



**2019/20 Sport Hosting Program
Guidelines and Transfer Payment
Ontario Application Guide**

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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.
- **Please note: updates have been made to 'Part 2: Applying to Ontario's Sport Hosting Program' for Intake II applications.**

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 Transfer Payment Ontario.

PROGRAM INFORMATION SUMMARY:

- **National sport hosting events are 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 in each of the national and international streams to allow more sports to be funded.**
- **Two application deadlines per year.**
- **One-step application process.**
- **90 day service guarantee.**
- **Requirement for endorsement letters.**
- **The start date of the event must fall within two years of the application date.**
- **Indigenous organizations, First Nation, Métis, and Inuit communities, are eligible to apply.**
- **Requirement to include an accessibility plan.**

Who to Contact:

Aimee Maggiacomo

Program Consultant, Games Program

Ministry of Tourism, Culture and Sport

Sport, Recreation and Community Programs Branch

Tel: (647) 299-8584

Email: Aimee.Maggiacomo@ontario.ca

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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 to:

- 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 [funded by Sport Canada](#) and endorsed by:
 - The relevant Provincial Sport Organization(s) recognized under [Ontario's Provincial Sport Recognition Policy](#).
- An Indigenous 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 both 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 a Sport Event as follows:

- Events which are open to the public to attend as spectators.
- 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).
- 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 with representation from **no less than two countries including Canada**.
- 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.
- 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 streams.

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 [Transfer Payment 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 [Transfer Payment 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 as of 2016-17.

SUBMISSION REQUIREMENTS

Questions from Applicants

If you have any questions and require more information, please contact Aimee Maggiacomo, Program Consultant, Games Program, at the Ministry of Tourism, Culture and Sport at **647-299-8584** or

Aimee.Maggiacomo@ontario.ca.

Application Deadlines

Applications must be submitted through Transfer Payment 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. **For the 2019 – 20 Intake II, applications will be accepted up to 5:00 p.m. EST on Monday September 30, 2019.**
- Submit an application at the right time. Applications must be received no less than 4 months before the event date and fall within two years of the application 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 Transfer Payment Ontario:

1. Application Form
2. Budget endorsed by the Board of Directors or Treasurer
3. Endorsement Letters from the relevant PSO and/or NSO
4. Projected Economic Impact Report
5. Letter of Deficit Guarantee
6. Letter from event venue

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, list 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 demonstrate 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 Indigenous 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 Indigenous 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.

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- 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/Parapan Am Facilities listed in Appendix 1.

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The Ministry will acknowledge all applications received within two business days of the intake deadline.

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.

Application Deadline	90 Day Service Guarantee
Intake I: January 14, 2019 *Extended to February 11, 2019*	April 14, 2019
Intake II: September 30, 2019	December 27, 2019

Upon request, the Ministry will provide debrief meetings with unsuccessful applicants to review their application and strategies for submitting a successful bid in the future. Applicants can contact Aimee Maggiacomo, Program Consultant, Games Program, at (647) 299-8584 or by email at Aimee.Maggiacomo@ontario.ca to schedule an appointment.

Sport Hosting Evaluation Matrix

Criteria	Weighting
<p>An Event Budget is measured by:</p> <ul style="list-style-type: none"> • A detailed explanation of operating revenues by source; and full event expenses which includes the value of in-kind and other contributions. • 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. • 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. • A cash flow statement that indicates in which provincial fiscal year (April 1 to March 31) contributions would be expected. 	30%
<p>Sport and Recreation Legacy is measured by:</p> <ul style="list-style-type: none"> • 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. • The extent to which the host society builds the capacity to bid and host internationally or nationally sanctioned sport events in Ontario. 	25%
<p>Government Priorities are measured by a contribution to the following:</p> <ul style="list-style-type: none"> • Increased opportunities for Ontario athletes to compete at events in Ontario. • Opportunities to develop Ontario coaches, officials and volunteers. • Potential opportunities to support a diverse cultural range of individuals and groups. • Alignment with the relevant Provincial Sport Organization and/or National Sport Organization Long Term Athlete Development plans. • Accessibility plan. 	20%
<p>Sport Tourism Benefits are measured by:</p> <ul style="list-style-type: none"> • For international events: the amount of provincial tax revenue that will be generated by out-of-province tourists measured against the amount requested. • 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. • 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. 	15%
<p>Community Benefit is measured by:</p> <ul style="list-style-type: none"> • The volunteer strategy that would be employed for planning and hosting the proposed event. • The creation of partnerships, for example, with the federal and municipal levels of government, key stakeholders and the private sector. 	10%

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 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 Visual Identity 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 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 \$74,999 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.
- Photos and video content of the event to support the Ministry's promotion of the Sport Hosting Program.

Part 2 - Applying to Ontario's Sport Hosting Program

SYSTEM OUTAGE: Transfer Payment Ontario (formerly Grants Ontario) will be unavailable from August 23, 2019 at 5 p.m. to August 29, 2019 at 9 a.m. for a system upgrade. During this time, please contact Aimee Maggiacomo for assistance accessing the application.

Apply Through Transfer Payment Ontario

Transfer Payment 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.

Before You Begin:

- Make sure that your pop-up blocker is disabled.
- For additional important information, please refer to the [FAQs](#).

For assistance:

Please contact Customer Service, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time

- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: transferpaymentontarioCS@ontario.ca

New Applicants:

For organizations that have not used Transfer Payment Ontario, [click here](#) to get started. Note: receiving access to Transfer Payment Ontario can take up to five (5) business days. Ensure you register well in advance of the application due date.

Returning Applicants:

Log in to your Transfer Payment Ontario account using your ONe-Key ID and password [here](#) to retrieve your application form and other documents.

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.

Getting Started:

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

Please note the following instructions 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.

General Instructions on how to complete each section can be found at the top of each section on the online Transfer Payment Ontario Sport Hosting Program application.

As soon as a complete Application is uploaded and submitted electronically through Transfer Payment 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 48 hours of the intake deadline, Aimee Maggiacomo at Aimee.Maggiacomo@ontario.ca or 647-299-8584.

This section provides information on how to complete and submit your application.

How to Complete Sport Hosting Program Application

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. Some fields in your application will be pre-populated with the information you supplied when you enrolled in Transfer Payment Common Registration or from previous applications. Be sure to address all the specific requirements outlined in the application guideline.

Provide reasons and supporting data, where applicable, to support your application. Be sure to demonstrate how your event 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 event 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.

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Application Sections

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

- A. Organization Information
- B. Organization Address
- C. Organization Contacts
- D. Grant Payment Information
- E. Organization Capacity
- F. Project Information
- G. Event Details
- H. Performance Measures
- I. Partnership / Stakeholder Information
- J. Declaration and Signing

Section A – B: Organization Information and Organization Address

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 in previous Transfer Payment Ontario applications and during the TPCR registration process. If information in Section A is incorrect, send an email with the necessary changes to transferpaymentontarioCS@ontario.ca. For **Section B**, please make changes to your registration in TPCR. Once changes are made, any forms you download will include the updated information.

Section C: Organization Contacts

Please complete all the mandatory fields in these sections. Mandatory fields are marked with a red asterisk.

Provide two contacts: 1) the application contact and 2) the most senior official.

- 1) The application contact is responsible for grant administration and correspondence with ministry staff.
- 2) The most senior official is the organization contact whom a Minister of the Crown would correspond with (i.e. Board Chair, Chief, CEO, Executive Director).

When you select Applicant in the Role field, the box in the Primary field will be checked automatically to indicate that this individual is the ministry's primary contact. Click Add to create a new section for the most senior official. Select the Most Senior Official in the Role field and indicate whether this person has signing authority.

Section D: Grant Payment Information

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

Please complete all the mandatory fields in these sections. For Method of Payment, the only option is Electronic Fund Transfer.

Section E: Organization Capacity

This section asks for information about the organization including staffing, governance, past performances, risk management and skills that will make the event successful.

E/1-2: Please answer using numbers only.

E/3-6: Self-explanatory. The character limit is 2000 per question.

Section F: Project Information

This section contains information about the proposed project timelines, location, and scope of the event.

F/1: Host Community is the geographic jurisdiction in which your Sport Hosting event will take place.

F/2: Please indicate the name of your event.

F/3: This is the anticipated start date of the actual event.

F/4: This is the anticipated end date of the actual event. Should your application be successful, a final report will be required within six months of this date.

F/5: 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.

F/6: This is the anticipated end date of the project, when all reconciliations and reporting will be finalized.

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

F/8: Please select the appropriate choice from the drop-down menu.

Section G: Event Details

This section contains information summarizing the event, legacy, government priorities, community benefit and risk management.

G/1 - 7: Self-explanatory. Please note the character limits vary for each question.

G/8 - 9: Please select the appropriate choice from the drop-down menu.

The Economic Impact Report and Letter of Deficit Guarantee need to be included in your application package as separate attachments.

Section H: Performance Measures

This section summarizes event data.

H/1 – 14: Please input numbers only into the Goal/Actual column.

Section I: Partnership / Stakeholder Information

Please complete the following information in this section:

- **Name:** List the partner/ stakeholder name, such as partner organizations or sponsors.
- **Description:** Describe the partner/ stakeholder contributions.
- **Type:** Please select the appropriate choice from the drop-down menu.

For each partner or sponsor, click Add to generate a new section.

Section J: Declaration / Signing

The names of signing authorities are pre-populated in the declaration/signing section if they were noted as signing authorities in Section C: Organization Contacts section.

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

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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 [funded by Sport Canada](#) and endorsed by:
 - The relevant provincial sport organization(s) recognized under [Ontario's Provincial Sport Recognition Policy](#).

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- An Indigenous 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) and include representation from at least two countries, one being Canada.
- 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 a minimum of four months and a maximum of two years from the application date.
- Request no more than 35% of the total sport event budget – up to \$1,000,000 for international events and \$20,000 for national events.
- Not be a funding recipient of the Celebrate Ontario Program.

Required Attachment Checklist:

- Budget
- TREIM or STEAM Economic Impact Report
- Letter of Deficit Guarantee authorized by the guarantor's board of directors or treasurer.
- 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.

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- 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 Indigenous 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 Indigenous 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](#)
- 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).
- 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.

Appendix 1: Pan Am / Parapan Am Facilities

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

Renovated Venues

#	Post- Pan and Parapan Am Games Venue Name	Sports	Owner
1	Birchmount Stadium	Athletics Training	City of Toronto
2	Caledon Equestrian Park	Equestrian -Dressage, Eventing 2/3, Jumping (Pan)	Buildings owned by the Town of Caledon, operated/owned by the Equestrian Management Group, and property partially owned by Toronto & Region Conservation Authority
3	Centennial Park Track	Athletics Training	City of Toronto
4	Etobicoke Olympium	Aquatics; Triathlon - Swimming;	City of Toronto

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#	Post- Pan and Parapan Am Games Venue Name	Sports	Owner
		Gymnastic - Rhythmic (Pan); Sitting Volleyball (Para)	
5	Fletcher's Fields	Rugby Sevens (Pan)	Fletchers Field Ltd. (Various Shareholders- Rugby Clubs and Sponsors)
6	Minden Wild Water Preserve	Canoe / Kayak - Slalom (Pan)	Owned and operated by Whitewater Ontario in conjunction with the Township of Minden Hills adjacent property and amenities
7	Nathan Philips Square	Festival Site (Pan & Para); Closing Ceremony (Para)	City of Toronto
8	Ontario Place West Channel	Athletics - Marathon, Race Walk; Aquatics - Open Water Swimming, Wakeboard, Waterski; Triathlon (Pan)	City of Toronto
9	Will O'Wind Farm	Equestrian - Eventing-Cross Country 1/3 (Pan)	Will O' Wind Farm
10	Ajax Sportsplex	Baseball, Softball (Pan)	Town of Ajax
11	Toronto Pan Am Sports Centre	Roller Sport - Speed (Pan)	University of Toronto
12	Royal Canadian Henley Rowing Centre	Rowing (Pan)	City of St. Catharines and the Canadian Henley Rowing Corporation
13	Toronto Track and Field Centre	Athletics Training	Centre is owned by the City of Toronto, leased from York University
14	Welland Pan Am Flatwater Centre	Canoe / Kayak - Sprint (Pan)	Owned by the City of Welland and operated by the Welland Recreational Canal Corporation