

## INTERNATIONAL HOSTING GRANT APPLICATION *(Revised – March, 2008)*

**PURPOSE:**

To support international 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.

This grant is to support International events to be hosted in Saskatchewan wherein the international governing body declares an international champion or wherein the competition is an international qualifying event for determining representation to an international championship. Other international events may be considered for discretionary support based on their individual merit.

**CONDITIONS:**

1. The application deadline for the International Hosting Grant is 6 months 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. 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.
3. This application must be signed by the PSGB President and the Chairperson of the Host Committee. Events must also be sanctioned by the National and the International Governing Bodies.
4. The following documentation must be included with the application:
  - The host committee organizational structure.
  - A copy of the event bid proposal (if applicable).
  - A detailed budget outlining projected revenues and expenditures for the event. Clearly indicate financial levels of support by the national and international governing bodies and by Sport Canada (if applicable).
  - Outline how this event will benefit sport development in Saskatchewan in the areas of athlete development, official's development, coaching development, equipment/facility upgrades or legacies, Sport Medicine and Science Program utilization, and increased public awareness of the sport.
  - Outline the projected economic expenditures and benefits to the host community and to the province of Saskatchewan. \* For assistance in this area, please complete the attached Visitor Profile Information form.
  - Outline the social benefits including youth involvement, volunteerism, public support, and, community and corporate partnerships.
  - Outline the Cultural benefits such as the inclusion of arts and heritage activities and exposure of Saskatchewan / Canadian Culture.
  - An event marketing plan, including how you plan to promote Saskatchewan Lotteries and the "Sport - It's More Than A Game" promotion.
  - Provide details on how this event will work in partnership with the tourism industry.
5. Financial assistance for International events will be up to a maximum of \$25,000. Funding will be based upon the number and origin of participants, the benefits to the overall development of the sport, and the estimated economic, social and cultural benefits of this event.
6. Saskatchewan Lotteries and "Sport - It's More Than A Game" (SIMTAG) must be promoted at the event and recognized within all communications and promotions developed. Promotions must consider recognizing SIMTAG and Saskatchewan Lotteries in the following manners: event letterhead, posters and printed material; display of banners on site and at all event functions (banners will be provided); verbal acknowledgement of Saskatchewan Lotteries at event functions (e.g. press conferences, competition events, banquets, etc.).
7. 75% 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.

Name of Provincial Sport Governing Body: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

List of the countries expected: \_\_\_\_\_

Host Community: \_\_\_\_\_ Host Contact name: \_\_\_\_\_

Host Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

PSGB President - Signature

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Host Committee Chairperson - Signature

# VISITOR PROFILE INFORMATION

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

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 (athletes, coaches & officials residing outside of Saskatchewan).

\_\_\_\_\_ Estimated number of International participants (athletes, coaches & officials residing outside of Canada).

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

\_\_\_\_\_ Estimated average number of overnight stays for participants (athletes, coaches and officials).

## 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).

\_\_\_\_\_ 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 event hosts \_\_\_\_\_ Other (Please describe)

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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 \_\_\_\_\_

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**Please ensure that you have also attached the additional documents required with the application as outlined on the application form.**



## INTERNATIONAL HOSTING GRANT FOLLOW-UP REPORT

\_\_\_\_\_  
Name of Event and Host Community

\_\_\_\_\_  
Name of Provincial Sport Governing Body

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date of Follow-up Submission

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

*Note: The final payment of Hosting grant support is dependent on the submission and review of the of the following:*

- A copy of the final report from the event.
- A final list of countries that participated and the number of participants (athletes, coaches and officials) from each country.
- An outline of the advertising/promotions given to Saskatchewan Lotteries and "Sport - It's More Than A Game".
- A financial statement from the event.
- Describe how this event benefited sport development in Saskatchewan in the areas of athlete development, official's development, coaching development, equipment/facility upgrades or legacies, Sport Medicine and Science Program utilization, and increased public awareness of the sport.
- Complete the attached Post Event Visitor Profile Information Report.
- Outline the social benefits including youth involvement, volunteerism, public support, and, community and corporate partnerships.
- Outline the Cultural benefits such as the inclusion of arts and heritage activities and exposure of Saskatchewan / Canadian Culture.
- Any recommendations for other International event organizers.

\_\_\_\_\_  
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. Lotteries Trust Fund  
Sport Division  
1870 Lorne Street, Regina, SK, S4P 2L7

# **POST EVENT VISITOR PROFILE INFORMATION REPORT**

*Note: The following information must be completed and returned with the International 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 (athletes, coaches and officials residing more than 80 kilometers outside of the host community).

\_\_\_\_\_ Actual number of Canadian participants (athletes, coaches and officials residing outside of Saskatchewan).

\_\_\_\_\_ Actual number of International participants (athletes, coaches and officials residing outside of Canada).

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

\_\_\_\_\_ Final estimated average number of overnight stays for event participants (athletes, coaches and officials).

## **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 (spectators residing 80 kilometers outside of the host community).

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

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

\_\_\_\_\_ 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.

This information will assist you to determine the estimated visitor expenditures related to your event. For further assistance contact your local tourism and convention authority.

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