



City of Richmond

Report to Committee

To: General Purpose Committee
From: Cathryn Volkering Carlile
 General Manager - Community Services
Re: Richmond Sport Hosting Program Referrals

Date: February 4, 2010
File:

Staff Recommendation

1. That the authority to grant funds from the Richmond Sport Hosting Incentive Grant Program be delegated to the Richmond Sport Hosting Task Force subject to any applicant being able to appeal the Task Force's decision to Council through the Parks Recreation and Cultural Services Committee and that the City be responsible for administering the Richmond Sport Hosting Incentive Grant Program.
2. That the draft Richmond Sport Hosting Policy be approved as outlined in the staff report dated February 4, 2010 from the General Manager, Community Services, to include the above authority to grant funds and a two-tiered grant application process.
3. That the Sport Hosting Task Force Terms of Reference be approved as outlined in the staff report dated February 4, 2010 from the General Manager, Community Services, to include the above authority to grant funds.

Cathryn Volkering Carlile
 General Manager - Community Services
 (604-276-4068)

Att.

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER		
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

At the GP meeting on Feb 1, 2010, the General Purpose Committee referred the following to City staff:

That the "Richmond Sport Hosting Grant Program" staff report be referred back to staff to look at:

- (1) *the overall budget and potential carry over from year to year;*
- (2) *the period of review of the program's effectiveness;*
- (3) *the application process and criteria with a graduated approach based on the amount applied for;*
- (4) *the Task Force being authorized to approve and implement the funding requests subject to an applicant being able to appeal the Task Force's decision to Council through the Parks, Recreation and Cultural Services Committee.*

This report will address the above referral items.

Analysis

1. **The overall budget and potential carry over from year to year.**

The sport-hosting budget is based on a five-year agreement between the City of Richmond and Tourism Richmond that came into effect January 26, 2009. The agreement states that Tourism Richmond must pay \$500,000 to the City on or before October 31, annually and the City shall use the funds solely for its Sport Hosting program.

The obligation of the City is to provide Tourism Richmond with a copy of the strategies and the City's annual budget for projects annually.

The City must by Oct 1, annually, make an annual report to the Tourism Richmond Board on the City's Sport Hosting, Olympic initiatives, programs and progress over the proceeding year and its plans for the coming year. The payment of the \$500,000 for Sport Hosting is conditional on the Tourism Richmond Board and the City mutually agreeing on the objectives. In addition, Tourism Richmond is to have input into the budget, business plans and benchmarking for Sport Hosting.

On Sept 18, 2009, City staff presented a draft 2010 budget to the Tourism Richmond Board and the Board received and accepted the draft strategy and proposed 2010 budget. The 2010 budget for sport hosting is included in the proposed City's 2010 operational budget and reflects the first year of operation of the new Sport Hosting office and the implementation plan for the Sport Hosting Strategy.

These funds are targeted specifically for sport hosting and any of the \$500,000 not fully spent in the past fiscal year can and will be carried over annually for future sport hosting operations. Arrangements have been made with the City's Finance Department for this transfer to occur at year-end annually.

2. **The period of review of the program's effectiveness**

In the report to Parks and Recreation Committee dated January 5, 2010 staff suggested that a business plan would be forthcoming to Richmond City Council in the Fall 2010. In addition, to meet our obligations with Tourism Richmond, an annual report is required to be presented from the City to Tourism Richmond by Oct 1 annually. This fall, given both of these documents are required, staff will present an overview of the sport hosting grant program and an overall business plan to Council. If there are any suggestions for adjustments to the grant program or other Sport Hosting initiatives, staff will identify these at that time. It was anticipated that the annual report to Tourism Richmond would also be made available to City Council annually.

3. The application process and criteria with a graduated approach based on the amount applied for.

During the General Purpose Committee meeting on Feb 1, 2010, Richmond Sport Council expressed their opinion that Grant Fund criteria was too challenging for applications for smaller amounts. The Task Force convened on Wednesday Feb 3, 2010 to review the potential of a tiered approach and potential of relaxing the criteria and proposed the following:

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

Bed Nights/Tourism	Must have a minimum 20 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 eligible.
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 such as recycling
Safety and Security	Must declare adherence to health and safety requirements including insurance
Recognition	Must recognize the City and Tourism Richmond.
Endorsement	Must be endorsed by a sanctioned sport organization.

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

Bed Nights/Tourism	Must have a minimum 20 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 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 such as recycling.
Safety and Security	Must declare adherence to health and safety requirements including insurance.

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.

It was also agreed that the City would draft the development of application forms with input from the Task Force. As well the program guidelines will be available outlining the grant program and process.

4. The Sport Hosting Task Force being authorized to approve and implement the funding requests subject to an applicant being able to appeal the Task Force's decision to Council through the Parks, Recreation and Cultural Services Committee.

Richmond City Council would be required to delegate the authority to the Richmond Sport Hosting Task Force by way of a resolution to enable the Task Force to approve grant funding. Enabling the Task Force to grant funds would streamline the process considerably and shorten the time to review and recommend a grant for a sport event. There may be up to 30 applications for funding annually.

The proposed Sport Hosting Task Force Terms of Reference are attached (Attachment 1). These have been amended in two ways:

- i. To provide the authority to decide on grants;
- ii. To protect against the stakeholders assessing an application from their organization, and a clause to ensure this protection has been included that states "if there is a conflict of interest, it will be up to the member to remove himself or herself from the decision making process".

There is a Charter requirement that notice must be published by the City before the assistance is provided and must identify the intended recipient of the assistance, and describe the nature, term and extent of the proposed assistance. Staff will work out a process to comply with this obligation.

The program guidelines are also amended and are attached with all proposed changes including a tiered grant program and granting authority assigned to the Task Force. (Attachment 2).

The draft Sport Hosting Incentive Grant Policy is attached for reference (Attachment 3).

Financial Impact

There is no financial impact.

Conclusion

Staff met with the Sport Hosting Task Force and reviewed the referral items and consensus was reached on establishing a tiered application process. Changes have been made to the draft Sport Hosting Policy and draft Terms of Reference for the Sport Hosting Task Force to reflect the direction from Council.



Cathryn Volkering Carlile
General Manager - Community Services
(604-276-4068)

**CITY OF RICHMOND
SPORT HOSTING TASK FORCE**

TERMS OF REFERENCE

Vision

The vision for the City of Richmond's Sport Hosting Strategy is to be the premier sport hosting community in Canada for provincial, national and international events while growing and integrating our local sport community.

Purpose

The Task Force is intended to be a small working group contributing to the success of the Richmond Sport Hosting Program. The purpose of the Sport Hosting Task Force is:

- to provide advice and guidance to the Richmond Sport Hosting Office.
- to review and decide on sport hosting incentive grant funding.

Membership

The Richmond Sport Council, Richmond Olympic Oval Corporation, Tourism Richmond and the City of Richmond will be represented on this Task Force.

The Manager, Sport Hosting and Manager, Sports & Community Events will represent the City of Richmond. The City will invite each of the partners to submit names of a representative and an alternate (in case of illness to representative) to serve on the Task Force.

Members are expected to attend all meetings. If a member is unable to attend a meeting, an alternate is required.

The Sport Hosting Task Force has the authority to create sub committees to work on a variety of initiatives. Sub committees may include members from outside the Task Force.

The City of Richmond's Manager Sport Hosting, will chair the Task Force.

Term

The term of the Richmond Sport Hosting Task Force is directly aligned with the term of the Agreement between the City of Richmond and Tourism Richmond or earlier, if Council chooses.

The Sport Hosting Task Force members will have a three-year term, effective from their appointment.

Objectives and Expectations

The Sport Hosting Task Force will:

Seek staff, stakeholder and public input and feedback throughout the process.

Advise the City on building a unified vision and plan for sport hosting initiatives beyond 2010.

Offer the City ongoing advice to ensure the community of Richmond capitalizes on and receives the maximum benefits and legacies from future sport events hosted in Richmond.

Advise and identify opportunities that add value, dimension and benefit to the community.

Advise on opportunities to ensure the vision of the Sport Hosting Strategy is promoted and adhered to - *To be the premier sport hosting community in Canada for regional, provincial, national and international events while growing and integrating our local sport community.*

Advise on how to position Richmond as the preferred location and premier sport host for existing events and targeted regional, provincial, national and international events.

Offer ongoing advice to increase Richmond's capacity to host sporting events and conferences.

Review and decide on the allocation of sport hosting grants to eligible sport organizations.

Advise about ongoing initiatives to promote community involvement in sport hosting initiatives through local arts & culture and volunteerism.

Procedures

The Sport Hosting Task Force decision process is to be consensus based on most matters.

On funding decisions on the Richmond Sport Hosting Incentive Funds, a vote will be taken and the majority votes will determine the outcome. If there is a tie vote, the funding request is defeated.

If some members disagree with the Task Force's recommendations or activities, decisions will be recorded in the meeting records.

The Sport Hosting Task Force will receive administrative staff support services from the City for the preparation of agendas and recording of meetings.

Communications from the Sport Hosting Task Force to Council will be coordinated and managed through the Manager, Sport Hosting.

Council may amend these terms of reference at its discretion.

Copies of the agenda and minutes of the meetings will be circulated to the members of the Sport Hosting Task Force in advance.

The meetings will follow the City guidelines for open and closed meetings.

Meetings

The Sport Hosting Task Force will establish the meeting schedule annually and will be no less than four (4) meeting per year.

Experts, Guests and Delegations

The Sport Hosting Task Force may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of another project or consultation mechanism. The Chair will agree to such invitations in advance.

Code of Conduct

The Sport Hosting Task Force members are expected to be respectful towards each other and work cooperatively to achieve the common goals of the Sport Hosting strategy.

The Sport Hosting Task Force are drawn from a spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of the community and sport in the City.

If there is a conflict of interest, it will be up to the member to remove himself or herself from the decision making process. When a grant application is considered by the Task Force, the member will have to remove themselves from the review and decision, if an application is from their organization.



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.



Page 1 of 3	Adopted by Council: %s	Policy %s
File Ref: 03-1085-01	Sport Hosting Incentive Grant Policy	

It is Council policy that

1. The City of Richmond supports the enhancement of a positive quality of life for all its residents, and the Council recognizes that one method of helping to achieve that goal is through an annual sport hosting incentive grant program.
2. The City of Richmond Sport Hosting Task Force has the responsibility to award Sport Hosting Incentive Grants to successful applicants and the program will be administered by the City of Richmond.
3. The incentive grant program is open to eligible groups on a first come, first serve basis until the funding is exhausted annually and any approved application will receive 50% up front funding (pre event) and 50% post event and upon submission of accountability paperwork.
4. Applicants from the Richmond Olympic Oval Corporation, Richmond Community Associations, Societies, Richmond School District No. 38 Athletics Association, Richmond non-profit organizations and non-profit sport organizations or associations are eligible to apply for a Sport Hosting Incentive Grant.
5. The grant process incorporates 2-tiered application eligibility: groups seeking less than \$1000.00 and groups seeking over \$1000.00.

Groups seeking less than \$1000 have the following criteria to meet:

- utilize facilities and venues within the City of Richmond.
- stay a minimum of 20 hotel room nights in Richmond.
- compliance with City policies and procedures.

Groups seeking finding over \$1000 have the following criteria to meet:

- utilize facilities and venues within the City of Richmond.
- stay a minimum of 20 hotel room nights in Richmond.
- outline how the support from the City of Richmond would be applied to the event.
- demonstrate the extent to which the event will encourage increased participation in sport and provide direct or indirect sport development opportunities to the City of Richmond's sport stakeholders.
- demonstrate the social and economic benefits of the event including but not limited to the size of the audience, media coverage, volunteerism and any potential legacy for the community (i.e. equipment, infrastructure).
- include a cultural component to the event.



- include a business plan outlining the sport event's objectives, action plan, volunteer and committee structure, participant breakdown, timelines, budget and if a surplus is generated through the event, identify how the surplus is to be used.
- 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.
- compliance with City policies and procedures.

DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:

1. **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.
2. **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).
3. **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.
4. **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.
5. **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.
6. **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, sport legacy, sport hosting, coaching.
7. **Multiple year events** – must submit an application on an annual basis.

EXCLUSIONS FROM ELIGIBILITY FOR SPORT HOSTING INCENTIVE GRANT:

- Funding for bids for provincial, national or international events are not eligible.
- Events with less than 20 room nights in Richmond are not eligible.
- Events hosted outside the City of Richmond are not eligible for consideration.



- Professional events hosted by for-profit organizations with the exception of the Richmond Olympic Oval Corporation will not be supported.
- 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.

GRANTS REVIEW CONSIDERATIONS:

The Sport Hosting Task Force will review and award grant applications on a monthly basis and ensure that successful grant applications have met the established criteria.

The City will ensure notification of awarded grants will occur to comply with Community Charter requirements.

If an application is denied, the applicant may appeal to Richmond City Council through the Parks Recreation and Cultural Services Committee.