



# MAJOR SPORT EVENTS GRANT PROGRAM GUIDELINES

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## 1. PROGRAM OVERVIEW

The Major Sport Events grant program (MSE) builds on Alberta’s reputation as an attractive destination with proven capacity for hosting a wide range of national and international calibre sport events. It recognizes the network of strong sport organizations who demonstrate the ability to collaborate and deliver high quality events. The program provides an opportunity to build on Alberta’s strengths that include diverse natural landscapes; existing sport and tourism-related facilities; and vibrant communities with quality services and amenities.

MSE will consider national or international sport events sanctioned by national sport organizations or international federations. This could include national and world championships, Olympic and Paralympic qualifying, and world cup events.

Due to limited funds and high demand for MSE funding, not all requests meeting the established criteria will be approved for funding. Applicants may receive full, reduced, or no funding for their projects.

Characteristics	Major Sport Events Grant
<b>Funding Range</b>	Up to \$250,000 Maximum funding from the Government of Alberta cannot exceed 50 per cent of the total project cost.
<b>Application Deadlines</b>	<u>July 15</u> and <u>October 1</u> . All applications must be received by end of business day – 4:30p.m for each deadline.
<b>Applications</b>	<ul style="list-style-type: none"><li>- Organizations may submit applications for multiple events</li><li>- Each event should be submitted under a separate application.</li></ul>
<b>Matching Requirement</b>	Maximum award will not exceed 50% of the total project cost.
<b>Project Completion and Financial Reporting Timeframes</b>	Up to 24 months from date of the grant or as required in the grant agreement.
<b>Application Package</b>	<a href="#">Major Sport Events Grant Program   Alberta.ca</a>
<b>Grant Agreement</b>	Formal grant agreement will be provided upon approval.

### 1.1 Contact with the Ministry

Only authorized representatives noted in the grant application may request specific information about applications from the SPAR office.

### 1.2 Lobbying

Once a MSE application is submitted for an event, applicants and their team members, advisors, and other parties involved in the application are prohibited from engaging in any form of political or other lobbying in relation to the assessment of the MSE application or attempting to influence the outcome of the MSE review process. Failure to comply with this provision may result in rejection of the application.

## 2. ELIGIBILITY REQUIREMENTS

### 2.1 Eligible Organizations

The following organizations are eligible to apply for funding:

- Organizations registered (and in good standing) under one of the following Acts:

#### Provincial Legislation

- *Part 21 of the Business Corporations Act* - Extra-Provincial Corporations
- *Companies Act, Part 9* (Non-profit Companies)
- *Societies Act*
- *Special Act* of the Alberta Legislature

#### Federal Legislation

- *Special Act* of the Parliament of Canada
- *Canada Not-for-profit Corporations Act*
- *Income Tax Act* (Charities)
- First Nations and Métis Settlements

### 2.2 Ineligible Organizations and/or Applicants

The following organizations are not eligible to apply for funding:

- Agricultural Societies
- Foundations established and regulated under the province's *Regional Health Authorities Act*
- Universities, colleges, and institutes as defined under Alberta's *Post-secondary Learning Act*
- Municipalities
- For-profit organizations
- Any other organizations not registered under one of the Acts listed in 2.1.
- Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by Government of Alberta
- Individuals

### 2.3 Eligible Projects

MSE funding provides financial assistance to enhance the capacity of organizations in their planning, and hosting of national and international sport events encouraging sport development, tourism, and positive economic impacts. Eligible projects include sanctioned national or international sport events.

### 2.4 Ineligible Projects

The following projects are not eligible for funding within Major Sport Events:

- Professional events;
- Events that are still in the bidding process;
- Events that are being organized or delivered by for-profit organizations;
- Local sport events or festivals that draw the most participants from a local or regional area;
- International or national conferences, congresses, symposiums, expos, or annual general meetings;
- Sport development/training camps;
- Provincial or interprovincial championships; and
- Elementary, junior high, and high school sport championships.

## 2.5 Ineligible Expenses

MSE funding cannot be used for expenses related to:

- Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising and similar activities not related directly to the delivery of the event
- Endowments, charitable donations, fundraising campaigns
- Development a business case or proposal
- Donor recognition, and gifts (volunteer recognition)
- Capital expenditures –construction, upgrading, maintenance
- Expenditures for which other grant dollars have been allocated
- Prize monies
- Alcohol
- Domestic or international bid costs
- Appearance fees for athletes
- Any contingent or other liability
- Retroactive expenses incurred prior to submission of an application

## 3. CRITERIA

The following general criteria will be used to evaluate project funding requests:

- Projects must demonstrate the involvement of the local community and relevant Alberta sport organizations in the advancement of sport and tourism within Alberta.
- Projects demonstrating limited public access or benefit will be given a lower priority.
- Organizations having fewer matching resources confirmed at the time of the application will be given a lower priority.
- The number of jurisdictions represented by athletes or teams in the event will be taken into consideration in assessing priority.
- Consideration will be given to projects that have multi-year commitments with the National or International bodies.

### 3.1 Organization's Capacity

The organization must demonstrate its ability to execute the project by:

- Providing background history (e.g., mission/purpose, organization size/representation, length of time organization has been in operation, prior experience)
- Demonstrating the organization's financial stability, operational history, and community support.
- Demonstrating that the organization has the capacity to host the event.

### 3.2 Project Viability and Financial Feasibility

To be considered a viable project, the organization must:

- Be registered for more than two years under one of the previously mentioned Acts.
- Demonstrate ability to complete the project with partial funding.
- Demonstrate appropriate facilities are available for hosting the event.
- Demonstrate sufficient matching resources for requested grant.
- Provide confirmed partnerships of support (other funders, corporate sponsors, community organizations, volunteers).
- Access to additional funding that is required to complete the project.
- Provide a detailed budget that includes well-supported, reasonable cost estimates and

provides an explanation of costs within the application.

### **3.3 Project Benefits**

The organization must demonstrate how the project will:

- Advance Alberta's reputation nationally or internationally.
- Support national, international sport development, and increase Alberta's hosting capacity.
- Have broad public accessibility to the event.
- Enhance sport programming from grassroots to national/international levels and create operational efficiencies.
- Have an economic impact.
- Bring tourism opportunities to the region.
- Build organizational capacity and leadership.
- Create legacy benefits for the host community and province.

### **3.4 Funding Considerations**

In evaluating the project, considerations will be given to:

- Project readiness, including availability of resources (human and financial).
- Prior grant funding awarded to the applicant.
- Demonstration of the organization's need for financial assistance.
- Availability of grant funding.
- Regional equity.

### **3.5 Economic Impact**

The applicant must demonstrate the economic impact of hosting the event by outlining the:

- Expected duration of the event, including pre and post-activities involving spectators, participants (athletes), and other event participant groups (trainers, coaches, media).
- Breakdown of tourism visitation related to the event (in-province, Canada, USA, and international markets) for spectators, participants (athletes), and other event participant groups (trainers, coaches, media).
- Anticipated economic impact from hosting the event involving measures for direct, indirect, and induced impacts for GDP (value added, employment, jobs, and taxes).
- Return on investment (derived from economic impact relative to taxation impacts).

## **4. MATCHING REQUIREMENTS**

- MSE funding is only approved on a matching basis. The applicant must contribute an amount equal to or exceeding the grant request towards the expenses of the project. The matching funding may be in the form of cash, gifts, or in-kind services (donated labour, equipment, or materials), all of which must be specifically related to the project.
- Charitable gaming proceeds generated from licensed gaming events (e.g., bingos, casinos, raffles, and pull tickets) can be used for matching purposes provided this is disclosed in the application.
- Cash contributions must be supported by current financial statements.
- Confirmed funding from federal, municipal levels or government, sponsorship and/or private foundations must be verified in writing by the funder.

#### 4.1 Matching of Donated Labour, Equipment, or Materials

The value of donated resources is based on:

- \$20.00 per hour for unskilled labour working directly on the project.
- \$40.00 per hour for skilled labour (must report actual hours in final accounting report).
- \$120.00 per hour for heavy equipment (including operator).
- The above must be identified in the application and actual hours must be included in final reporting.
- Donated materials and professional services at verified fair market value.

#### 4.2 Ineligible Sources of Matching

The following sources are not eligible as a matching resource:

- Other Government of Alberta funding.
- Wages and salaries associated with the regular, ongoing operations of the organization.
- Volunteer travel time or mileage for picking up materials and equipment.
- Volunteer time related to fundraising, preparing grant applications, attending meetings, or planning activities related to the project or organization.

### 5. APPLICATION PROCESS

The following specifies procedures for applying:

- Multiple events submitted on one application **will not** be accepted.
  - If mandatory documents are not received by the grant deadline, the application will be deemed incomplete and the application will be declined.
  - Applications should include letters of support or other official statements regarding the project.
  - Project expenses incurred before the application will not be accepted.
  - Applications and supporting documentation are fully reviewed by program staff within the Ministry of Tourism and Sport, who assess them for alignment with program criteria, outcomes, and strategic priorities.
  - If an applicant has financial reporting due within six months of the application deadline or is unsure about the impact of any outstanding reporting due to Tourism and Sport and other Government departments, they should contact program staff before applying.
  - Organizations may submit applications for events that have been declined in a previous intake, provided that the event has not yet occurred.
  - All decisions on grant applications are final, and no appeals will be considered.
  - The application review process can take up to three months.
  - The Minister of Tourism and Sport may exercise discretion in approving applications that fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and important contributions to the advancement of sport and tourism in the province.
- To apply visit [Major Sport Events Grant Program | Alberta.ca](#)

### 6. NOTIFICATION

Applicants will receive written notification of the decision regarding their application.

## 7. FUNDING CONDITIONS

Grant recipients must be aware of and observe the following funding conditions, in addition to any funding conditions outlined in the grant agreement:

- The grant recipient must enter into a formal grant agreement with the ministry outlining the terms and conditions of the grant funding prior to funding being released.
- Grant funds should be used in accordance with these guidelines the Approved Purpose and the terms and conditions of the grant agreement.
- Grant recipients must maintain records that can verify the use of the funding.
- Grant funding not used or accounted for in accordance with the Approved Purpose and approved eligible costs shall be repayable by the grant recipient to the Government of Alberta.
- A breach of any requirement in the grant agreement may result in the Government of Alberta pursuing legal action.

### 7.1 Extensions:

If the grant recipient anticipates the project will not be completed within the allotted time frame and wishes to request an extension, a written request must be submitted to program staff.

- Extension requests for grants must be made 30 days in advance of the Final Accountability Report due date.
- The extension request letter should include:
  - the reasons why the project could not be completed within the time frame
  - a description of what has been completed and costs incurred to date (to demonstrate the amount of progress that has been made)
  - copy of an updated bank statement showing the balance of the grant funding and matching funds
  - a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date – year/month/day).

The decision on extension requests will be communicated in writing to the grant recipient by program staff along with appropriate documentation to confirm it.

### 7.2 Change of Project Scope:

The grant recipient must notify program staff of any anticipated fundamental change of scope or any anticipated shortfall of expenses for the project as soon as possible. As a result, the grant recipient may be requested to:

- Submit a written request to use the remaining funds for the proposed project change, and if approved, apply the unexpended funds to this purpose, or
- Submit a cheque payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by program staff. Repayment must be submitted to program staff for processing and file closure.

The decision on the change of project scope requests will be communicated in writing to the grant recipient by designated program staff along with appropriate documentation to confirm it.



Approval of Major Sport Events funding in no way constitutes acceptance, implicit or otherwise, of a longer-term funding commitment by the Government of Alberta to the project. Should any project require additional grant funding in the future, then a new funding application must be submitted for consideration.

## **8. FINANCIAL REPORTING REQUIREMENTS**

The grant agreement will outline specific reporting requirements including, but not limited to, the following requirements:

- a. Project scope and financial reporting must be completed and submitted to SPAR@gov.ab.ca within 24 months from the date the grant agreement was fully executed unless an extension of the reporting date has been approved.
- b. The Minister maintains the right to request interim reporting at any time.
- c. Recipients must provide access, upon request, to all financial documents or records relative to all expenses and revenues related to the project including MSE grant funding as set out in the agreement.
- d. Recipients shall permit, if requested, the Minister or Minister's representative, or auditors engaged by the Minister, to examine during regular business hours, the books or records relating to the project for which the MSE funding was used as set out in the agreement.
- e. Records should be kept for seven years from the date of the notification letter of file closure from program staff.
- f. Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from any Government of Alberta grant program until acceptable reporting is provided.
- g. If the grant recipient is applying for new funding, overdue financial reporting relating to other Government of Alberta grants must be provided to program staff in a satisfactory manner.

## **9. ACKNOWLEDGEMENT STANDARDS AND REQUIREMENTS**

Grant recipients must acknowledge the Government of Alberta wherever possible and appropriate, in addition to any specific requirements outlined in the grant agreement.

- Acknowledgement, credits, promotion, and publicity (written, electronic and verbal) requirements for Major Sport Events Grant program approved projects are outlined in the formal grant agreement.
- The Government of Alberta logo is available upon request and recognition of funding can be achieved in a variety of ways:
  - News release or submitted article to local/regional media
  - Social media channels such as X, Facebook, Flickr, and blog postings, etc.
  - Organization's website or newsletter
  - Signage, either temporary or permanent

## **10. CONFLICT OF INTEREST**

- a. In addition to complying with the MSE guidelines and the Ministerial Grant Regulation, an individual affiliated with a grant recipient should not place themselves in a perceived or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.

- b. A conflict of interest may be actual or perceived.
  - o Actual conflict exists where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.
  - o Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.
- c. Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in are not involved with the project and in no way personally benefit from the Government of Alberta funding that was provided.
- d. As soon as reasonably possible after becoming aware of a personal interest causing or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Minister. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by program staff. If, in the opinion of the Minister, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

## 11. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- The personal information that is provided on the grant application form will be used for the purpose of administering MSE and advising the applicant of grant program updates and relevant ministry initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)* and is protected by the privacy provisions of the *FOIP Act*.
- The FOIP Act applies to any information that is provided to Tourism and Sport. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the *FOIP Act*.
- Once an application has been approved and funding issued to an organization, the community/city, grant recipient, project, amount funded, and fiscal year become a matter of public record.

**For questions about the collection and use of this information, please contact SPAR Branch.**

**General contact for the MSE is:**

**[SPAR@gov.ab.ca](mailto:SPAR@gov.ab.ca)**

**Subject line: MSE Inquiry**

