



2023 Sport Event Hosting Grant

Edmonton

Application Guide

PURPOSE

To provide financial assistance with the hosting of Provincial, Western Canadian, National, or International Recreation/Amateur Sport

APPLICANT ELIGIBILITY

Must be a registered not-for-profit organization for at least one year prior to the grant deadline

EVENT ELIGIBILITY

Recreation / Amateur Sport events must:

- be endorsed or sanctioned by a Provincial, Western Canadian, National or International governing body
- determine a Provincial, Western Canadian, National or World Champion
- not be restricted to members of a certain group or club

INELIGIBLE EVENTS

- banquets or similar types of events
- conferences, symposiums
- events hosted by educational institutions or their affiliated foundations

APPLICATION DEADLINE

Applications will be accepted from March 1 2023 until funds last

- Note that late applications may not be considered for a grant. Grant Applications will be processed within 90 days of the application deadline
- This funding program is open for the 2023 calendar year while funds last. Applications will be accepted for events that happen between March 1, 2023 to December 31, 2023
- Post- event applications should include a final report. The final report must include the updated budget form plus documentation supporting that the event took place (e.g. final results, newspaper report)
- Applications should be submitted online; please go to the hosting application form for information on that process

GRANT AMOUNTS

Applicants may receive a grant of up to 25% of eligible expenses for the event. Eligible expenses include:

- facility and/or equipment rentals
- adjudication fees
- printing
- recognition awards
- publicity
- participant transportation within the City

The grant amount is determined by the level of the event as follows:

- Provincial - up to \$5,500
- Western Canadian - up to \$6,000
- National - up to \$6,500
- International - up to \$7,500

FUNDING AND REPORTING

- Confirmation of funding will be provided to successful applicants prior to their event. Funding will be provided after the event when the post event financial report is provided and reviewed.
- A final report is required within 90 days of the event

The report must include:

- Completion of the excel report form indicating all income and expenses related to the event signed by the Board President (or Event Chairperson) and the Event Treasurer. (Template provided)
- number of participants expected to attend the event
- How are Edmontonians being engaged in the event (i.e. volunteers, participants, etc.) and the evidence of volunteer support relative to the scope of the event
- How the event brought provincial, national or international recognition (i.e. media coverage, social media hits) to Edmonton
- Confirmation that the event took place such as:
 - The final results of the competition or event.
 - Website with information about the event, preferably a third party's website (The City will check this)
 - Articles about the event, preferably in third party publications

ASSESSMENT AND APPROVAL PROCESS

- Applications will be reviewed by the City of Edmonton's Partnership and Events Section based on the General Eligibility Criteria
- A maximum of two eligible grants per organization will be considered for funding in the grant period

FOR ACCESS TO THE APPLICATION FORM PLEASE [CLICK HERE](#)