



## **EVENT SUPPORT PROGRAM**

INFORMATION and APPLICATION FOR:

**Financial assistance towards  
hosting a major Sport Event**

OR

**Pre-event expenses and bid preparation  
for International events**

Submit completed application to:

**Alberta Sport Connection  
#620, 615 Macleod Trail SE  
Calgary, Alberta T2G 4T8**

**Phone: (403) 297-2909  
Email: [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca)**



# EVENT SUPPORT INFORMATION

## PURPOSE

The purpose of the Event Support Program is to encourage the development of sport by providing financial support to communities and associations to assist them in hosting major sport events thereby promoting economic growth throughout the province.

## ELIGIBILITY

**Eligible applicants include, but are not limited to:**

1. Community not-for-profit groups registered (and in good standing) under one of the following:
  - ♦ Societies Act
  - ♦ Agricultural Societies Act
  - ♦ Acts of Parliament
2. Non-registered not-for-profit groups with letters of support from your provincial sport association and/or your municipality.
2. Municipalities, First Nations and Métis Settlements
3. Educational Institutions

Applications will be reviewed on their individual merit based on the objectives of Alberta Sport Connection, the financial resources available and the following parameters:

- ♦ Only sport events that fit within the mandate of the Alberta Sport Connection.

**For-profit organizations will not be considered for funding**

**The following will not be funded**

- ♦ Sports in which athletes directly use and control motorized propulsion as a component of competition (e.g. automobiles, motorcycles, powerboats, aircraft, snow machines, etc.)

**Applications will be accepted for the following Sport Events:**

Priority will be given to:	Minor International Championships/Cups	- up to \$10,000.00
	Canadian/North American Championships/Cups	- up to \$10,000.00
	Western Canadian Championships/Cups	- up to \$5,000.00

- ♦ **Funding totalling \$30,000.00 is the maximum awarded to any one sport in a fiscal year.**
- ♦ Funding amounts are **maximum** levels and may be adjusted depending on the number of applications received.
- ♦ **Minor International Championships/Cups** are those that include representation from **no less than four** countries. Such events require a signed letter of sanction from the International Organization. **\*\*See below for information on Major International Events.**
- ♦ **Canadian/North American Championships and Events** are those that include representation from **no less than seven provinces/territories/states**. Such events require a signed letter of sanction from the National Organization. **\*\*See below for information on Major National Events.**
- ♦ **Western Canadian Championships and Events** are those that include representation from **no less than four provinces/territories/states**. Such events require a signed letter of sanction from the Provincial Association.
- ♦ Annual community based or provincial events are not eligible for funding.
- ♦ Priority will be given to Provincial Sport Organizations funded and recognized by the Alberta Sport Connection
- ♦ Priority will be given to programs for the development of youth 18 years of age and younger.
- ♦ Priority will be given to applicants that have not received hosting funding in previous years.
- ♦ If more than one Alberta group is bidding to host the same event, funding may be available only after the Alberta representative has been determined.

**\*\*Major International or Major National Events** may wish to consider applying for the Major Cultural and Sport Event Hosting under the Community Initiatives Program. Information can be found at <http://www.culturetourism.alberta.ca/community/community-grants/community-initiatives-program/major-cultural-and-sport-events/default.aspx>\*\*

## APPLICANT REQUIREMENTS

**All applicants receiving Alberta Sport Connection Event Support funding shall:**

- ◆ Print the Alberta Sport Connection (ASC) logo on printed materials (poster and event program), electronic promotional material and website. Logos are available at <https://albertasport.ca/resources/category/logos-and-brand-guidelines/>
- ◆ Upon request, a message from the Chairman and/or ASC ads are available from the Marketing department.
- ◆ Verbally acknowledge the contributions of ASC at all event functions (e.g. press conference, during the event, banquet, etc.).
- ◆ Provide two complimentary tickets for ASC representatives.

**In addition, applicants receiving Alberta Sport Connection Event Support funding \$4,000 and over shall:**

- ◆ Provide ASC signage at sport venue. ASC Marketing will contact you for appropriate ASC signage requirements.
- ◆ Provide four complimentary tickets for ASC representatives.

## ACCOUNTABILITY

**An applicant receiving funding shall submit a report to Alberta Sport Connection within 90 days of the event's completion. This report must include:**

- ◆ A 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.
- ◆ A condition of accepting funding is that an auditor authorized by Alberta Sport Connection will have access to examine an applicant's books and records.
- ◆ If the event is cancelled for any reason, all Event Support Program funds are to be returned to Alberta Sport Connection. Funds are not transferable to another event.

## APPLICATION PROCESS

**The following process has been formulated so that Alberta Sport Connection can deal with applications in a fair, equitable and efficient manner.**

- ◆ Late applications and post-event funding will not be considered.
- ◆ **A completed application form, with all required attachments, is to be submitted to Alberta Sport Connection Calgary Office. Missing documentation will be viewed as a late application and will not be considered.**
- ◆ Applications will be reviewed on a quarterly basis with **deadlines being April 1, July 1, October 1 and January 1 of each year**. Electronic submissions must be received by ASC on or before the appropriate quarterly deadline. Submissions sent via mail must be post-marked on or before the appropriate quarterly deadline. Note: Events must take place after the grant application deadline.
- ◆ Previous financial accounting is required prior to considering future applications from the same group.
- ◆ The review process can take up to 90 days from the deadline date. If you require information on the status of your application, please contact the Calgary office at (403) 297-2909.



# EVENT SUPPORT APPLICATION

Applicant Name: \_\_\_\_\_  
(legal registered / corporate name)

Corp Registration Number: \_\_\_\_\_ Website: \_\_\_\_\_  
(if applicable)  
Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(Cheque will be made out to the registered name in the Corporate Registry and forwarded to the above address)

Contact Person: \_\_\_\_\_ Phone (b): \_\_\_\_\_

Position: \_\_\_\_\_ Phone (c): \_\_\_\_\_

Event Url: \_\_\_\_\_ Email: \_\_\_\_\_  
(if available)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Location: \_\_\_\_\_ Facility/Site: \_\_\_\_\_

Facility: \_\_\_\_\_ Facility Postal Code: \_\_\_\_\_

Address:  
Indicate the Provinces/Territories/States/Countries that will be attending: ✓

International: \_\_\_\_\_ National: \_\_\_\_\_ Western: \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 2. _____  |
| 3. _____  | 4. _____  |
| 5. _____  | 6. _____  |
| 7. _____  | 8. _____  |
| 9. _____  | 10. _____ |
| 11. _____ | 12. _____ |

Indicate the number of participants attending the event:

Athletes: \_\_\_\_\_ Coaches: \_\_\_\_\_ Referees/Officials: \_\_\_\_\_ Total: \_\_\_\_\_



**Freedom of Information**

The personal information collected using this form is required for the administration of the Event Support. Collection is authorized under the Alberta Sport, Recreation, Parks and Wildlife Foundation Act for the purpose of operating this program.

The information will be used to administer the program and ensure payment of funds and may only be disclosed as provided in the Freedom of Information and Protection of Privacy Act.

For further information about this collection and the use of the personal information, please contact the Calgary office at (403) 297-2909.