**HOSTING Grant Program**

GUIDELINES & APPLICATION

**Sport & Recreation Stream**

**Guidelines**

1. **Program Purpose**

The purpose of the Hosting Grant Program is to provide funding support for amateur championship events that contribute to building community pride and encouraging community interaction and spirit.

1. **Eligibility Requirements:**

To qualify for funding, all the following eligibility conditions must be met:

* 1. The organization must be a **registered non-profit community organization that is operating with an active status**, and that has been incorporated for at least one year at the time of application submission. Verification of current non-profit incorporation and status will be made by the City through the information.
  2. The organization must not exclude anyone because of religion, national or ethnic origin, colour, sex, sexual orientation, age, or mental or physical disability. This does not preclude those organizations that restrict services to a particular sector of the community for reasons of improving the conditions of disadvantaged individuals or groups according to Section 15 (1) (2) of the Charter of Rights;
  3. The organization must be considered in good standing by the City of Regina (e.g., no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous CIGP funding);
  4. The event must be a sanctioned sporting championship event. Eligible competitions include team and individual sports activities that have an element of competition and where a winner or champion is declared;
  5. The event must be designated as the only event where a Provincial, Western Canadian, National or International champion will be determined. An official letter of endorsement from the respective provincial, national or international association must accompany the application form;
  6. The event must be composed solely of amateur participants. Amateur participants are defined as competitors that are not paid to participate or compete;
  7. The event must be open to public spectators;
  8. The event must occur in Regina. Should there be no facility within the city capable of hosting the event, consideration may be given to events in close proximity to Regina.

1. **Ineligible Requests:**

The City of Regina does not provide Hosting funding to:

* Events that qualify for funding under other City of Regina Grant programs (e.g., Special Event Grants);
* Organizations that have already received a City of Regina Hosting Grant that year;
* Organizations hosting a conference;
* City/Regional championships;
* Invitational tournaments or competitions;
* Competitions that are restricted to members of a certain vocation (e.g., firefighters, police);
* Competitions that are limited to members of a club or group (e.g., open only to members of a certain service club);
* Events hosted by and/or associated with an educational institution.

**Ineligible Expenses:**

City of Regina funding may not be used for:

* Purchase of food or alcohol;
* Transportation or travel costs outside of Regina;
* Social or volunteer appreciation events;
* Awards or trophies;
* City of Regina grant funding used specifically for cash prizes, awards and/or gifts.

The list of ineligible expenses is not all-inclusive.

1. **Funding Levels**

The level of assistance varies depending on the competition; the maximum allocation per championship event is:

1. International up to $10,000 (must include competitors from at least three countries)
2. National/North American up to $ 8,000
3. Western Canadian up to $ 4,000

d) Provincial up to $ 2,000

**There is no guarantee of funding. Applications may result in full, partial or no funding.**

Your organization is required to follow all City of Regina bylaws, policies and procedures.

1. **Application Process**

* Applications will be accepted on seven (7) deadline dates, which are typically the last business day of the following months: February, March, April, May, June, September and November, as funds remain available.
* Please apply by the deadline which is at least six (6) weeks prior to the event. The City of Regina commits to providing a response within four (4) weeks of each of the above deadline dates. Applications can be submitted up to one (1) year prior to the event.
* Applications are one-time funding for the calendar year.
* Incomplete applications will not be forwarded to the Adjudication Committee for consideration.

Applications along with required attachments may be submitted electronically to [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca), or hand delivered or mailed to:

Community Investments  
Parks, Recreation & Cultural Services  
6th Floor, City Hall  
2476 Victoria Avenue  
PO Box 1790  
Regina, SK S4P 3C8

If you have questions, please contact [communityinvestments@regina.ca](mailto:communityinvestments@regina.ca) or 306-777-7507.

1. **Evaluation**

Questions on the application form provide a framework for the applicant to provide considerable detail regarding the event.

Applications will be evaluated using the following criteria:

* Organization
* Program Merit
* Community Need
* Community Impact
* Accessibility
* Financial Need

1. **Post Approval**
   1. **Recognition** – Recipients are required to provide recognition to the City of Regina if the funding request is approved.
   2. **Initial Payment** – An initial payment of 80 per cent of the approved funding is made following approval of a request.
   3. **Follow-Up Report** – Recipients will be required to submit a report and performance information at the end of their funded event. This performance will be based on a menu of performance measures provided by the City (e.g., number of people who attended an event).
   4. **Final Payment** – The final 20 per cent of the approved funding will be released after the organization has completed the event, submitted the Follow-Up Report and the Report has been reviewed and approved by the City of Regina.

**HOSTING Grant Program**

APPLICATION FORM

**Sport & Recreation Stream**

Instructions:

* Keep one copy of this completed application form and attachments for your records.
* Number all attachments.

**GENERAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization’s Legal Name:** |  | | |
| **Mailing Address:** |  | **Postal Code:** |  |
| **Contact Person:** |  | | |
| **Mailing Address:** |  | **Postal Code:** |  |
| **Telephone No:** |  | | |
| **E-mail:** |  | | |
| **Alternate Contact:** |  | | |
| **Telephone No:** |  | | |
| **E-mail:** |  | | |

|  |  |
| --- | --- |
| **Name of Event:** |  |
| **Grant Request:** | **$** |
| **Event Date(s):** |  |

I can confirm that our organization is a registered non-profit community organization that is operating with an active status, and that has been incorporated for at least one year at the time of application submission, and I authorize the City of Regina to verify our active status. **(Required)**

I authorize the City of Regina to verify whether the organization has any unpaid accounts with the City of Regina (taxes, utilities, tickets, permits, etc.). **(Required)**

If there are known unpaid accounts, please list them and the reason they are unpaid:

**ATTACHMENTS:**

Letter of endorsement from the applicable sport governing body; the letter must indicate:

1. the event is sanctioned, and
2. the event is the only Provincial, Western Canadian, National or International championship event.

Event budget which includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.

Letters confirming financial sponsorships and in-kind contributions from other levels of government, corporations and sponsors.

Most recent audited annual financial statements, as presented at the last Annual General Meeting. This includes an income statement and a balance sheet.

*If the financial statements are not audited, then the unaudited financial statements must be signed and certified correct by two members of the Board of Directors.*

Letters of support (optional).

**ORGANIZATION**

|  |  |
| --- | --- |
| **1.** | **What is your organization’s mandate?** |
|  |  |

**EVENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.** | **Provide a detailed description of the Initiative, ensure the inclusion of:**   * The event objectives and schedule of events; and * The Partner Organizations for the event, describing the nature and role of each partnership in your event and attaching letters of support where possible. | | | | | | |
|  |  | | | | | | |
| **3.** | **What is the scope of the competition?** | | | | | | |
|  | International National  Western Canadian  Provincial | | | | | | |
| **4.** | **Is your organization bidding for the event or is it confirmed?**  Bidding  Confirmed | | | | | | |
| **5.** | **How many people are expected for this event?** | | | | | | |
|  | Competitors: | |  | Volunteers: |  | Spectators: |  |
| **6.** | **What is the age of the competitors?** | | | | | | |
|  | Age: | |  | | | | |
| **7.** | **Which provinces/countries will be represented?** | | | | | | |
|  | Provinces: |  | | | | | |
|  | Countries: |  | | | | | |
| **8.** | **What facilities will be used to host this event?** | | | | | | |
|  |  | | | | | | |

**COMMUNITY NEED**

|  |  |
| --- | --- |
| **9.** | **What community need(s) does this event address?** |
|  |  |

**COMMUNITY IMPACT**

|  |  |
| --- | --- |
| **10.** | **What sport-related outcomes (impacts, benefits, results) do you expect to achieve by hosting this event?** |
|  |  |
| **11.** | **What is the projected economic impact of the event?** |
|  |  |

**ACCESSIBILITY**

|  |  |
| --- | --- |
| **12.** | **Is this event open to the public?**  Yes  No |
|  | **List all applicable admissions fees:** |
|  |  |
| **13.** | **How have the barriers to participation (e.g., cost, transportation, etc.) been removed in the design of this event?** |
|  |  |

**FINANCIAL NEED**

|  |  |
| --- | --- |
| **14.** | **Explain why funding from the City of Regina is needed and explain how your organization will host the event if funding is not provided.**  **Also, If this request for funding is approved, how will the City of Regina funds be spent? List specific expenditures.** |
|  |  |

**APPLICATION AGREEMENT**

**Use of Money**

The Organization hereby agrees to use any money or services provided to the Organization only in the manner set out in this application and agrees to comply with any conditions as set out in the approval letter issued by the City. The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Organization agrees to return the monies, if the Organization: does not comply with the conditions set out in this application or the approval letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Community Investment Grants Program, does not use the money in accordance with the description of the intended use of the funds as set out in this application, if the undersigned made a material misrepresentation in the application, if the Organization did not use all of the money or if the organization used the money for something not described in this Application without the written consent of the City.

**Compliance with Bylaws and Polices**

Organizations receiving funding from the City of Regina must abide by City’s bylaws, policies and procedures. An organization that has breached a City of Regina bylaw will lose, if applicable, the 20 percent outstanding payment following the initial breach of a bylaw. Subsequent incidents will result in the group being ineligible for grants in the future. If an organization has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a City Bylaw.

**Freedom of Information and Protection of Privacy**

The City of Regina is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act.* The information collected in this application will be used to administer the Community Investment Grants Program. De-identified, aggregate information will be used by City of Regina for program planning and evaluation. This application will be distributed to the adjudicators of the Community Investment Grants Program.

**Representations**

In making this application, we the undersigned Board Members/Executive Director hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application and the related attached supporting documents are truthful and accurate, that we have read and agree to comply with the Grant Guidelines and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent. We further represent that the above-named organization is registered as a non-profit corporation pursuant to the laws of Saskatchewan and agree that the organization shall remain so registered for the duration of the term of the grant.

**Two signatures are required:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Board Member Name (print) | Signature | Position | Date |
|  |  |  |  |
| Board Member or Executive Director Name (print) | Signature | Position | Date |