



SASK SPORT

INTERNATIONAL HOSTING GRANT GUIDELINES

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 **SASK LOTTERIES**

INTERNATIONAL HOSTING GRANT GUIDELINES

1. PURPOSE

To provide financial assistance to support international amateur sport events hosted in Saskatchewan that facilitate sport, economic and community development.

2. DESIRED OUTCOMES

- Create opportunities for athletes, coaches and officials to participate in high-performance events within the province.
- Create opportunities for volunteer and community engagement.
- Generate public awareness and interest of sport.
- Increased sport tourism which creates a positive economic impact within Saskatchewan communities.
- Encourages the development of legacies for amateur sport and local communities.

3. SOURCE OF FUNDING

The International Hosting Grant is funded through the Sport Section of the Sask Lotteries Trust Fund (Trust Fund).

4. ELIGIBILITY

Provincial Sport Organizations (PSOs) and Multi-Sport Organizations (MSOs) who are on the Eligibility List of the Trust Fund are eligible to apply.

The top funding priorities are for amateur sport events that are recognized by the National Sport Organization (NSO) and International Sport Federation (ISF) as a world championship.

Consideration may be given to events that do not meet the top funding priorities but can contribute to the desired outcomes of the grant. Grant support may be considered based on an individual merit, at the discretion of the Sport Funding Committee.

5. AVAILABLE FUNDING

Financial assistance for international sport events will be calculated at \$30 per day per eligible participant (athletes, coaches and officials) and \$250 per country to a maximum of \$25,000 per event.

There is no limit on the number of hosting grants a PSO/MSO can apply for per fiscal year. Funding is subject to the sustainability of funding levels from the Trust Fund.

6. REQUIREMENTS AND CONDITIONS

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

- Sport events must fit within the High-Performance Competition Pathway for the sport and must target participants at the Long-Term Development (LTD) stages of Train to Compete and/or Train to Win. For detail on the athlete pathways and LTD stage descriptors, please visit: sportforlife.ca/long-term-development.
- Sport events that are restricted to members of a certain vocation (Ex. firefighters, police, etc.) are ineligible for support.
- 100 per cent of the hosting grant funds must be forwarded by the PSO/MSO to the Host Committee to be expended on the direct cost of hosting the event. PSOs/MSOs are not permitted to retain a portion of the grant funds as an administration fee or service charge.
- This grant is made possible by Sask Lotteries, the main fundraiser for more than 12,000 sport, culture and recreation groups in communities across Saskatchewan. Sask Lotteries must be promoted at the event and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at sasklotteries.ca/funding-recognition.
- The event must be endorsed and/or sanctioned by the PSO/MSO, NSO and ISF. The application must be signed by a PSO/MSO signing authority and the Chairperson of the Host Committee.
- Retroactive funding for events that have already occurred is not permitted.
- A return of funds may be required if the event does not meet the grant guidelines at the time of the follow-up.

7. APPLICATION PROCEDURES

The hosting grant application deadline 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 circumstances is provided.

The hosting grant application must include the following:

- Signed and completed International Hosting Grant Application Form *
- Detailed budget outlining projected revenues and expenditures for the event. Clearly indicate sources of financial support such as corporate sponsorship, municipal, provincial and federal government, NSO, ISF and Sport Canada (if applicable).
- Host committee organizational structure
- Verification of the NSO and/or ISF endorsement and/or sanction (Ex. agreement or letter)

* The International Hosting Grant Application Form can be found on the Sask Sport website at sasksport.ca/funding-recognition/funding-for-sport-groups/hosting-grants/international-hosting-grant-application-form

8. ELIGIBLE EXPENDITURES

Expenses directly related to the costs of the hosting the event are eligible for support, such as:

- Facility rental
- Officials' expenses (Ex. remuneration, accommodations, mileage, etc.)
- Volunteer expenses
- Sport awards (Ex. medals)
- Sport medicine/medical services
- Marketing and promotions
- Administration expenses

9. INELIGIBLE EXPENDITURES

- Capital expenditures - no support available for construction, renovations, upgrading, maintenance or operating costs of facilities.
- Expenditures that are covered by other grant funding. Two different grant sources cannot be used to pay the same dollar expense, whether those grants come from the Trust Fund or any other grant provider.
- Cash prizes
- Food expenditures - the intent of funding from the Trust Fund is not to support food-related expenditures. Out-of-pocket meal costs for volunteers, officials and/or employees who are working at the event are justifiable. However, food expenses for banquets, barbeques, concessions, lunch for athletes, etc. are ineligible. Self-help revenue or user pay must be used to cover these type of food costs.
- Alcoholic beverages
- Other expenses the Trust Fund may deem as inappropriate.

10. PAYMENT PROCEDURES

The hosting grant will be paid in two installments. The PSO/MSO will receive the first grant payment following the approval of the application. This payment will be based on 75 per cent of the eligible hosting grant amount. The final grant amount will be determined and paid upon satisfactory review of the follow-up.

The PSO/MSO is responsible to forward the grant payment(s) to the Host Committee. Grant payments will be withheld if the PSO/MSO has any outstanding Trust Fund grant requirements.

11. FOLLOW-UP PROCEDURES

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

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 Trust Fund.

The hosting grant follow-up must include the following:

- Signed and completed International Hosting Grant Follow-up Form *
- Post event financial statement outlining actual revenues and expenditures
- Copy of the PSOs/MSOs audited financial statement when it becomes available. The Hosting grant revenues (under Sask Lotteries Trust Fund revenue) and expenditures (under Capacity/Interaction or Categorical Grants) must be clearly identified as a separate line item either in the body of the statement, in the schedules or notes to the statements.

* The International Hosting Grant Follow-up Form can be found on the Sask Sport website at sasksport.ca/funding-recognition/funding-for-sport-groups/hosting-grants/international-hosting-grant-follow-up-form