

## Sport Tourism Grant Program

### Guidelines

Updated October 2019

1. Funding will be considered to support sporting events being held in the City of Surrey with participants staying in local accommodation.
2. Grants are intended to offset the cost of facility rentals for the purpose of the sporting event. Grants will not be provided to cover deficits or on-going operating costs. Grants will be distributed within the following guidelines.

	Maximum amount
Provincial	\$3,000
Western Canada	\$4,000
National	\$5,000
International	\$5,000

Where a grant is awarded, 100% of the grant amount will be forwarded to the applicant once Council has approved the grant and once the event and final report are completed. The report must demonstrate that the sporting event for which the grant was awarded has been fully and properly completed.

Major National and International events with a significant bid/funding commitment and economic impact will be presented to Council for consideration through the annual operating budget, i.e., BC Summer Games, 55+ Games, Swim Canada Nationals etc.

3. Applicants must submit their application to the Manager of Support Services at [sportsurrey@surrey.ca](mailto:sportsurrey@surrey.ca) no later than 4:30 pm on the following dates:

#### **Event Dates**

Between January 1 and June 30  
Between July 1 and December 31

#### **Application Due**

September 30  
March 31

Requests for grants will be considered two times per year, in March and September.

Requests received between these times may be considered for funding if the requirement for the grant was not reasonably foreseeable prior to the deadline and the requirement for funding is critical to the implementation of the organization's event.

4. Criteria for Grant Eligibility:
  - a) The Sporting Event must be sanctioned by the appropriate, recognized organization (PSO, NSO, International Federation (IF), etc. if applicable;
  - b) Sport Event must be at the provincial, western Canadian, national, international, or invitational level;

- c) Event must take place within the City of Surrey and be sponsored by local organizations and have direct local economic impact, e.g., Surrey room night counts;
- d) Grant applications for the same event multiple years in a row must demonstrate significant growth of the event. Priority will be given to grants for new events in their initial years to help them become established.
- e) Grants for annual recurring events in the same location each year may be considered for funding up to a maximum of three consecutive fiscal years (on a decreasing scale).
- f) Applicants must submit a completed application form including all requested additional supporting documents and information;
- g) More favorable consideration may be given to sport events that are outside the main tourism season and are held mid- week. Events for one day will be considered, however, events taking place over two or more consecutive days will be given higher priority;
- h) Request must be made in advance of the event (no retro-active requests);
- i) The organization shall show evidence that it has fully explored all other viable sources of financial support;
- j) The organization must submit an evaluation of the use of the grant and feedback on the event hosting experience within 30 days of event completion, this will initiate the payment of the grants funds;
- k) The organization must not view the grant as an automatic ongoing source of funding.
- l) Previous grant recipients must have submitted final reports from past events to be eligible for future grants.
- m) Grant applications will only be considered if the organization has cleared all outstanding balances from previous events.
- n) In the case of event cancellation, repayment of the grant will be required.

## GUIDELINES FOR GRANT PRIORITIES

The following factors will be used to determine priorities for allocating grants to eligible applicants:

1. The magnitude of event: how many days, number of room nights, what age group, type of sport, number of out of town visitors, cost of facility rental, level of competition etc.
2. Does the event advance Surrey's profile as a Sport Hosting City or diversify the hosting portfolio?
  - What is the level of the event?
  - Has the event been held before?
  - Are the similar events happening this year?
  - Does the event showcase existing City of Surrey facilities?
  - Is there media exposure?
3. How will Surrey residents be impacted by the hosting of this event?
  - Is there community support?
  - How much facility use/schedule disruption?
  - Are there spectator opportunities for Surrey residents?
  - Are there volunteer opportunities for Surrey residents?
4. The quality and history of the organization's administration and management:
  - Is the organization well-known to Surrey residents for their service?
  - What are the overall financial conditions of the event?
  - Will the lack of City funding result in the cancellation of the event?
  - Have all other funding options been investigated?
5. The appropriateness, effectiveness, and quality of delivery of the event:
  - How well will it be organized?
  - Will there be coordination with other organizations, which might be interested or affected?
  - Has the organization previously demonstrated success with a similar undertaking?

### **PROCEDURE FOR PROCESSING GRANT REQUESTS**

1. Applicants must submit a grant application to [info@sportsurrey.com](mailto:info@sportsurrey.com) on the prescribed form, not later than 4:30 p.m., March 31<sup>st</sup> or September 30<sup>th</sup> in order to be considered for funding.
2. A Sport Tourism Grant Committee, consisting of a staff representative from Finance, Parks Recreation and Culture, and Discover Surrey, will review all grant applications to ensure completeness and to ensure grant eligibility as specified by the program.
3. The Sport Tourism Grant Committee will (after consultation as they deem necessary with the grant applicants) submit to Council, a list of all grant applications along with recommended grant allocations.
4. Council will review the recommendations of the Sport Tourism Grant Committee, and may request additional information or request to hear delegations. The approved grants shall be subject to final confirmation by Council after all appeals have been dealt with.
5. The Manager of Support Services shall notify all applicants, of Council's initial decision, and shall advise them of the Appeal Procedure. Applicants shall be advised that grant amounts are subject to final confirmation by Council after all appeals have been dealt with.
6. The Sport Tourism Grant Committee shall be responsible for ensuring that all organizations that are approved for a grant, submit an evaluation report on the use of the grant funds prior to remaining 20% of funds being released.

### **PROCEDURE FOR GRANT APPEALS**

Appeals of Council's decisions will be considered only in instances where additional grant funds are required to prevent unforeseen circumstances which could result in employee lay-offs or threaten the financial well-being or implementation of the organization's event, or where significant new information will be presented which was not available during the grants review process.

Organizations must notify the City Clerk in writing, within 14 days from the date that the grant notifications were e-mailed, that they wish to appeal Council's decision. The grant applicants must give a clear explanation of why they feel they qualify for an appeal. The appeal request will be presented to Council for a decision on whether the appeal will be considered, and the applicant shall be notified accordingly.

If the appeal is not successful, that organization may not reapply for funding of the same service in the same funding year.

### **PROCEDURE FOR PROCESSING LATE GRANT APPLICATIONS**

Grant applications received between the two intakes (September and March) will be referred to the Sport Tourism Grant Committee for the following action:

- (a) If the requirement for grant funds was not reasonably foreseeable prior to September 30<sup>th</sup> or March 31<sup>st</sup>, and if the requirement for immediate funding is critical to the implementation of the organization's event, then the Sport Tourism Grant Committee may review the grant application.
- (b) The Sport Tourism Grant Committee may only approve grants up to \$4000 between the two intakes. If a grant is approved, it will be reflected on the next bi-annual report to Council. (b) If the Sport Tourism Grant Committee believes that the grant application does not qualify for consideration, then the Committee shall advise the grant applicant in writing that they do not qualify for consideration, but that they may reapply by March 31<sup>st</sup> or September 30<sup>th</sup> the following year. The applicant shall be advised that they may appeal this action of the Committee by requesting the City Clerk in writing to refer their application directly to Council, and by explaining why they should receive special late consideration for a grant. The appeal will be forwarded to Council for consideration, along with a recommendation from the Sport Tourism Grant Committee.

### **PROCEDURE FOR SETTING A GLOBAL GRANTS BUDGET**

Prior to September 30th of each year, the Sport Tourism Grant Committee shall review the present year's budget, consult with larger ongoing grant recipients as necessary, and then submit a recommended global grants budget to the City Manager. The City Manager shall review the recommendation, and include a Global Grants Budget amount in the preparation of the Annual Financial Plan.