



NATIONAL HOSTING GRANT GUIDELINES

Supporting national amateur sport events hosted in Saskatchewan that facilitates sport, economic and community development.

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NATIONAL HOSTING GRANT GUIDELINES

1. PURPOSE

To support national amateur sport events hosted in Saskatchewan that facilitates sport, economic and community development.

2. SOURCE OF FUNDING

The National 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) and National Sport Organization (NSO) as a National Championship or a qualifying event that determines representation to an international 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 National events will be calculated at \$15.00 per day per eligible participant to a maximum of \$7,500 per event. There is no limit on the number of National hosting grants that a PSGB can apply for per fiscal year.

5. 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.

6. REQUIREMENTS & CONDITIONS

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

- a) The event must be a National Championship, U Sports or Canadian College Athletic Association (CCAA) National Championship or a qualifying event that determines representation to an international championship.
- b) The event must be endorsed and/or sanctioned by the PSGB and NSO. The application must be signed by a PSGB signing authority and the Chairperson of the Host Committee.
- c) 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.
- d) 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.

- e) 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;
 - ✓ Verification of the National Sport Organization (NSO) sanction and/or endorsement;
 - ✓ 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.

11. FOLLOW-UP REQUIREMENTS

- a) 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**