

Sport Hosting Grant Application Guidelines

1. Program Purpose

The Sport Hosting Grant is for amateur championship events (Regional level through to International) that contribute to building community pride and encouraging community economic development, interaction and spirit. It can also be used to support eligible golf tournaments.

2. Eligibility Requirements

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

- a) The organization must be a registered non-profit community organization that is operating with an active status and incorporated for at least one year at the time of application submission. Verification of non-profit incorporation must be submitted with the application.
- b) The organization must not exclude anyone based on religion, national or ethnic origin, colour, sex, sexual orientation, age, or mental or physical disability. This does not preclude organizations that restrict services to improve the conditions of disadvantaged individuals or groups according to Section 15 (1) (2) of the Charter of Rights and Freedoms;
- c) The organization must be considered in good standing by the City of Burnaby (e.g. no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous grant funding or issues related to Code of Conduct);
- d) The organization is required to follow all City of Burnaby bylaws, policies and procedures.
- e) 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;
- f) With the exception of regional tournaments, 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.
- g) The event must be composed solely of amateur participants. Amateur participants are defined as competitors that are not paid to participate or compete;
- h) The organization must have a facility booking in place with the City of Burnaby in order to be eligible for funding.
- i) Only two events per year per organization are permitted;
- j) The event must be open to public spectators; and
- k) The event must occur in Burnaby.

3. Ineligible Requests

The City of Burnaby does not provide Hosting funding to:

- Events that qualify for funding under other City of Burnaby Grant programs;
- Organizations hosting a conference;

Invitational tournaments or competitions.

- Invitational tournaments or competitions where the primary purpose is fundraising;
- 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); or
- Events hosted by and/or associated with an educational institution.

3a. Ineligible Expenses

City of Burnaby funding may not be used for:

- Purchase of food or alcohol;
- Transportation or travel costs outside of Burnaby;
- Socials or volunteer appreciation events;
- Awards or trophies;
- Cash prizes, awards and/or gifts.

4. Funding Levels

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

| | |
|---------------------------------------|-----------------------------|
| 3a. International | up to \$12,000 |
| 4a. National | up to \$ 10,000 |
| 5a. Western Canadian | up to \$7,500 |
| 6a. Provincial | up to \$ 5,000 |
| 7a. Regional (Metro Vancouver) | up to \$3,000 |
| 8a. Golf Tournaments | up to 50% of the green fees |

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

5. Application Process

- Applications will be accepted on two deadline dates, which are: **in March and September. Please see the website for exact deadlines.**
- Please apply on the applicable deadline, at least ten weeks prior to the event. The City of Burnaby commits to providing a response within six weeks of each of the above deadline dates. Applications can be submitted up to one year prior to the event.
- Applications are one-time funding for the calendar year of the event.
- Incomplete applications will not be considered.

Organizations may submit their application(s) and all applicable attachments through electronic transmission only at:

- parksrecandculture@burnaby.ca
- subject line: "[Insert Your Group Name] - Sports Hosting Grant Application"

All documents are required to be in a PDF, MS Word or Excel format.

Please Note: Application forms found on <https://www.burnaby.ca/SportHosting> are developed as a fillable PDF. As part of the fillable PDF application, the forms offer editable text, as well as scrollable text boxes in order to encompass all relevant information when providing responses to the questions on the application. To ensure your application includes all information, please submit the *original fillable pdf application*, as well as all relevant attachments.

Questions about the guidelines and/or application may be directed to: 604-294-7450 or parksrecandculture@burnaby.ca.

6. Evaluation

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

Requests will be evaluated using the following criteria:

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

7. Post Approval

- a) Recognition – Recipients are required to provide recognition to the City of Burnaby if the funding request is approved;
- b) Initial Payment – An initial payment of 80 per cent of the approved funding is made following approval of a request;
- c) 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);
- d) 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 Burnaby