



Sport Championship Hosting Program


Newfoundland
Labrador

Seniors, Wellness and Social Development

Sport Championship Hosting Program Guidelines

The Sport Championship Hosting Program is a strategic initiative supported by *Active, Healthy Newfoundland and Labrador: A Recreation and Sport Strategy for Newfoundland and Labrador*. The hosting of sport championships offers a forum to celebrate and develop excellence by giving exposure to local athletes, coaches, managers and officials. The Sport Championship Hosting Program provides grants to organizations hosting International, National, Eastern Canadian and Atlantic Championships as well as National Sport Organization (NSO) Annual General Meetings.

Who can apply?

Provincial Sport Organizations (PSOs) recognized and in good standing with the Government of Newfoundland and Labrador.

Priority will be given to youth and age group amateur events that are recognized by the PSO or NSO as an Atlantic, Eastern Canadian or National Championship or a qualifying event that determines representation to a National or International Championship and to organizations that have not received hosting funding in the previous year.

Events that do not meet these priorities, but can demonstrate significant benefits to the development of sport, may be considered for support based on their individual merit, at the discretion of the selection committee. Additional information will be required (Appendix C).

How much funding is available?

Event Category	Funding Level
National Sport Organization Annual General Meeting	Up to \$1,000
Atlantic Championships <ul style="list-style-type: none">• Must include a minimum of three (3) Atlantic Provinces.	Up to \$2,000
Eastern Canadians Championships <ul style="list-style-type: none">• Must include at least three (3) Atlantic Provinces along with Ontario and/or Quebec.	Up to \$3,000
National Championships <ul style="list-style-type: none">• Must include a minimum of seven (7) provinces/territories.	Up to \$15,000

Funding amounts are maximum levels and may be adjusted down based on criteria used to evaluate applications.

What types of expenditures are eligible?

Expenses directly related to the costs of hosting the event (i.e. facility rental, official's expenses, sport awards, promotions, administration expenses, etc).

How will my application be assessed?

Applications will be reviewed on their individual merit based on the objectives of the recreation and sport strategy, Active Healthy Newfoundland and Labrador (2007), the financial resources available and the following:

- Development of Sport – extent to which the event will encourage participation in sport and provide direct or indirect opportunities for Newfoundland and Labrador sport stakeholders.
- Endorsement – evidence of sanctioning organization support from the relevant sport governing body.
- Legacy – the overall impact of the event to the sport in Newfoundland & Labrador and the impact of hosting on growth of the sport through legacy components; equipment, trained officials, coaching development, etc
- Recognition - strategies to acknowledge support from the Government of Newfoundland and Labrador.
- Priority will be given to sporting events at an amateur level and events that are youth sport based

What is the application deadline?

Applications must be received 12-18 months prior to the event. Applications may be submitted at any time and will be reviewed twice a year: March 31 and October 31. Late or incomplete applications will only be considered for support 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 (Appendix D) however; retroactive funding for events that have already occurred is not permitted.

How to Apply?

Each application must include the following:

- ✓ A signed and completed application form (Appendix B);
- ✓ A detailed budget outlining projected revenues and expenditures for the event;
- ✓ An event marketing plan, outlining how the Government of Newfoundland and Labrador will be promoted at the event and recognized within all communications and promotions developed.

How will payments be processed?

Grants for the hosting of National Championships will be paid in two installments. PSO's will receive the first payment following the satisfactory approval of their application. This payment will be based on 90% of the grant. The final grant amount will be determined and paid upon satisfactory review of the follow-up report.

Grants for the hosting of a National Sport Organization Annual General Meeting, Atlantic and Eastern Championship will be received in one payment following the satisfactory approval of their application.

The PSO is responsible to forward payment(s) of the grant to the host committee and are not eligible to retain a portion of the grant funds as an administration fee or service charge.

What are the Follow-up requirements?

A follow-up report is due within 90 days following the completion of the event.

For National Championships the follow-up financial statement must be substantiated by the PSOs audited financial statements when they become available. Revenues and expenditures for the hosting grant program must be clearly identified either in the body of the statement, the schedules or notes to the statements.

Organizations receiving funding are required to have a plan for any surplus funds. Surplus funds must be re-invested into sport development initiatives in Newfoundland and Labrador.

Follow-up Reports must include:

- ✓ A signed and completed follow-up form (Appendix E);
- ✓ A description and copy of Government of Newfoundland and Labrador promotions;
- ✓ A post event financial statement.
- ✓ A plan for any surplus funds

For further information please contact:

David Feener

Recreation and Sports Consultant

Phone: 729-6291

Email: dfeeper@gov.nl.ca



Sport Championship Hosting Program

Section 1: General Information

What is the name of the group or organization seeking funding?

[Empty text box for organization name]

What is the permanent mailing address of the group or organization seeking funding?

Form with fields for Street/P.O. Box, Town/City, Province, Postal Code, Contact Name, Telephone, Fax, Email, and Web Address.

Section 2: About your Organization/Group

Form with questions about organization purpose, number of clubs served, age groups, and incorporation status.

If yes, what is your incorporation number?	
Are you listed with the Canadian Revenue Agency as a Registered Charity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is your Registration Number?	
How many active volunteers are involved in your organization/group?	
How many paid staff does your organization/group employ?	Full-Time: _____ Part-Time: _____

Section 3: Event Description

Event Name:	
Event Description:	
Please list any legacy components that will likely evolve as a result of hosting this event (equipment, volunteers, officiating, coaching, etc.):	
Event Age Group:	
Event Date:	

Event Location:				
National Annual General Meeting <input type="checkbox"/>		Atlantic Championship <input type="checkbox"/>	Eastern Championship <input type="checkbox"/>	National Championship <input type="checkbox"/>
Province/Territory Participating		Estimated Number of Athletes	Estimated Number of Coaches	Estimated Number of Referees/Officials
Total Estimated Participants:				

Have you confirmed competition facilities and their availability for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the event endorsed and/or sanctioned by the National Sport Governing Body?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4: Budget	
Are there any grants or services being provided by other provincial departments, cities/towns and/or crown corporations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", please describe:	
Indicate the funds being requested through the Sport Championship Hosting Program:	\$

To complete your application, **please prepare and attach a complete budget** for the event indicating all projected operating costs and revenue(including corporate, ticket sales, participant/registration fees, inkind

support etc.). Clearly indicate those expenditures for which you are requesting support from the Department of Tourism, Culture and Recreation.

Section 5: Conditions and Privacy Notice

The Department of Seniors, Wellness and Social Development (SWSD) funding may be used only for the purposes specified in this application. Once the SWSD has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the SWSD and it shall be at the discretion of SWSD to determine what constitutes substantial change in each case. SWSD reserves the right to determine the extent and type of information required to support payment of the grant. Further, SWSD may require that an audit be undertaken to verify the purposes for which Government funds have been utilized. Any funding not used for these purposes must be returned to SWSD or becomes a debt due the Crown. The organization/group is wholly responsible for its own debts. SWSD will not consider any application to pay debts. If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by SWSD is expected. Publications should clearly acknowledge SWSD's assistance. A standard statement of acknowledgement is available on request. The organization/group agrees to respect and apply the spirit and provisions of existing human rights legislation. Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, SWSD may consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

Privacy Notice

Under the authority of the Grants and Contributions Program, personal information may be collected for the purpose of program administration. Section 39(1)(C) of the Access to Information and Protection of Privacy Act allows Government Departments/Agencies to disclose personal information to other Government Departments/Agencies of Newfoundland and Labrador for the purpose of reviewing and monitoring applications, conducting policy analysis and seeking other potential funding sources. Any questions or comments can be directed to jennifertaylor@gov.nl.ca

Section 6: Checklist

IMPORTANT: Please review your application and be sure that all required information has been provided.

Have you:

- Reviewed the program guidelines to verify the eligibility of your event
- Completed all sections of the grant application
- Attached budget
- Attached event marketing plan outlining how the Government of Newfoundland and Labrador will be promoted at the event and recognized within all communications and promotions developed.

Section 7: Authorization

I certify that, to the best of my knowledge, the information provided in this grant application is accurate, complete and is endorsed by the organization/group that I represent, and that I am authorized to enter into funding agreements on behalf of my organization/group. I certify that my organization/group meets the basic eligibility criteria of the Sport Championship Hosting Program Guidelines, referenced hereto as Appendix "A" and which forms part of this application . I also certify that if successful for funding my organization/group will abide by all terms and conditions herein which will form the Agreement between the Parties.

If funded:

- I agree to submit a final report within 90 days after completion of the event. I acknowledge that failure to submit a final report will result in my organization/group being ineligible to receive future funding;
- I agree to acknowledge the Department of Seniors, Wellness and Social Development's funding contribution to this project where appropriate.

PSO Signing Authority (please print):

Title:

Signature

Date

Chairperson of Host Committee
(please print):

Signature

Date

APPLICATION DEADLINE:

Applications may be submitted at any time.

Applications will be reviewed twice a year: March 31 and October 31.

Applications must be received 12-18 months prior to the event.

PLEASE SUBMIT TO:

Sport Championship Hosting Program
Recreation and Sport Division
Seniors, Wellness and Social Development
2nd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL
A1B 4J6
Phone: 709-729-6291
Fax: 709-729-5293
E-mail: dfeener@gov.nl.ca

OFFICE USE ONLY:

Consultant:

Date Received:

File Number:
SCH-1415-

Additional Information for Sport Championship Hosting Application

Events that do not meet the identified funding priorities, but can demonstrate significant benefits to the development of sport, may be considered for support based on their individual merit at the discretion of the selection committee. Please provide the following information for consideration only if you do not meet the identified priorities of the Sport Championship Hosting program.

1. How does the event fit the high performance competition pathway for your sport?

2. Does the event target athlete and coach development at the LTAD stages Train to Train, Train to Compete and/or Train to Win? Yes No

Please specify:

3. Please provide any additional event information that may demonstrate the significant benefits to the development of sport.

If more space is needed, please attach additional information.

Rational for Late/Incomplete Sport Championship Application

If your organization’s application was not submitted within 12 - 18 months prior to the event or was incomplete, please provide an explanation to the selection committee for the application being late/incomplete by using the following template or by submitting other acceptable correspondence (i.e. email or letter).

Note: Late or incomplete applications will only be considered for support by the selection committee if the circumstances for being late or incomplete are beyond the control of the organization. Submitting an explanation does not guarantee permissible grounds to be considered for funding support.

<hr/> <p>PSO Signing Authority</p>	<hr/> <p>Chairperson Host Committee</p>
<hr/> <p>Date</p>	<hr/> <p>Date</p>

Sport Championship Hosting Grant Follow-Up

Name of Provincial Sport Organization:

Name of Event:

Date of Event:

Host Community:

Host Contact Name:

Phone:

Email:

List of provinces/territories that participated and actual number of participants:

Province/Territory Participating	Number of Athletes	Number of Coaches	Number of Referees/Officials
Total Participants:			

The total revenues and expenditures for the grant have been/will be identified as a separate line item within the PSO's audited financial statement:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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A description and copy of Government of Newfoundland and Labrador promotions has been attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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A post event financial statement has been attached, including a plan for any surplus funds:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<hr/> PSO Signing Authority	<hr/> Chairperson Host Committee
<hr/> Date	<hr/> Date