



Sport Hosting Incentive Program Application Guidelines for sport events

PURPOSE

To encourage Langley's not-for-profit sport organizations, through limited financial assistance, to host regional, provincial, western Canadian, national, and international amateur sport events within the Township of Langley.

WHO CAN APPLY?

Applicants must be the organization hosting the event. The applicant organization must be a registered, not-for-profit organization that has been recognized as such for at least one year prior to applying for financial assistance.

GENERAL PRINCIPLES

- The grant applied for shall not be used for capital purchases.
- The event will generate a measurable economic benefit.
- The applicant shall demonstrate fiscal responsibility and shall show initiative and success in generating other sources of revenue.
- Additional non-monetary support is available from Tourism Langley to assist host organizations in welcoming visitors to Langley. All grant recipients must establish contact with Tourism Langley to seek additional monetary and non-monetary support.

EVENT ELIGIBILITY

Eligible amateur sport events **must**:

- be endorsed or sanctioned by your organization's provincial, western Canadian, national, or international body
- determine a "champion" for that respective level of competition or activity (provincial, western Canadian, national, or world champion)
- be open to the public

Generally, no more than one award per qualifying organization will be granted each calendar year.

Eligibility timeframes:

- Applications must be submitted prior to the commencement of the event, and will be accepted on a rolling basis, up to 12 months before hosting the event.

Note: Events staged using Township of Langley facilities may be qualified to receive a Township of Langley Major Events Assistance Grant. Associations are NOT eligible to receive assistance from both of these initiatives. Associations are advised to determine which program offers the greater benefit prior to making application under the Sport Hosting Incentive Program.

LEVEL OF SUPPORT

Sport Hosting Incentive Program awards will be granted based on the level of the event and amounts will vary up to a maximum of \$5,000. The level of funding awarded will be based on the program priorities (as listed below) up to a maximum of:

Regional	\$1,000	National	\$3,000
Provincial	\$2,000	International	\$5,000
Western Canadian / Cascadia	\$2,500		

Assistance will be considered in support of direct operating costs that may include:

- awards
- ceremonies
- facility and/or equipment rentals
- in-Township participant transportation
- officiating costs
- printing
- promotion

FUNDING PRIORITIES

Applications will be evaluated by the Sport Hosting Incentive Program Evaluation Committee, based on the general eligibility criteria and guidelines contained herein.

The following program priorities will be considered:

- number of local, regional, national, and international participants attending the event
- applicant's affiliation with recognized municipal, provincial, or federal governing bodies
- extent to which the event encourages the participation of Langley residents and the evidence of volunteer support relative to the scope of the event
- extent to which the event brings provincial, national, or international recognition to the Township of Langley
- type and extent of the anticipated economic impact that can be realized by the Township of Langley taxpayers
- demonstration of financial need
- extent to which the event results in the award of a provincial, western Canadian, national or international "championship"

Pending the availability of funds, applications best meeting the above program funding priorities will be recommended for funding by the evaluation committee. The total funding available under the program is dependent on the budget allocated to Sport Langley through Township of Langley Council each year.

APPLICATION PROCEDURES

Application forms are available on the Township's website:
www.tol.ca/grants

Completed application packages should include:

- completed application form
- applicant's proof of non-profit status and date of incorporation
- complete event budget detailing operating costs and expected revenues
- letter, on letterhead, from the governing sport body confirming the event as a bona fide championship, whenever applicable
- copy of the event bid that was submitted for consideration to the governing sport body (where available)
- confirmation from Tourism Langley that event organizers have been in contact to request hosting information

Applications must be submitted prior to the commencement of the event. Applications will be accepted on a rolling basis, up to 12 months before hosting the event. Submit to:

Township of Langley
Arts, Culture and Community Initiatives Division
20338 – 65 Avenue
Langley, BC V2Y 3J1
communitygrants@tol.ca

Applicants will be notified of grant approval/denial within 60 days of receipt of the application.

PAYMENT INFORMATION

A final report is a requirement of receiving funding and must be submitted to the Township of Langley within 90 days of the event's completion. The final report must include:

1. financial statement indicating all income and expenses related to the event or bid; this statement is to be signed by the association president (or event chairperson) and the event treasurer
2. copy of the event program (if applicable) and a schedule of activities, games, events, etc.
3. copy of the results of the competition
4. economic benefit
5. completion of Post Event Questionnaire