



**SASK SPORT**

# INTERNATIONAL BID ALLOWANCE GUIDELINES

September 2020



FUNDED BY

 **SASK LOTTERIES**

# 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 Sask Lotteries Trust Fund (SLTF).

## 3. ELIGIBILITY

Provincial Sport Organizations who are on the Eligibility List of the Sask 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 C).

## 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 not be considered for funding.

## 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 Sask Lotteries Trust Fund.

## 9. PAYMENT PROCEDURES

The International Bid Allowance will be paid in two installments. PSOs 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 PSO providing there are no outstanding Trust grant requirements. The PSO 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 PSOs 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 Sask 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 B);
  - ✓ 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.ca](mailto:funding@sasksport.ca)**