\_\_  
Chairperson Host Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## PRE-EVENT VISITOR PROFILE INFORMATION

The following information must be completed and returned with the Hosting Application.  
The following information is helpful to assist your event organizers to:

- Complete Estimated Visitor Profiles and Visitor expenditures related to this event;
- Evaluate your event market;
- Solicit potential sponsors; and
- Provide the hotel industry with information to meet your accommodation requirements.

### A. PARTICIPANT PROFILE:

Participants are defined as all participating athletes, coaches & officials

Estimated number of Saskatchewan participants:	Residing within the host community	
	Residing outside the host community	
Estimated number of Canadian participants residing outside of Saskatchewan		
Estimated number of participants from outside of Canada (if applicable)		
<b>TOTAL ESTIMATED NUMBER OF EVENT PARTICIPANTS</b>		

### B. EVENT ORGANIZER PROFILE:

Event organizers are defined as volunteers and staff (if applicable) of the Host Organizing Committee.

Estimated number of Saskatchewan event organizers:	Residing within the host community	
	Residing outside the host community	
Estimated number of Canadian event organizers residing outside of Saskatchewan		
Estimated number of event organizers from outside of Canada (if applicable)		
<b>TOTAL ESTIMATED NUMBER OF EVENT ORGANIZERS</b>		

### C. SPECTATOR PROFILE:

A spectator can only be counted once throughout the course of the event. For example, an individual spectator may attend more than one game, or more than one day, but is only counted one time as an event spectator.

Estimated number of Saskatchewan spectators:	Residing within the host community	
	Residing outside the host community	
Estimated number of Canadian spectators residing outside of Saskatchewan		
Estimated number of spectators from outside of Canada (if applicable)		
<b>TOTAL ESTIMATED NUMBER OF EVENT SPECTATORS</b>		

What was the source of the above estimates:

- Information provided by previous hosts  
 Other (please describe):

Should your event consider associating with a charitable organization, please consider KidSport™, the charity designed to assist children of families facing significant financial obstacles to participate in community sport programs.

Would you like someone from KidSport™ Saskatchewan to contact you regarding this possibility?

Yes      No

## ADDITIONAL INFORMATION FOR HOSTING GRANT APPLICATIONS

Events that do not meet the top funding priorities or guidelines, 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. Which top priority/guideline(s) is not being met?

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

3. How does the event target athlete and coach development at the Long Term Athlete Development stages Train to Train, Train to Compete and/or Train to Win? Train to Train, Train to Compete and Train to Win stages provide elite training for those who want to compete at the highest level, maximizing the physical, mental and emotional development of each athlete (retrieved from <http://sportforlife.ca/qualitysport/long-term-athlete-development>).

4. Please provide any additional event information that may demonstrate the significant benefits to the development of sport.

**If more space is needed, please attach additional information.**

## RATIONALE FOR LATE/INCOMPLETE HOSTING GRANT APPLICATIONS

If your organization's hosting application was not submitted within 60 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.

<hr/> <p>PSGB Signing Authority</p>	<hr/> <p>Chairperson Host Committee</p>
<hr/> <p>Date</p>	<hr/> <p>Date</p>

## REGIONAL HOSTING GRANT FOLLOW-UP

Name of Provincial Sport Governing Body (PSGB):

Name of Event:

Dates of Event:

Host Community:

Host Contact Name:

Phone:

Email:

### List of provinces/territories that participated & the actual number of participants:

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

	Province/Territory	Actual Number of Participants	% of Participation
1	Saskatchewan		
2			
3			
4			
5			
6			
7			
8			
<b>Total Actual Participants:</b>			

The total revenues and expenditures for the Hosting grant 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 completed Post-Event Visitor Profile Information form (Appendix F);
- A description and a copy of the Saskatchewan Lotteries and "Sport. It's More Than A Game" promotions;
- A post event 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 Host Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## POST-EVENT VISITOR PROFILE INFORMATION

The following information must be completed and returned with the Hosting Grant Follow-up.

### A. PARTICIPANT PROFILE:

Participants are defined as all participating athletes, coaches & officials.

Actual number of Saskatchewan participants:	Residing within the host community	
	Residing outside the host community	
Actual number of Canadian participants residing outside of Saskatchewan		
Actual number of participants from outside of Canada (if applicable)		
<b>TOTAL ACTUAL NUMBER OF EVENT PARTICIPANTS</b>		

### B. EVENT ORGANIZER PROFILE:

Event organizers are defined as volunteers and staff (if applicable) of the Host Organizing Committee.

Actual number of Saskatchewan event organizers:	Residing within the host community	
	Residing outside the host community	
Actual number of Canadian event organizers residing outside of Saskatchewan		
Actual number of event organizers from outside of Canada (if applicable)		
<b>TOTAL ACTUAL NUMBER OF EVENT ORGANIZERS</b>		

### C. SPECTATOR PROFILE:

A spectator can only be counted once throughout the course of the event. For example, an individual spectator may attend more than one game, or more than one day, but is only counted one time as an event spectator.

Actual or final estimated number of Saskatchewan spectators:	Residing within the host community	
	Residing outside the host community	
Actual or final estimated number of Canadian spectators residing outside of Saskatchewan		
Actual or final estimated number of spectators from outside of Canada (if applicable)		
<b>TOTAL ACTUAL OR FINAL ESTIMATED NUMBER OF EVENT SPECTATORS</b>		