



**SASK SPORT**

# INTERNATIONAL HOSTING GRANT GUIDELINES

September 2020



FUNDED BY

 **SASK LOTTERIES**

# INTERNATIONAL HOSTING GRANT GUIDELINES

## 1. PURPOSE

To support international amateur sport events hosted in Saskatchewan that build capacity in the sport system (excellence, infrastructure, human resources, participation), maximize economic & community benefits, and promote Saskatchewan culture and values.

## 2. SOURCE OF FUNDING

The International Hosting grant 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 for International events will be up to a maximum of \$25,000. Funding will be based upon the number and origin of participants, the benefits to the overall development of the sport, and the estimated economic, social and cultural benefits of this event.

## 5. APPLICATION PROCEDURES

The application deadline for International Hosting support is 90 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 circumstance is provided (Appendix D). However, retroactive funding for events that have already occurred is not permitted.

## 6. APPLICATION REQUIREMENTS & CONDITIONS

- a) The event must be a World Championship or a qualifying event for determining representation to an international championship.
- b) The event must be endorsed and/or sanctioned by the PSO, NSO and ISF. The application must be signed by a PSO signing authority and the Chairperson of the Host Committee.
- c) 100% of the Hosting Grant funds are to be forwarded by the PSO to the host committee to be expended on the direct cost of hosting the event. PSO's are not

eligible to retain a portion of the grant funds as an administration fee or service charge.

- d) Sask 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.
- e) Each application must include the following:
  - ✓ A signed and completed International Hosting Grant application form (Appendix A);
  - ✓ A completed Visitor Profile Information form (Appendix B);
  - ✓ The host committee organizational structure;
  - ✓ A copy of the event bid proposal (if applicable);
  - ✓ A detailed budget outlining projected revenues and expenditures for the event. Clearly indicate sources of financial support such as corporate sponsorship, municipal, provincial and national government, NSO, ISF, and Sport Canada (if applicable);
  - ✓ Verification of the NSO and/or ISF sanction and/or endorsement;
  - ✓ An event marketing plan, outlining:
    - the Sask 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 Sask Lotteries Trust Fund.

## **9. PAYMENT PROCEDURES**

The hosting grant 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 hosting grant. 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 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 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 Hosting Grant follow-up form (Appendix E);
  - ✓ A completed Post Event Visitor Profile Information form (Appendix F);
  - ✓ A copy of the final report from the event;
  - ✓ A description and copy of the Sask 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.ca](mailto:funding@sasksport.ca)**