



SASK SPORT

REGIONAL HOSTING GRANT GUIDELINES

September 2020



FUNDED BY

 **SASK LOTTERIES**

REGIONAL HOSTING GRANT GUIDELINES

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 Sask Lotteries Trust Fund (SLTF).

3. ELIGIBILITY

Provincial Sport Organization 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 Provincial Sport Organization (PSO) 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 PSO 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 Organization 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 PSO or NSO. The application must be signed by a PSO signing authority and the Chairperson of the Host Committee.

- d) 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.
- e) 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.

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 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 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 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 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.

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 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