2016-17 Sport Hosting Program
Guidelines and Grants Ontario
Application Guide

Part of Game ON – The Ontario Government’s Sport Plan
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Part 1: What You Need To Know Before You Apply

Before Completing the Application, please be sure to:

• Fully read the Sport Hosting Program Guidelines.
• Contact the Sport Consultant responsible for your sport discipline (Refer to Appendix 2: Sport Consultants and Sport List).

It is highly advisable that applicants print a copy of these guidelines or use a split computer screen to ensure that all application instructions are followed and you are providing the required information as outlined in each question in the Sport Hosting Program Application in Grants Ontario.

NEW IN 2015:

• National sport hosting events are now eligible for funding with a cap of $20,000.
• Maximum Government of Ontario contribution of up to $1,000,000 per international sport hosting event.
• Sports are eligible for funding to a maximum of two times every four years to allow more sports to be funded.
• Introduction of two application deadlines per year.
• One-step application process.
• Introduction of a service guarantee.
• New requirements for endorsement letters.
• The start date of the event must fall within two years of the application date.
• The new Game ON Branding must be included on all promotional/communication material for the event and acknowledgement of funding from the Ministry must be included on all promotional/communication material.
• Aboriginal organizations, First Nation, Métis, and Inuit communities, are eligible to apply.

• Requirement to include an accessibility plan.

Who to Contact:

Russell Zavitz
Manager, Games Program

Ministry of Tourism, Culture and Sport
Sport, Recreation and Community Programs Branch
Tel: (416) 314-7682
Email: Russell.Zavitz@Ontario.ca
Address: 777 Bay Street, 18th Floor, Toronto ON M7A 1S5

Introduction to the Sport Hosting Program

Overview
Sport events are important occasions to celebrate athletic performance and build community spirit. Ontario has proven it is an attractive venue for hosting high-profile national and international sporting events, helping to create a culture that values sport and contributes to athlete development. Hosting international and national amateur sport events offers Ontario and its communities the opportunity to welcome visitors, showcase the province and its communities to a national and international audience and support the province’s sport, recreation and physical activity culture.

Hosting sport events also increases tourism, creates jobs, enhances public infrastructure and increases economic development. Supporting sport events will ensure Ontario remains an attractive destination for sport hosting, builds on the legacy of the Pan and Parapan American Games and provides opportunities for local communities to build their capacity to host future events.

The Sport Hosting Program will provide project-based funding to help applicants deliver major sport events in Ontario.

The objectives of the Sport Hosting Program are the following:

• Create a culture of sport that engages all Ontarians
• Create legacies that support sport in Ontario at the provincial, regional and local level.
• Foster a culture of sport and physical activity in communities by creating role models and enhancing community spirit and involvement in sport.
Increase opportunities for Ontario athletes to compete and participate in events in Ontario.

Seek new avenues to further build and develop the sport capacity of the province by providing additional ways to develop and train coaches, officials and volunteers.

Provide economic benefits through increased levels of tourism and expenditures, as well as improved public infrastructure.

Support local capacity building and increase affordable opportunities for Ontario athletes to compete at home to earn future national team opportunities.

ELIGIBILITY

Eligible Applicants

Eligible applicants must be legal entities, have been in existence for one year or longer in Ontario as of the application date and not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario (e.g. Ontario Trillium Foundation) and be one of the following:

- An Ontario municipality that has been endorsed by;
  - The relevant Provincial Sport Organization(s) recognized under Ontario’s Provincial Sport Recognition Policy; and
  - The relevant national sport organization funded by Sport Canada.

- An Ontario-based non-profit organization (including Universities and Colleges) that has been endorsed by:
  - The relevant Provincial Sport Organization(s) recognized under Ontario’s Provincial Sport Recognition Policy; and
  - The relevant national sport organization funded by Sport Canada.

- A Provincial Sport Organization recognized under Ontario’s Provincial Sport Recognition Policy and endorsed by:
  - The relevant national sport organization funded by Sport Canada.

- A National Sport Organization recognized by Sport Canada and endorsed by:
  - The relevant provincial sport organization.

- An Aboriginal organization, First Nation, Metis or Inuit community whose Application has been endorsed by:
  - The relevant Provincial Sport Organization(s) recognized under Ontario’s Provincial Sport Recognition Policy; and
  - The relevant national sport organization funded by Sport Canada.
Eligibility Requirements

To be eligible for funding, the sport event must meet all of the following eligibility requirements. The sport event must:

- Take place in the Province of Ontario.
- Be open to public spectators without membership in a club or group.

Eligible Events

For the purposes of the Sport Hosting Program, the Ministry of Tourism, Culture and Sport defines Sport Event as follows:

- For International events: Events that are sanctioned by the International Sport Federation, Commonwealth Games Federation, Panamerican Sports Association or recognized members of the International Olympic Committee (IOC) and/or the International Paralympic Committee (IPC).
- For National events: Events that are sanctioned by the National Sport Organization and include representation from no less than six provinces/territories including Ontario. A country may replace a province.
- Events for athletes identified as part of the National Sport Organization's high-performance and long-term athlete development plans for national or junior national team athletes.
- Events which are open to the public to attend as spectators.
- Where the event start date falls within two years of the application date, you must wait for the appropriate application intake date if the event is taking place more than two years away.
- No more than two events per sport will be funded every four years in each of National and International events.

Ineligible Events

- Professional sporting events.
- Events which are being organized and delivered by for-profit organizations.
- Events where the Government of Ontario is being asked to assume or underwrite any contingent or other liability such as deficit or revenue and rights fee guarantees.

One Application per Festival or Event

The Ministry of Tourism, Culture and Sport will consider only one application per festival or event under the Sport Hosting Program or the Celebrate Ontario program (which includes Celebrate Ontario and Celebrate Ontario Blockbuster). Details on the Celebrate Ontario Program are available on the Grants Ontario Website.
A Maximum of Two Applications per Organization

The Ministry of Tourism, Culture and Sport will consider a maximum of two applications per organization, in each fiscal year, under the Sport Hosting Program. Details about the Program are available on the Grants Ontario website.

Note that sports are only eligible for funding twice for International events and twice for National events every four years under the Sport Hosting Program commencing in 2016-17.

SUBMISSION REQUIREMENTS

Questions from Applicants

If you have any questions and require more information, please contact Russell Zavitz, Manager, Games Program at the Ministry of Tourism, Culture and Sport at Tel # 416-314-7682 or at Russell.Zavitz@Ontario.ca.

Application Deadlines

Applications must be submitted through Grants Ontario, using the Sport Hosting Program application form.

Please note the following when submitting Sport Hosting Applications:

- Application deadlines are the 2nd Monday in January and July of each year at 5:00 p.m. EST
- Applications must be received no less than 4 months before the event date.
- Submit an application at the right time. For example, if your event is taking place in October, the deadline for your application will be in January. The July intake period is not applicable since the event date is less than four months following the July intake date.

Additional Application Guidelines

- Requests for international events are not to exceed $1,000,000.
- Requests for national events are not to exceed $20,000
- Late applications will not be accepted.

APPLICATION PROCESS

All applicants interested in seeking provincial funding to host a sport event must provide the following documentation when submitting their application through Grants Ontario:

1. Application Form
2. Budget
3. Endorsement Letters
4. Projected Economic Impact Report

Your application will be considered ineligible if you have not provided all of the above documentation.

**Application Form**

The purpose of the Application Form is to:

- Outline how the event meets the eligibility requirements of the Program.
- Outline the scope of the event, timelines, the sports involved and the facilities that will be utilized.
- Provide background information about the proposed event including number of athletes, coaches, volunteers and visitors attending and expected viewership. If the event is national, provide the provinces/territories/countries to be involved.
- Provide a detailed description of the event legacy plan.
  - The legacy plan description should include details of the on-going sport and recreation legacies to the community and that this commitment is reflected in the event budget (eight percent of the total operational budget is the suggested benchmark).
  - A legacy for the purposes of this program is a tangible benefit that the event will leave behind, beyond the event itself. Legacy can be infrastructure improvements and/or sport/physical activity programming for youth. Programs such as National Coach Certification Program courses leading up to or following the event, additional certification for event officials and equipment purchased for the event left behind for use by a local club or Provincial Sport Organization are all examples of legacy.
- Indicate the types of support from the organized sport community, municipalities and other groups participating in the event.
- Include a description of the plan(s) in place to remove barriers for a person with a disability to participate and/or take part in the event, such as barriers related to physical and architectural access, way finding, information and communication, technological barriers, systemic barriers, attitudinal behaviours. When preparing your plan, think of spectators, volunteers and participants’ needs. For further information on considerations when creating a plan, refer to the Guide to Accessible Festivals & Outdoor Events.

**Budget**

The budget document should provide a detailed explanation of operating revenues and expenses from all sources, including all levels of government. The operating budget must be endorsed by the Board of Directors or the Treasurer of the organization submitting the bid.

Further information on what is required in a budget document can be found in the sport hosting evaluation matrix section of this document.
Endorsement Letters

If you are an Ontario-based non-profit organization (or a University or College), an endorsement letter from the relevant provincial sport organization(s) recognized under Ontario’s Provincial Sport Recognition Policy and the relevant national sport organization funded by Sport Canada is required.

If you are an Ontario Multi Sport Organization or a Provincial Sport Organization recognized under Ontario’s Provincial Sport Recognition Policy, an endorsement letter from the relevant national sport organization funded by Sport Canada is required.

If you are a National Sport Organization an endorsement letter from the relevant Ontario Multi Sport Organization or Provincial Sport Organization recognized under Ontario’s Provincial Sport Recognition Policy is required.

If you are partnering with or delivering a program with an Aboriginal organization, First Nation, Metis or Inuit community or delivering a program using a facility in a First Nation, Metis or Inuit community, you must include a letter from the respective community supporting your proposal.

If you are an Aboriginal organization, First Nation, Metis or Inuit community, you must provide an endorsement letter from the relevant provincial sport organization(s) recognized under Ontario’s Provincial Sport Recognition Policy and the relevant national sport organization funded by Sport Canada.

All applicants are required to provide a letter of confirmation from the owner of the venue in which the event is taking place to ensure proper planning procedures are in place.

In cases where the municipality has a responsibility in the event (such as underwriting an event deficit), applicants must provide letters of municipal support.

The endorsement letter must:

- be verified by the applicant organization’s Board of Directors and/or Treasurer.
- provide evidence of sanction at the international level (for international events).
- provide evidence of sanction at the national level (for national events).

Economic Impact Report

You must include either a TREIM (Tourism Regional Economic Impact Model) or a STEAM (Sport Tourism Economic Assessment Model) assessment in your submission.
Ineligible Expenses

The following are considered to be ineligible expenses for the purposes of any financial commitment from the Sport Hosting Program:

- Any costs associated with requesting formal support from the Government of Ontario.
- Any domestic or international bid costs.
- Any payment of commissions for the acquisition of sponsorships, or towards value-in-kind contributions.
- Appearance fees for athletes participating in events.
- Any costs of gifts, gratuities or other forms of recognition that are not part of the sport competition.
- Any costs which would conflict with the Government of Ontario's Travel, Meal and Hospitality Expenses Directive.

Funding

The Government of Ontario is interested in assuring that its funding meets a variety of economic and social needs, is appropriately leveraged, and managed according to sound accountability principles.

Consideration of requests for financial support will be made contingent upon:

- The overall availability of provincial funds and the requirements of the provincial approval process.
- The value of benefits such as projected provincial tax revenues generated by tourists attending the event and the overall impact on provincial revenues.
- The Government of Ontario's financial contribution to the hosting of an event may be up to, but will not exceed, 35% of the total costs. This includes funding support provided by other provincial programs (e.g., Tourism Event Marketing Partnership Program) or agencies (e.g., the Ontario Trillium Foundation). Additionally, the government will take into account the level of contributions from other public and private sector partners.
- The government will not assume any deficit guarantees or environmental liability. Additionally, the Government of Ontario will not underwrite other contingent liabilities, such as a revenue guarantee.

The Ministry of Tourism, Culture and Sport cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The decision to fund all or part of an applicant’s request will depend on its fit with yearly priorities, total confirmed eligible expenses, assessment criteria and the overall demand for funds. The Ministry reserves the right to fund programs that best align with government priorities.
Funding Ceilings:
- International Sport Hosting events are eligible up to $1,000,000
- National Sport Hosting events are eligible up to $20,000

Please Note: Requests to support multi-sport events or events over $1,000,000 are dealt with through a separate process.

Evaluation
The evaluation involves a Ministry review of the submitted application using the Sport Hosting Evaluation Matrix.

The evaluation criteria reflects a mix of economic, legacy, community, sport, recreation, and tourism benefits that may be derived from hosting sport events.

Application Assessment
The Ministry will assess applications against the outlined eligibility criteria, review all submitted documentation and determine whether the application satisfies the following requirements:

- The formal request has the official commitment of those involved.
- The reasonableness of the budget assumptions has been verified.
- The event will be organized by a non-profit legal entity.
- Government funding will not be used for appearance fees.
- There is no expectation of the Government of Ontario to assume or underwrite any contingent or other liabilities such as deficit or revenue guarantees and rights fee guarantees.
- All requested documentation and information has been submitted.

If the above requirements are met, applications will then be scored according to the Sport Hosting Evaluation Matrix.

Applicants may want to consider use of the Pan Am/Para Pan Am Facilities listed in Appendix 1.

The Ministry will acknowledge all applications received within one business day. The Ministry will review all applications within 45 days of submission and provide notification to all applicants of the outcome of their application within 90 days.

The Ministry will offer debrief meetings with unsuccessful applicants to review their application and strategies for submitting a successful bid in the future. Applicants can contact Russell Zavitz, Manager, Games Program at (416) 314-7682 or by email at: Russell.Zavitz@Ontario.ca to schedule an appointment.
## Sport Hosting Evaluation Matrix

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>An Event Budget is measured by:</strong></td>
<td>30%</td>
</tr>
<tr>
<td>• A detailed explanation of operating revenues by source; and full event expenses which includes the value of in-kind and other contributions.</td>
<td></td>
</tr>
<tr>
<td>• A value for money calculation, size of the provincial investment versus the scope of the event including the number of athletes, coaches and officials involved, sports involved, expected spectators, competition structure and number of countries that will be involved.</td>
<td></td>
</tr>
<tr>
<td>• The level of other philanthropic, non-commercial and other government contribution funding (particularly the federal government contribution) relative to the amount requested of the Government of Ontario.</td>
<td></td>
</tr>
<tr>
<td>• A cash flow statement that indicates in which provincial fiscal year (April 1 to March 31) contributions would be expected.</td>
<td></td>
</tr>
<tr>
<td><strong>Sport and Recreation Legacy is measured by:</strong></td>
<td>25%</td>
</tr>
<tr>
<td>• The sport and recreation development benefit (not directly linked to hosting the event) that will be available to Ontarians as measured by the legacy line item in the proposed budget.</td>
<td></td>
</tr>
<tr>
<td>• The extent to which the host society builds the capacity to bid and host internationally or nationally sanctioned sport events in Ontario.</td>
<td></td>
</tr>
<tr>
<td><strong>Government Priorities are measured by a contribution to the following:</strong></td>
<td>20%</td>
</tr>
<tr>
<td>• Increased opportunities for Ontario athletes to compete at events in Ontario.</td>
<td></td>
</tr>
<tr>
<td>• Opportunities to develop Ontario coaches, officials and volunteers.</td>
<td></td>
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<tr>
<td>• Potential opportunities to support a diverse cultural range of individuals and groups.</td>
<td></td>
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<tr>
<td>• Alignment with Game ON – The Ontario Government's Sport Plan</td>
<td></td>
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<tr>
<td>• Accessibility plan.</td>
<td></td>
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<tr>
<td><strong>Sport Tourism Benefits are measured by:</strong></td>
<td>15%</td>
</tr>
<tr>
<td>• For international events: the amount of provincial tax revenue that will be generated by out-of-province tourists measured against the amount requested.</td>
<td></td>
</tr>
<tr>
<td>• The economic return on provincial investment as measured by the Ontario Economy GDP value generated by the out-of-province tourists attending the event measured against the amount requested.</td>
<td></td>
</tr>
<tr>
<td>• The economic return on provincial investment as measured by the overall GDP value of the overall event to the Province measured against the amount requested.</td>
<td></td>
</tr>
<tr>
<td><strong>Community Benefit is measured by:</strong></td>
<td>10%</td>
</tr>
<tr>
<td>• The volunteer strategy that would be employed for planning and hosting the proposed event.</td>
<td></td>
</tr>
<tr>
<td>• The creation of partnerships, for example, with the federal and municipal levels of government, key stakeholders and the private sector.</td>
<td></td>
</tr>
<tr>
<td>• The event contributing to a culture of valuing sport which enhances the profile of sport both provincially and at the community level.</td>
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</tbody>
</table>
Confidentiality
Any information provided to the ministry will be treated in confidence, and not released to other parties without the applicant’s explicit permission, subject to the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA).

The ministry reserves the right to develop and/or publish best practice information based on any information received from applicants. Applicants wishing not to have such information included in a best practice document are asked to identify and submit to the ministry the rationale for such a request.

Recipient Obligations

Acknowledgement, Oversight and Reporting
Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy Act 1990 (including regular amendments), and that any information provided to the province in connection with an application may be subject to disclosure in accordance with the requirements of that Act.

Successful applicants will be required to:

- Sign a Province of Ontario Funding Agreement with the Ministry of Tourism, Culture and Sport that will outline the terms and conditions for receiving funds.
- Carry at least $2 million commercial general liability insurance coverage, and to add “Her Majesty the Queen in Right of Ontario as represented by the Minister of Tourism, Culture and Sport” as a co-insured on this coverage before the Ontario Funding Agreement can be executed.
- Obtain the Ministry of Tourism, Culture and Sport’s approval for any change proposed to the hosting project.
- Use the Ministry’s Game ON branding in all of its promotional materials and acknowledge Government of Ontario funding for the event on all promotional materials that identify and describe the event as set out in Ontario’s Games Ontario Visual Identify Guidelines.
- Permit the Province to use the event’s brands and logos for non-commercial promotion and communication.

The Ministry of Tourism, Culture and Sport expects that the proposed project will comply with all federal, provincial and municipal laws and regulations (e.g. environmental approvals, human rights, animal welfare and zoning by-laws, etc.).
It is mandatory that successful applicants provide a Sport Hosting Program final report within six months of the completed event including full event financials and the following additional materials:

- A summary of all invoices for costs associated with the event.
- A sample of all brochures, programs and/or handouts that identify and describe the event.
- Samples of all marketing materials (e.g., print, radio and television).
- For events which receive funding of $75,000 or less, a report back that includes a treasurer-certified or board endorsed account of the operating budget.
- For events which receive $75,000 or more in funding, a report back that includes an audited statement of the operating budget.
- A copy of all reports and publications produced as part of the event.
Part 2 - Applying to Ontario’s Sport Hosting Program

Through Grants Ontario

Grants Ontario Instructions
Please read the information below and be sure to give yourself plenty of time to work through the application. This is the best way to maximize your potential for success.

Getting Started
Log in to your Grants Ontario account using your ONe-Key ID and password at www.grants.gov.on.ca to retrieve your application form and other documents. Use Internet Explorer if possible.

If you have lost your ONe-Key ID or password, try recovering them by clicking on “Can’t access your account?” link on the log in page, or call Service Ontario at: 416-326-1234 (GTA) or 1-800-267-8097.

If you do not have a ONe-Key ID, you can create one by clicking on “Sign up now!” Once you create a ONe-Key account, you will be required to enroll for Grants Ontario access. Note: receiving access to Grants Ontario can take up to five (5) business days. Ensure you register well in advance of the application due date.

The next step is to start a Sport Hosting Program Application through Grants Ontario.

Please note that the instructions that follow will outline any additional information that is required, as well as advise which questions must be answered in order for the application to be considered complete.

For any questions identified in the guide as ‘N/A’, please be sure to write out ‘N/A’ in the response section. If the response section is left blank, Grants Ontario will not allow the application to be submitted.

General Instructions on how to complete each section can be found at the top of each heading on the online Grants Ontario Sport Hosting Program application. When your cursor hovers over a keyword, additional information and instructions will be displayed.

If at any time you experience technical difficulties, please call Grants Ontario Customer Service at (416) 325-6691 or 1-855-216-3090 or email GrantsOntarioCS@Ontario.ca Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time. There is a team specifically dedicated to assisting organizations that are having technical difficulties. The Sport Hosting Program Advisor is not able to assist you with this.
As soon as a complete Application is uploaded and submitted electronically through Grants Ontario, an email confirmation will be sent to the main application contact confirming receipt.

**PLEASE NOTE:** If you have not received confirmation of your submission within 24 hours, please contact Russell Zavitz at Russell.Zavitz@ontario.ca or 416-314-7682.
This section provides information on how to complete and submit your application. Users of this application may also hover their cursor over any heading to learn more about the requirements.

How to Complete Sport Hosting Program Applications

Before completing the application, read the ENTIRE program/application Sport Hosting Guidelines. It may be useful to print a copy to refer to while completing the application. There may be some sections in this application that you are NOT required to complete as requested. These are noted in the related sections of the Application Guide.

Some fields in your application will be pre-populated with the information you supplied during your ONe-Key account enrolment or from previous applications. Be sure to address all the specific requirements outlined in the application guideline.

Answer each question fully or indicate “N/A” if the question is not relevant to your project. Answers may vary in length.

Provide reasons and supporting data, where applicable, to support your application. Be sure to demonstrate how your project addresses the specific grant program priorities.

Prepare the necessary support materials. Ensure you have all of the support materials available electronically (scanned, PDF, Excel or Word Document). A list of required attachments follows below.

Please note that the ministry’s consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

The ministry cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by the successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular project for which an application is submitted. The decision to fund all or part of an applicant’s request will depend on its fit to the program priorities, assessment criteria and the overall demand for funds in the program.
2015 Sport Hosting Program Application

Required Attachment Checklist:

- Budget
- TREIM or STEAM Economic Impact Report
- Correspondence Letter from the Organization which has agreed to act as the deficit guarantor for the event.
- Endorsement Letter (please refer to the Sport Hosting Program Guidelines for the relevant endorsement letters required).

The endorsement letter must:

- be verified by the applicant organization’s Board of Directors and/or Treasurer.
- provide evidence of sanction at the international level (for international events).
- provide evidence of sanction at the national level (for national events).

Application Sections

The Grants Ontario Sport Hosting Program Application is broken into the following sections:

A. Organization Information
B. Organization Address Information
C. Organization Contact Information
D. Organization Capacity
E. Grant Payment Information
F. Application Contact Information
G1. Project Information
J. Partnership / Stakeholder Information
Z. Declaration and Signing

Section A – C: Organization Information, Address Information, Contact Information

These sections are explained directly in the Application. Sections A and B should be pre-populated (i.e.: automatically filled in) with information provided by applicants during the Grants Ontario registration
process. If any of the information is incorrect, contact Grants Ontario explaining what needs to be changed or added. You cannot change this information yourself.

Section C may contain contact information about your organization that was entered during a previous application submission. You may edit this information if you wish or leave it as it appears.

**Section D: Organization Capacity**

This section asks for information about the organization including staffing, volunteers, governance, past performance and skills that will make the project successful.


D/1 - 4. Please note your accumulated deficit in the space provided. If your organization has a zero balance or surplus please put “0” in the space provided.

D/1 – 5. Please note your accumulated surplus in the space provided. If your organization has a zero balance or deficit please put “0” in the space provided.

*Please Note that Question numbers 6 through 16 are NOT APPLICABLE in this section. Please write ‘N/A’ for each question.*

**Section E: Grant Payment Information**

Should your application be successful, this information will be used to make payments.

Please pick “Other” for your organization’s name from the drop-down menu in Box 1 and manually fill out Boxes 2-7. (DO NOT choose your organization’s name from the drop-down menu in Box 1.)

**Section F: Application Contact Information**

Please insert the name of the person who will be managing the Sport Hosting Program file. The applicant contact noted in this section must be the contact for the organization delivering the project and not the sponsoring organization (e.g., Municipality, Provincial Sport Organization or National Sport Organizations etc.)

**Section G1: Project Information**

This section contains all the information about the proposed project except for the financial information.

G/1: Please indicate the name of your Sport Hosting event.
G/2: This is the anticipated start date of the project. Should your application be successful, any costs incurred prior to the date of the Funding Agreement will not be eligible for reimbursement.

G/3: This is the anticipated end date of the project. Should your application be successful, it is mandatory that a final report be submitted within six months of the completed event.

G/4: This is the anticipated start date of the actual event.

G/5: This is the anticipated end date of the actual event. Should your application be successful, it is mandatory that a final report be submitted within six months of the completed event.

G/6: In the drop down menu for number 6 select Sport (it is the only option).

G/7: Please select the appropriate choice from the drop-down menu.

G/8: Host Community is the geographic jurisdiction in which your Sport Hosting event will take place.

G/9: Please check the N/A box (it is the only option).


G/11: Please include in your answer a response to the following questions. The character limit is 4900.

As stated in the guidelines, eight per cent of the total operational budget is the suggested benchmark for the sport and recreation legacy. Please describe in detail the legacy planned for this event and specify the relevant budget amounts assigned to each legacy item.

Please indicate the number of volunteers and if/how they have been engaged in the planning of the event.

Please describe any links, if applicable, of the event to the Pan / Parapan American Games Legacy.

Please provide a description of the accessibility plan(s) in place to remove barriers for a person with a disability to participate and/or take part in the event. Please refer to the Sport Hosting Program Guidelines for further details.

G/12: Self-explanatory. The character limit is 2000.


G/14: Please include in your answer a response to the following questions. The character limit is 2000.

Please indicate if there are any additional opportunities (and how many) for Ontario athletes, coaches and officials to participate in the event.

Please describe efforts (if any) to engage culturally diverse groups or individuals in the event.
G/15: Please include in your answer a response to the following questions. The character limit is 2000.

*Please outline the cash flow requirements of your request. Please ensure to take into account that the government’s fiscal year is from April 1 to March 31.*

G/16: Please include in your answer a response to the following questions. The character limit is 2000.

*Please describe how the event will enhance the profile of sport.*


Section J: Partnership / Stakeholder’s Information

Please note that for the first entry in this section:

- Indicate the name of the geographic location of your event under “Name”.
- Choose “Site” from the drop down menu under the “Type” column. Indicate the postal code of the geographic location of your festival and event under the “Role/Address” column. Do not include spaces in your postal code (e.g., M1M2M2).

Record the partner organizations that will be involved with the project, what their role will be and describe their contribution(s), both financial and in-kind. Stakeholders who were consulted about the project should also be noted and their role and contribution described.

Section Z: Declaration / Signing

The names of signing authorities are pre-populated in the declaration/signing section if they were noted as signing authorities in the ‘Organization Contact’ section. Additional signing authorities may be added.

In many cases, the person completing the grant application is not a signing authority. It is the responsibility of the organization contact to ensure they have documented proof of approval from the signing authority to request grant funds. *This documentation needs to be kept on file and be made available, upon request.*

Applicants are expected to comply with the Ontario Human Rights Code and all other applicable laws. The Ontario Human Rights Code provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic, origin, citizenship, creed, sex, sexual orientation, disability, age, familial status, marital status, the receipt of public assistance (in accommodation only) and record of offences (in employment only). Failure to comply with the letter and spirit of the Ontario Human Rights Code will
render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the ministry.

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy, R.S.O.1990, c.F.31, as amended from time to time, and that any information provided to the province in connection with their application may be subject to disclosure in accordance with the requirements of that Act.

Applicants are advised that the Ministry will make the following information public:

- the names and addresses of organizations receiving grants,
- the amount of the grant award and
- the purpose of the grant

Application Checklist

Eligibility

Eligible Applicants

- Eligible applicants must be legal entities, have been in existence for one year or longer in Ontario as of the application date and be one of the following:
  - An Ontario municipality that has been endorsed by:
    - The relevant provincial sport organization(s) recognized under Ontario’s Provincial Sport Recognition Policy; and
    - The relevant national sport organization funded by Sport Canada
  - An Ontario-based non-profit organization (including Universities and Colleges) that has been endorsed by:
    - The relevant provincial sport organization(s) recognized under Ontario’s Provincial Sport Recognition Policy; and
    - The relevant national sport organization funded by Sport Canada
  - A Provincial Sport Organization recognized under Ontario’s Provincial Sport Recognition Policy and endorsed by:
    - The relevant national sport organization funded by Sport Canada
  - A National Sport Organization recognized by Sport Canada and endorsed by:
    - The relevant provincial sport organization.
  - An Aboriginal organization, First Nation, Metis or Inuit community whose Application has been endorsed by:
    - The relevant Provincial Sport Organization(s) recognized under Ontario’s Provincial Sport Recognition Policy; and
    - The relevant national sport organization funded by Sport Canada.
Eligibility Requirements
To be eligible for funding, the sport event must:

☐ Take place in the Province of Ontario.
☐ Be open to the public at large without membership in a club or group.
☐ Ensure that the applicant is not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario (e.g. Ontario Trillium Foundation).
☐ For international events: Have been sanctioned by the International Sport Federation, Commonwealth Games Federation, Panamerican Sports Association or recognized members of the International Olympic Committee (IOC) and/or the International Paralympic Committee (IPC).
☐ For National Sport Hosting Events: Have been sanctioned by the NSO and include a minimum of 6 provinces/territories (including Ontario).
☐ Occur at most once a year.
☐ Be open to the public to attend as spectators.
☐ Fall within two years of the application date.
☐ Request no more than 35% of the total sport event budget

Required Attachment Checklist:

☐ Budget.
☐ TREIM or STEAM Economic Impact Report.
☐ Correspondence Letter from the Organization which has agreed to act as the deficit guarantor for the event.
☐ Endorsement Letter/s:
  ☐ If you are an Ontario-based non-profit organization (or a University or College), an endorsement letter from the relevant provincial sport organization(s) recognized under Ontario’s Provincial Sport Recognition Policy and the relevant national sport organization funded by Sport Canada is required.
  ☐ If you are an Ontario Multi Sport Organization or a Provincial Sport Organization recognized under Ontario’s Provincial Sport Recognition Policy, an endorsement letter from the relevant national sport organization funded by Sport Canada is required.
  ☐ If you are a National Sport Organization an endorsement letter from the relevant Ontario Multi Sport Organization or Provincial Sport Organization recognized under Ontario’s Provincial Sport Recognition Policy, an endorsement letter from the MSO or PSO is required.
If you are partnering with or delivering a program with an Aboriginal organization, First Nation, Metis or Inuit community or delivering a program using a facility on a First Nation, Metis or Inuit community reserve, you must include a letter from the respective community supporting your proposal.

If you are an Aboriginal organization, First Nation, Metis or Inuit community, you must provide an endorsement letter from the relevant provincial sport organization(s) recognized under Ontario’s Provincial Sport Recognition Policy and The relevant national sport organization funded by Sport Canada.

All applicants are required to provide a letter of confirmation from the owner of the venue in which the event is taking place to ensure proper planning procedures are in place.

In cases where the municipality has a responsibility in the event (such as underwriting an event deficit), applicants must provide letters of municipal support.

The endorsement letter must:

- Be verified by the applicant organization’s Board of Directors and/or Treasurer.
- Provide evidence of sanction at the international level (for international events).
- Provide evidence of sanction at the national level (for national events).
### Appendix 1: Pan Am /Para Pan Am Facilities

<table>
<thead>
<tr>
<th>#</th>
<th>Post- Pan and Para Pan Am Games Venue Name</th>
<th>Sports</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Markam Pan Am Centre</td>
<td>Badminton, Table Tennis, Aquatics - Water Polo (Pan) and Table Tennis (Para)</td>
<td>City of Markham</td>
</tr>
<tr>
<td>2</td>
<td>Burlington New City Park</td>
<td>Football (Pan)</td>
<td>City of Burlington</td>
</tr>
<tr>
<td>3</td>
<td>Centennial Park Pan Am BMX Centre</td>
<td>Cycling - BMX (Pan)</td>
<td>City of Toronto</td>
</tr>
<tr>
<td>4</td>
<td>Pan Am Athletics Stadium</td>
<td>Athletics - Track and Field(Pan); Athletics; Opening Ceremony (Para)</td>
<td>York University</td>
</tr>
<tr>
<td>5</td>
<td>Toronto Pan Am Sports Centre</td>
<td>Aquatics - Swimming, Diving, Synchronized Swimming, Fencing, Modern Pentathlon (fencing, swimming, jumping, combined event), and Swimming, Sitting Volleyball (Para)</td>
<td>Joint ownership between the City of Toronto and University of Toronto</td>
</tr>
<tr>
<td>6</td>
<td>Tim Horton's Field</td>
<td>Football (Pan)</td>
<td>City of Hamilton</td>
</tr>
<tr>
<td>7</td>
<td>Matamy National Cycling Centre</td>
<td>Cycling - Track (Pan) and Cycling-Track (Para)</td>
<td>Town of Milton</td>
</tr>
<tr>
<td>8</td>
<td>Back Campus Fields</td>
<td>Field Hockey (Pan) and Football 5 and 7 a side (Para)</td>
<td>University of Toronto</td>
</tr>
<tr>
<td>9</td>
<td>Toronto International Trap and Skeet</td>
<td>Shooting - Pistol, Rifle, Shotgun (Pan)</td>
<td>Toronto International Trap &amp; Skeet Club</td>
</tr>
<tr>
<td>10</td>
<td>University of Toronto Scarborough Tennis Centre</td>
<td>Wheelchair Tennis (Para)</td>
<td>University of Toronto</td>
</tr>
</tbody>
</table>

### Renovated Venues

<table>
<thead>
<tr>
<th>#</th>
<th>Post- Pan and Para Pan Am Games Venue Name</th>
<th>Sports</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Birchmount Stadium</td>
<td>Athletics Training</td>
<td>City of Toronto</td>
</tr>
<tr>
<td>2</td>
<td>Caledon Equestrian Park</td>
<td>Equestrian -Dressage, Eventing 2/3, Jumping (Pan)</td>
<td>Buildings owned by the Town of Caledon, operated/owned by the Equestrian Management Group, and property partially owned by Toronto &amp; Region Conservation Authority</td>
</tr>
<tr>
<td>3</td>
<td>Centennial Park Track</td>
<td>Athletics Training</td>
<td>City of Toronto</td>
</tr>
<tr>
<td>#</td>
<td>Post- Pan and Para Pan Am Games Venue Name</td>
<td>Sports</td>
<td>Owner</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>4</td>
<td>Etobicoke Olympium</td>
<td>Aquatics; Triathlon - Swimming; Gymnastic - Rhythmic (Pan); Sitting Volleyball (Para)</td>
<td>City of Toronto</td>
</tr>
<tr>
<td>5</td>
<td>Fletcher’s Fields</td>
<td>Rugby Sevens (Pan)</td>
<td>Fletchers Field Ltd. (Various Shareholders-Rugby Clubs and Sponsors)</td>
</tr>
<tr>
<td>6</td>
<td>Minden Wild Water Preserve</td>
<td>Canoe / Kayak - Slalom (Pan)</td>
<td>Owned and operated by Whitewater Ontario in conjunction with the Township of Minden Hills adjacent property and amenities</td>
</tr>
<tr>
<td>7</td>
<td>Nathan Philips Square</td>
<td>Festival Site (Pan &amp; Para); Closing Ceremony (Para)</td>
<td>City of Toronto</td>
</tr>
<tr>
<td>8</td>
<td>Ontario Place West Channel</td>
<td>Athletics - Marathon, Race Walk; Aquatics - Open Water Swimming, Wakeboard, Waterski; Triathlon (Pan)</td>
<td>City of Toronto</td>
</tr>
<tr>
<td>9</td>
<td>Will O’Wind Farm</td>
<td>Equestrian - Eventing-Cross Country 1/3 (Pan)</td>
<td>Will O’ Wind Farm</td>
</tr>
<tr>
<td>10</td>
<td>Ajax Sportsplex</td>
<td>Baseball, Softball (Pan)</td>
<td>Town of Ajax</td>
</tr>
<tr>
<td>11</td>
<td>Toronto Pan Am Sports Centre</td>
<td>Roller Sport - Speed (Pan)</td>
<td>University of Toronto</td>
</tr>
<tr>
<td>12</td>
<td>Royal Canadian Henley Rowing Centre</td>
<td>Rowing (Pan)</td>
<td>City of St. Catharines and the Canadian Henley Rowing Corporation</td>
</tr>
<tr>
<td>13</td>
<td>Toronto Track and Field Centre</td>
<td>Athletics Training</td>
<td>Centre is owned by the City of Toronto, leased from York University</td>
</tr>
<tr>
<td>14</td>
<td>Welland Pan Am Flatwater Centre</td>
<td>Canoe / Kayak - Sprint (Pan)</td>
<td>Owned by the City of Welland and operated by the Welland Recreational Canal Corporation</td>
</tr>
</tbody>
</table>
## Appendix 2: Sport Consultants and Sport List

<table>
<thead>
<tr>
<th>Barbara Lyon-Stewart</th>
<th>Parmik Chahal</th>
<th>Faye Blackwood</th>
<th>Peter Seto</th>
<th>Caterina Rewega</th>
<th>Scott Cooper</th>
</tr>
</thead>
<tbody>
<tr>
<td>(416) 314-3755</td>
<td>(416) 314-7187</td>
<td>(416) 314-3785</td>
<td>(416) 327-6141</td>
<td>(416) 314-7679</td>
<td>(416) 314-7692</td>
</tr>
<tr>
<td><a href="mailto:Barbara.Lyon-Stewart@ontario.ca">Barbara.Lyon-Stewart@ontario.ca</a></td>
<td><a href="mailto:Parmik.chahal@ontario.ca">Parmik.chahal@ontario.ca</a></td>
<td><a href="mailto:Faye.blackwood@ontario.ca">Faye.blackwood@ontario.ca</a></td>
<td><a href="mailto:Peter.seto@ontario.ca">Peter.seto@ontario.ca</a></td>
<td><a href="mailto:Caterina.rewega@ontario.ca">Caterina.rewega@ontario.ca</a></td>
<td><a href="mailto:Scott.cooper@ontario.ca">Scott.cooper@ontario.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sport</th>
<th>Ontario协会名称</th>
<th>Contact Details</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Ontario</td>
<td>Boxing Ontario</td>
<td>10 Pin Bowling</td>
<td>Athletics Ontario</td>
</tr>
<tr>
<td>Association of Ontario Snowboarders</td>
<td>Canoe Ontario</td>
<td>Ontario 5 Pin Bowlers Association</td>
<td>Dive Ontario</td>
</tr>
<tr>
<td>Freestyle Skiing Ontario</td>
<td>Jiu Jitsu</td>
<td>Ontario Association of Archers</td>
<td>Biathlon Ontario</td>
</tr>
<tr>
<td>Golf Association of Ontario</td>
<td>Judo Ontario</td>
<td>Ontario Disc Sports Association</td>
<td>Ontario Water Polo Association</td>
</tr>
<tr>
<td>Hockey Development Centre of Ontario</td>
<td>Karate Ontario</td>
<td>Ontario Fencing Association</td>
<td>Ontario Cerebral Palsy Association</td>
</tr>
<tr>
<td>Ontario Association of Triathletes</td>
<td>Kickboxing Ontario</td>
<td>Ontario Lawn Bowls</td>
<td>Ontario Council of Shooters</td>
</tr>
<tr>
<td>Ontario Basketball</td>
<td>Ontario Amateur Wrestling Association</td>
<td>Ontario Ringette Association</td>
<td>Synchronized Swimming Ontario</td>
</tr>
<tr>
<td>Ontario Cycling Association</td>
<td>Ontario Badminton Association</td>
<td>Pentathlon Ontario</td>
<td>ParaSport Ontario</td>
</tr>
<tr>
<td>Ontario Equestrian Federation</td>
<td>Ontario Bobbleigh</td>
<td>Squash Ontario</td>
<td></td>
</tr>
<tr>
<td>Ontario Football Alliance</td>
<td>Ontario Taekwondo Association</td>
<td>Waterski/Wakeboard Ontario</td>
<td>Ontario Soccer Association</td>
</tr>
<tr>
<td>Ontario Sailing Association</td>
<td>Ontario Weightlifting Association</td>
<td>Ont Fed of School Athletic Associations</td>
<td>Ontario Table Tennis Association</td>
</tr>
<tr>
<td>Ontario Speed Skating Association</td>
<td>Wushu</td>
<td>Ontario University Athletics</td>
<td></td>
</tr>
<tr>
<td>Ontario Volleyball Association</td>
<td>Ontario College Athletics</td>
<td>Ontario College Athletics</td>
<td></td>
</tr>
<tr>
<td>Ontario Women's Hockey League</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Row Ontario</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rugby Ontario</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Skate Ontario</td>
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<td></td>
<td></td>
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</tbody>
</table>