



Vancouver Sport Hosting Grant Application Assessment Guidelines

The City's role is to provide support and facilitate sport events, rather than directly produce or host events, except in the most exceptional circumstances.

Sport Hosting Policy Statement

The City of Vancouver will consider opportunities to support sporting events that have the potential to bring significant direct and/or indirect economic, social, health and community development benefits to Vancouver, advance civic priorities and/or ensure needed legacies.

Type of Events / Support

There are three options for grant funding through this program which are detailed below. Event Organizers are eligible to apply for only one grant, as best suited to their individual needs and the nature of their event.

Major Sport Event Operating Grant - Funding for direct operating costs only to a maximum of 30% of total gross operating budget to a maximum of \$100,000. Typical grant approvals are expected to be in the range of \$10,000. This grant cannot be used for capital projects, prize money, to advance a profit venture or advance the activities of the host. Funding is provided in two stages, an initial amount of 75% of the grant and a final payment following review of financial statements and payment of any city services. For multiyear funding submissions, approval will be based on a pro-rated formula over the term of the grant with the final allotment granted upon receipt and acceptance of final financial statements and payment for any city services.

Major Sport Event City Service Offset Grant - Funding to offset direct city services such as police, engineering, parks. Maximum request of up to 50% of an event's city service costs to a maximum of \$10,000. Approval is granted prior to the event and the support is realized as an offset against the invoice for city services. The grant cannot be applied against deposits or other expenses other than direct city services. No cheque is produced by the City for deposit by the event organizers. Any outstanding balance on the approved grant which is not required to cover the costs of city services remains in the grant program to be used by other sport events.

Community Sport Event Operating Grant - Funding for direct operating costs only to a maximum of 30% of total gross operating budget to a maximum of \$5,000. This grant cannot be used for capital projects, prize money, to advance a profit venture or advance the activities of the host. Funding is provided in two stages, an initial amount of 75% of the grant and a final payment following review of financial statements and payment of any city services.

Procedures / Guidelines:

Application Procedure

Applications must be submitted on one of the official application forms (electronic versions will be accepted but must be followed by a signed paper copy). Host groups are not encouraged to spend funds on the design and production of elaborate presentation materials.

Assessment Guidelines

The Assessment Guidelines below will be used as the basis to assess applications.

- **Cultural Benefits** - extent to which arts and cultural programs are associated with the event and potential to promote Vancouver's identity.
- **Demonstration of Financial Need** - organizers must provide financial statements including a balance sheet and a complete project and annual budget. Projects will be assessed by City staff to determine financial need and revenue generation capacity of the organization including consideration of fund raising, sponsorship strategies, ticketed events as well as the sale of goods and services. The organizers must outline how support from the City of Vancouver would be applied and how the event would proceed without civic support.
- **Development of Sport** - extent to which the event will encourage participation in sport and provide direct or indirect opportunities for Vancouver sport stakeholders.
- **Economic considerations** - sound financial plan including details on all other secured and unsecured revenue sources, type and extent of short and long term economic impact. Extent to which direct or indirect economic benefits can be realized for the City of Vancouver and for Vancouver taxpayers.
- **Endorsement** - evidence of sanctioning organization support from the relevant governing body of sport (if applicable) and any other relevant endorsements.
- **Environmental Benefits** - extent to which principles and best practices of environmental sustainability are integrated into the event and degree of environmental enhancement.
- **Event Administration/Governance** - the event must be operated on a not-for-profit basis by a registered BC Not-For-Profit Society in existence for more than one year prior to submission date. Governance model reflects the scope of the event with appropriate committees and controls. Board members must act in a voluntary capacity and may not receive remuneration. Major events require paid professional administration. The City will not provide administrative support or play a governing role as part of the host organization; however city representatives may provide advice at various stages of the planning process.
- **Influence in National or International Sport (For Major Events only)** - extent to which this event will lay the ground work for future events.
- **Location** - event must take place at least partially in the City of Vancouver, with appropriate site selection, site and service requirements including city support services, permits and licenses secured.
- **One-off Events** - annual or on-going events will only be eligible for funding once, except for new events that require financial support over a 2-year period.
- **Partnership** - The City of Vancouver would not usually be the sole supporter of an event.
- **Public Benefit** - size of audience and/or media coverage.
- **Recognition** - strategies to acknowledge support from the City of Vancouver. Please see the [Recognition Guidelines](#) for more information.
- **Safety and Security** - evidence of a plan and resources to address all health and safety issues for participants, volunteers and spectators, equipment and property including

satisfying risk management requirements, emergency planning and specifically address insurance and indemnity requirements.

- **Social Benefits** - extent of opportunities for young people, volunteer development and evidence of community public support.
- **Technical Quality** - extent to which organizers have organizational and technical capacity to stage a successful event. A documented Business Plan is fundamental to this assessment for Major Events.
- **Timing of Event** - the event must take place after each application submission deadline. Retro-active funding is not considered at this time.

Please see the Sport Hosting Grant information page at www.vancouver.ca/parks/info/sporthostinggrant/index.htm for application forms and other information about the City's Sport Hosting Grant Program.

Applications best meeting the above criteria will be recommended to City Council for funding. The total available funding for 2011 is \$200,000 per year.

Prior Consultation with City Staff is encouraged - eligibility for support cannot be assured if the City is not consulted before a bid is launched or an event secured. The [Vancouver FEST Committee](#) should be the first point of contact for any organization seeking City support for a major sporting event. Organizers of community level sport events within Vancouver should contact the [Park Board Special Events Office](#).

Groups may be contacted for further information and may be requested to attend a meeting with staff for the purposes of reviewing the submission. The 2012 deadlines for submission of completed and signed forms are the last days of March and October. Incomplete forms will not be considered. Late forms will be considered in the next intake period.