



Sport Hosting Incentive Grant Program 2010

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Sport Hosting Incentive Grant Information and Background

Purpose

The City of Richmond is committed to developing a strong and sustainable sport-hosting infrastructure that will support and enhance the community's economic activity and develop a legacy of sport hosting. Through a collaborative partnership between the City of Richmond, Tourism Richmond, Richmond Olympic Oval Corporation and the Richmond Sport Council this hosting incentive program will not only benefit the local sport community but overall economic development.

Goal

The Sport Hosting Incentive Grant will provide financial support to provincial, national and international sport organizations and the Richmond Olympic Oval Corporation hosting sporting events and meetings in Richmond. This financial support will provide non-profit sport organizations the opportunity to host, create, market and administer tournament and championship level sporting events while building on an already successful annual sport-hosting calendar.

Program

In accordance with the goal of the Sport Hosting Implementation Plan – to grow sport-related tourism revenues from current 2-3% (2007 Tourism BC statistics), to 5-6% by 2014 – this incentive grant will build sport-hosting capacity for local sport organizations to host a greater number and larger events.

The funding for this program will reflect the goals of the sport hosting implementation plan, which is to double sport tourism in the City of Richmond by 2014. Funds not used within a calendar year will be carried forward into the following year; the balance carried forward will start to build a sport hosting fund that will serve the sport hosting community beyond 2014. Annual funding for this incentive grant program is based on an annual budget review by city staff and council.

Eligible Events

Provincial event – The event must be sanctioned by a LSO and/or PSO that includes tournament/championship competition between teams/individuals from around the province of British Columbia.

Western Canadian – The event must be sanctioned by a LSO and/or PSO that includes tournament/championship competition between teams/individuals from the western provinces (BC, AB, SK & MB).

National event – The event must be sanctioned by a LSO and/or PSO, NSO that includes tournament/championship competition between teams/individuals from across Canada.

International event – The event must be sanctioned by a LSO and/or PSO, NSO, ISO that includes tournament/championship competition between teams/individuals from around the world.

Invitational/Test event – The event must be sanctioned by a LSO and/or PSO, NSO, ISO that includes tournament/championship competition between a minimum of 10 participants from outside of Metro Vancouver.

Conferences/Symposiums/Congresses & AGM's – The meeting must be sanctioned by a LSO and/or PSO, NSO, ISO. The meeting must be multiple days and host a minimum of 50 room nights on peak to be eligible. This would include topics such as: sport system development, sport medicine, high performance training, etc.

Multiple year events – these events must submit an application on an annual basis.

Types of Event Support

Definitions:

- Day visit – an event participant from outside of the City of Richmond.
- Actualized room night – the total number of room nights booked for the event. This will be outlined in the post event report.

Provincial event

- \$5 per actualized room night
- \$1 per day visit
- up to a maximum of \$3,000

Western Canadian event

- \$5 per actualized room night
- \$1 per day visit
- up to a maximum of \$3,500

National event

- \$6 per actualized room night
- \$1 per day visit
- up to a maximum of \$5,000

International event

- \$7 per actualized room night
- \$1 per day visit
- up to a maximum of \$7,000

Invitational/Test event

- \$5 per actualized room night
- \$1 per day visit
- up to a maximum of \$3,500

Conferences/Symposiums/Congresses & AGM's

- \$3 per actualized room night
- up to a maximum of \$1,000

Assessment Criteria

Application eligibility and level of funding will be determined based on the following criteria:

Tier 1 Applications for amounts less than (\$1000) Criteria and Declarations

Bed Nights/Tourism	Must have a minimum 20 total room nights in Richmond
Location	The event must use facilities and venues in Richmond.
Compliance with City Rules, Policies, Regulations, Bylaws	Must declare compliance to all appropriate city regulations as appropriate.
Environmental	Must declare adherence to City's environmental requirements
Safety and Security	Must declare adherence to health and safety requirements.
Recognition	Must recognize the City and Tourism Richmond.
Endorsement	Must be endorsed by a sanctioned sport organization.
Administration and Management	Operated by the Richmond Olympic Oval Corporation or by a registered Richmond not-for-profit society, in good standing, which has been in existence for more than one year prior to the submission date, and whose governance model reflects the scope of the event with appropriate financial and operational controls. Events hosted by Richmond community associations, societies and the Richmond School District No. 38 Athletic Association and other Athletic Associations are also eligible.

Tier 2 Applications for amounts greater than (\$1000) Criteria and Declarations

Bed Nights/Tourism	Must have a minimum 20 total room nights in Richmond
Administration and Management	Operated by the Richmond Olympic Oval Corporation or by a registered Richmond not-for-profit society, in good standing, which has been in existence for more than one year prior to the submission date, and whose governance model reflects the scope of the event with appropriate financial and operational controls. Events hosted by Richmond community associations, societies and the Richmond School District No. 38 Athletic Association and other Athletic Associations are also eligible.
Cultural Benefit	Must demonstrate a cultural component to the event, which can include entertainment, logo design, medals design, opening and closing ceremonies, celebrations.
Development of Sport	Must demonstrate how the event assists/benefits in the development and delivery of community sport, coaching or facilities, increased participation.
Funding Request	Must identify what the funds are to be used for.
Financial Need	Must demonstrate there is a financial need for the event and outline how any surplus would be used. A business plan outlining the events objectives, action plan, organization structure, anticipated participant and spectators, timelines, budget and partners.
Partnerships/Sponsors	Must demonstrate funders and sponsors other than the City.

Quality	Must demonstrate the organization has the technical ability to produce a high quality event.
REACT	Must be approved through the REACT process, if needed.
Social Benefits	Must demonstrate the social benefits and capacity building of the event such as how the event builds capacity within the sport/community/volunteer sector.
Compliance with City Rules, Policies, Regulations, Bylaws	Must declare compliance to all appropriate city regulations as appropriate.
Environmental	Must declare adherence to City's environmental requirements
Safety and Security	Must declare adherence to health and safety requirements.
Location	Must use facilities and venues in Richmond.
Recognition	Must recognize the City and Tourism Richmond.
Endorsement	Must be endorsed by a sanctioned sport organization.

Grant Program Phases & Considerations

Program Phase	Who	Activity	Considerations
1	City staff	Prepare for annual grants	Promotion, marketing
2	Applicant	Applying for a grant	Type of event
3	City staff & Task Force	Review applications and award (50%) successful grants	Assessment criteria
4	City staff	Liaise with the successful applicant	Follow program requirements
5	Applicant	Delivers event and provides post event report to collect the remaining 50% of grant funding.	Follow program requirements
6	City staff & Task Force	Annually review and evaluate grant program	Recommendations
7	City staff	Report to Council – annually – information report	Awarded grants
8	City staff & Council	Prepare and approve sport hosting budget	Recommendations

City of Richmond/Tourism Richmond Recognition

Organizations that receive funding will be required to acknowledge the City's support in all of their information materials, including publications and programs related to the funded activities. If the logos of other funders are used in an acknowledgement, the City and Tourism Richmond should similarly be represented. The City Logo Usage Guidelines will be sent to the main contact of the organization upon receipt of a Sport Hosting Incentive Grant.

In addition, organizations receiving grants are required to provide the Manager, Sport Hosting with a copy of materials acknowledging the City's support. The materials can be mailed to:

ATTN: Manager, Sport Hosting
 City of Richmond
 6911 No. 3 Road
 Richmond, BC
 V6Y 2C1 Canada

Copies can also be sent via e-mail to mromas@richmond.ca

Sport Hosting Grant Application Eligibility and Procedures

Who Can Apply?

- Richmond Olympic Oval Corporation
- Registered Richmond not-for-profit society, in good standing, which has been in existence for more than one year prior to the submission date, and whose governance model reflects the scope of the event with appropriate financial and operational controls.
- Events hosted by Richmond community associations, societies and the Richmond School District No. 38 Athletic Association is also eligible. If a Richmond non-profit society does not exist we will work with a host best suited to organize the sporting event, ensuring that the needs of the local sport community are being met.

What is Not Eligible and Who cannot Apply?

- Professional events hosted by for-profit organizations besides the Richmond Oval Corporation will not be supported.
- Funding for bids for provincial, national or international events are not eligible.
- Events with less than 20 total room nights in Richmond are not eligible.
- Events hosted outside the City of Richmond are not eligible for consideration.
- Funding for recreational activities (i.e. golf weekend) are not eligible for consideration.
- Funding for jamborees, playoffs, and league games are not eligible for funding.
- Applications for events that have already been hosted retroactively are not eligible.

Applications Per Year

- There is no limit to the number of applications a group can make each year, however, the Sport Hosting Task Force will assess the application based on what other events are being considered.
- Applicants should apply at least three months prior to the event date.

What can the Money be used for?

- Grants may be used for expenses related to the sport hosting event, including: facility rental, marketing, communications, transportation, security, accommodations and officials.
- Grants cannot be used for the internal operations of a non-profit organization.

Application Review Considerations

Grant Allocation Considerations

1. The Manager, Sport Hosting is the first point of contact for any organization seeking City support for a sport event. Prior consultation with City Staff (Manager, Sport Hosting) is strongly encouraged.
2. The grant application will be reviewed for compliance with Tier 1 or Tier 2 grant criteria.
3. Grant allocations are dependent on funding available within the City's annual budget.
4. Not all groups meeting the program requirements will necessarily receive a grant.
5. Grants are not to be regarded as an entitlement.
6. Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

Quality of Documentation

A quality, complete application has a better chance of receiving sport hosting incentive grant funding including fully addressing all the criteria and requirements and inclusion of all required documentation is indicated on the Grant Notice and Application.

Reporting of Grant Benefits

Those who receive a Sport Hosting Incentive Grant are required to demonstrate the benefits of their program, by providing a post event report highlighting event participants from within Richmond and outside of Richmond, and actualized room nights. Some events may be asked to provide a formal economic analysis of their event.

Financial Considerations

If approved, a payment of 50% of the allocated grant will be distributed when the grant is awarded and the remaining 50% upon completion and submission of a post event report, highlighting actual event participation numbers, actual room nights and a post-event budget. The post event budget must highlight where the city grant money was allocated.

Less Favourably Considered Applications

Applications that are less favoured are those which rely on city funding or that the applicant/group is dependent on the sport hosting incentive grant

Application Deadline

There is no annual deadline for submitting Sport Hosting Incentive Grant applications. The applications will be reviewed by the Sport Hosting Task Force on a monthly basis.

Staff Review of Applications

Staff are to administer the Program based on the Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements. As staff reviews applications, they may contact the applicants and others, to clarify the proposals. The Sport Hosting Task Force will make the final decision on awarding grants.

Timing of Grant Decisions

Generally, the Sport Hosting Task Force will meet on a monthly basis to review the grant applications. Applicants will be notified of the decision regarding their application within 45 days of applying.

Grant Program Review

Staff will review the Program annually after the grants have been awarded for that year. An annual report will be submitted to Council informing them of the progress of the grant program. An annual budget review will determine the amount of funding for the grant program.

Awarding Grants

1. City staff to review grant applications as they are submitted.
2. City staff to request further information from the applicant if necessary.
3. City staff to make recommendations to the Sport Hosting Task Force. The Sport Hosting Task Force consists of representation from the following stakeholders:
 - City of Richmond
 - Tourism Richmond
 - Richmond Olympic Oval Corporation
 - Richmond Sport Council
3. The Sport Hosting Task Force will award successful grants.
4. Once approved, a payment of 50% of the allocated grant will be distributed when the grant is awarded and the remaining 50% upon completion and submission of a post event report, highlighting actual event participation numbers, actual room nights and a post-event budget.

Recuperation of Grant

Should the sport event be cancelled, the applicant is to automatically return the funds to the City of Richmond.

Appeal

Applicants are able to appeal a denied Sport Hosting Incentive Grant application to Council through the Parks, Recreation and Cultural Services Committee.

Glossary of Terms

Multi-sport games – an event that hosts multiple sport events (i.e. BC Seniors Games, World Police & Fire Games).

LSO – Local Sport Organization

PSO – Provincial Sport Organization

NSO – National Sport Organization

ISO – International Sport Organization

REACT – Richmond Event Approval Coordination Team – reviews event applications, initiate event approvals by various departments and agencies, ensure coordination of City Services, and to provide a one-stop approval process for event managers.

Stakeholders – refers to City of Richmond, Tourism Richmond, Richmond Sport Council, Community associations, societies, Richmond Olympic Oval Corporation, Richmond School District No. 38 Athletic Association, and other Richmond Athletic Associations.