

## Sport Championship Hosting Program Guidelines

The Sport Championship Hosting Program provides grants to Provincial Sport Organizations (PSO) hosting National, Eastern Canadian and Atlantic Championships, as well as National Sport Organization (NSO) Annual General Meetings (AGM). The hosting of sport championships offers a forum to celebrate and develop excellence by giving exposure to local athletes, coaches, managers and officials.

### Who can apply?

PSO recognized and in good standing with the Government of Newfoundland and Labrador. Member clubs may apply for funding on behalf of the PSO, however the application must be endorsed by PSO to be considered.

### How much funding is available?

Event Category	Funding Level
National Sport Organization Annual General Meeting (NSO AGM)	Up to \$1,000
Atlantic Championships <ul style="list-style-type: none"><li>• Must include a minimum of three (3) Atlantic Provinces.</li></ul>	Up to \$2,000
Eastern Canadian Championships <ul style="list-style-type: none"><li>• Must include at least three (3) Atlantic Provinces along with Ontario and/or Quebec.</li></ul>	Up to \$3,000
National Championships <ul style="list-style-type: none"><li>• Must include a minimum of seven (7) provinces/territories.</li></ul>	Up to \$15,000
Events listed above must be recognized by the PSO and/or NSO to be considered for funding	

Funding amounts are maximum levels and may be adjusted down based on eligible expenses and event budget.

### What are the eligibility requirements?

To be eligible funding must be used for events hosted in Newfoundland and Labrador.

Final reports are due within 30 days of the completion of the sporting event. Applications received from applicants who have not submitted final reports for previously approved projects within this time frame will not be accepted.

### What types of expenditures are eligible?

The Sport Championship Hosting Program is designed to provide support to PSO for the hosting of eligible events, rather than subsidize total costs. Not all expenses are eligible to receive funding and applicants may have all, some or none of their items approved. Examples of these types of expenditures may include:

### Eligible Expense Example

Expenses directly related to the costs of hosting the event

- facility rental
- official's expenses
- sport awards, promotions
- administration expenses
- Minor equipment purchases (balls, pucks, etc)

### **Ineligible Expense Examples**

- Salary
- Banquet expenses (For events that are athletes 10+)
- Major equipment purchases (score clocks, timing systems, etc)

The examples provided are not exhaustive. Should applicants have questions on the eligibility of their request, they are strongly encouraged to submit their inquiries prior to finalizing their application for submission.

### **What is the application deadline?**

Applications must be received 1 month prior to the event and can be submitted at any time. In the event of extenuating circumstances, applications will only be considered for support if the reason(s) for being late or incomplete were beyond the control of the organization.

### **How to Apply?**

Applicants must submit their completed Sport Championship Hosting Program application electronically to [sportandrecreation@gov.nl.ca](mailto:sportandrecreation@gov.nl.ca).

Each application must include the following:

- ✓ A signed and completed application form;
- ✓ A detailed budget outlining projected revenues and expenditures for the event;

### **How will payments be processed?**

Grants awarded will be paid in one installment through electronic fund transfer. Successful applicants must be set up as a vendor in the Department of Finances financial management system to receive funds. 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 reporting requirements?**

A final report is due within 30 days following the completion of the event. The final report can be found at the following link:

<https://www.gov.nl.ca/tcar/files/Follow-Up-Report-Sport-Championship-Hosting-Program.pdf>

Final reports must include:

- ✓ A signed and completed final report;
- ✓ A description and copy of Government of Newfoundland and Labrador promotions;
- ✓ A post event financial statement.

**If you have questions about the grant please email:**

[sportandrecreation@gov.nl.ca](mailto:sportandrecreation@gov.nl.ca)