

REGIONAL 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 regional 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 a national or 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.
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.
 - A completed Visitor Profile Information form (attached).
5. There is no limit on the number of Regional hosting grants that a PSGB can apply for per fiscal year.
6. The maximum assistance for Regional events will be calculated at \$6.00 per day per eligible participant to a maximum of \$2,500 per event.
7. Regional events must involve a significant provincial representation from a minimum of two provinces in addition to Saskatchewan (minimum of 3 provinces total).
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.

REGIONAL 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:

- Does the event declare a Regional Champion? Yes/No
- Is the event a qualifier for a national or international event? Yes/No

If yes, for which event(s): _____

Other type of event: _____

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

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

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.

REGIONAL 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!