

## NATIONAL HOSTING GRANT GUIDELINES

(Revised – March 2008)

### PURPOSE:

To support national amateur sport events hosted in Saskatchewan that build capacity in the sport system (excellence, infrastructure, human resources, participation), maximize economic & community benefits, and promote Saskatchewan culture and values.

The top funding priority is for amateur events in which national champions are declared or where the event is recognized by the National or Provincial Sport Governing Body as a qualifying event for determining representation to an international championship. Events that do not meet this priority, but can demonstrate significant benefits to the development of sport, will be considered for support based on their individual merit, however at a level at the discretion of the Sport Funding Committee. Additional information may be required in some instances.

### CONDITIONS:

1. The application deadline for Hosting support is 60 days prior to the event. Late or incomplete applications may be considered for support by the Sport Funding Committee. Submit applications to the Saskatchewan Lotteries Trust Fund, 1870 Lorne St., Regina, SK S4P 2L7 by mail or fax 781-6021.
2. This application must be approved and/or sanctioned by the Provincial Sport Governing Body and signed by the PSGB President and the Chairperson of the Host Committee. National events must be sanctioned and/or endorsed by the National Sport Organization.
3. 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.
4. The following documentation must be included with the application form:
  - The host committee organizational structure.
  - A detailed budget outlining projected revenues and expenditures for the event.
  - An event marketing plan, including an outline of how you plan to promote Saskatchewan Lotteries and the "Sport - It's More Than A Game" promotion.
  - Indicate how you will be sharing event information with your local tourism committee and your tourism region.
  - Verification of the NSO sanction and/or endorsement.
  - A completed Visitor Profile Information form (attached).
5. There is no limit on the number of National hosting grants that a PSGB can apply for per fiscal year.
6. The maximum assistance for National events will be calculated at \$12.00 per day per eligible participant to a maximum of \$6,000 per event.
7. National events must be NSO endorsed National Championships, CIS (Canadian Interuniversity Sport) or CCAA (Canadian College Athletic Association) National Championships or National qualifying events for international competition.
8. Eligible participants are defined as all participating athletes, coaches and officials (including those from the host community).
9. Saskatchewan Lotteries and "Sport - It's More Than A Game" must be promoted at the event and recognized within all communications and promotions developed.
10. Annual community-based events and/or provincial championships/competitions are not eligible for support.
11. 50% of the hosting grant will be provided upon approval, with the remaining amount to be paid upon satisfactory completion of the program follow-up report. The program follow-up report is due within 90 days following the completion of the event. The PSGB audited financial statement must be submitted to the Saskatchewan Lotteries Trust Fund within 90 days of the association's fiscal year end. The grant program must be clearly identifiable as a line item in the revenue and expense summaries within the PSGB's audited financial statement. The grant will be considered complete upon satisfactory review of the above follow-up requirements.

# NATIONAL HOSTING GRANT APPLICATION

(Revised – March 2008)

Name of Provincial Sport Governing Body

Name of Event

Dates of Event

Host Community

Host Contact Name

Phone

Host Contact Address

Host Contact Email

Date of Application

Event Description – Please check all that apply:

Is the event a National Championship endorsed by the NSO?

Is the event a qualifier for an international event(s)?

If yes, for which event(s): \_\_\_\_\_

CIS (Canadian Interuniversity Sport) or CCAA (Canadian College Athletic Association) National Championships

List of provinces & participants (athletes, coaches & officials) expected:

	Province/Territory	Estimated Number of Participants		Province/Territory	Estimated Number of Participants
1	Saskatchewan		8		
2			9		
3			10		
4			11		
5			12		
6			13		
7					

Total Estimated Participants:

We, the undersigned, have reviewed the guidelines and conditions for support and the application is a valid projection of the event.

PSGB President - Signature

Host Committee Chairperson - Signature

Return to:  
 Sask Sport Inc. – Hosting Grant Program  
 1870 Lorne Street  
 Regina, SK S4P 2L7

# VISITOR PROFILE INFORMATION

\* The following information must be completed and returned with the Hosting Application.

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The following information is key to assist your event organizers to:

- estimate Visitor Profiles and Visitor expenditures related to this event
- evaluate your event market
- solicit potential sponsors, and,
- provide the hotel industry with information to meet your accommodation requirements.

For your information, anyone attending an event 80 kilometers outside of the host community fits Tourism Saskatchewan's definition of a tourist.

## A. Participant Profile:

\_\_\_\_\_ Estimated number of community participants (athletes, coaches, officials and event organizers residing within 80 kilometers of the host community).

\_\_\_\_\_ Estimated number of Saskatchewan participants (residing 80 kilometers outside of the host community).

\_\_\_\_\_ Estimated number of Canadian participants (residing outside of Saskatchewan).

\_\_\_\_\_ Estimated number of International participants (residing outside of Canada). (if applicable)

\_\_\_\_\_ Total estimated event participants (add the above 4 lines to estimate this total).

\_\_\_\_\_ Estimated average number of overnight stays for event participants.

## B. Spectator Profile:

\* A spectator can only be counted once throughout the course of the event. In other words, an individual spectator may attend more than one game, or more than one day, but is only counted one time as an event spectator.

\_\_\_\_\_ Estimated number of community spectators (those residing within 80 kilometers of the host community).

\_\_\_\_\_ Estimated number of Saskatchewan spectators (residing 80 kilometers outside of the host community).

\_\_\_\_\_ Estimated number of Canadian spectators (residing outside of Saskatchewan).

\_\_\_\_\_ Estimated number of International spectators (residing outside of Canada). (if applicable)

\_\_\_\_\_ Total estimated event spectators (add the above 4 lines to estimate this total).

\_\_\_\_\_ Estimated average number of overnight stays for spectators.

What were the source of the above estimates: \_\_\_\_\_ Information provided by previous hosts \_\_\_\_\_ Other (please describe)

Should your event consider associating with a charitable organization, please consider KidSport™, the charity designed to assist children of families facing significant financial obstacles to participate in community sport programs. Would you like someone from KidSport™ Saskatchewan to contact you regarding this possibility? Yes \_\_\_\_\_ No \_\_\_\_\_

Please ensure that you have also attached the following:

- The host committee organizational structure.
- A detailed budget outlining projected revenues and expenditures for the event.
- An event marketing plan, including an outline of how you plan to promote Saskatchewan Lotteries and the "Sport – It's More Than A Game" promotion.
- For National events, verification of the NSO sanction and/or endorsement.
- Indicate how you will be sharing event information with your local tourism committee and your tourism region.

# NATIONAL HOSTING GRANT FOLLOW-UP REPORT

(Revised – March 2008)

Name of Provincial Sport Governing Body

Name of Event

Dates of Event

Host Community

Host Contact Name

Phone

Host Contact Address

Host Contact Email

Date of Application

## FOLLOW-UP REQUIREMENTS (due within 90 days following the event)

*Note: The final payment of Hosting grant support is dependent on the satisfactory completion of the following conditions:*

Please enclose or provide the following:

- List of provinces that participated and the number of participants (athletes, coaches and officials) from each province.
- A copy of the advertising/promotions given to Saskatchewan Lotteries and "Sport - It's More Than A Game".
- A financial statement from the event.
- A completed Post Event Visitor Profile Information Report (see attached).

We, the undersigned, do hereby agree that all the above conditions have been met and that this follow-up is a correct and true statement.

PSGB President - Signature

Chairperson Host Committee - Signature

Please print name

Please print name

Return to:

Sask Sport Inc. – Hosting Grant Program  
1870 Lorne Street  
Regina, SK. S4P 2L7

## POST EVENT VISITOR PROFILE INFORMATION REPORT

*Note: The following information must be completed and returned with the Hosting Grant Follow-up Report.*

### A. Participant Profile:

\_\_\_\_\_ Actual number of community participants (athletes, coaches, officials and event organizers residing within 80 kilometers of the host community).

\_\_\_\_\_ Actual number of Saskatchewan participants (residing 80 kilometers outside of the host community).

\_\_\_\_\_ Actual number of Canadian participants (residing outside of Saskatchewan).

\_\_\_\_\_ Actual number of International participants (residing outside of Canada). *(if applicable)*

\_\_\_\_\_ Total actual event participants (add the above 4 lines to report this total).

\_\_\_\_\_ Final estimated average number of overnight stays for event participants.

### B. Spectator Profile:

\* A spectator can only be counted once throughout the course of the event. In other words, an individual spectator may attend more than one game, or more than one day, but is only counted one time as an event spectator.

\_\_\_\_\_ Actual, or final estimated number of community spectators (those residing within 80 kilometers of the host community).

\_\_\_\_\_ Actual, or final estimation of Saskatchewan spectators (residing 80 kilometers outside of the host community).

\_\_\_\_\_ Actual, or final estimation of Canadian spectators (residing outside of Saskatchewan).

\_\_\_\_\_ Actual, or final estimation of International spectators (residing outside of Canada). *(if applicable)*

\_\_\_\_\_ Actual or final estimated total event spectators (add the above 4 lines to report this total).

\_\_\_\_\_ Final estimated average number of overnight stays for spectators.

**THANK YOU FOR COMPLETING THE ABOVE INFORMATION!**