



SPORT HOSTING INCENTIVE PROGRAM FOR AMATEUR SPORT EVENTS APPLICATION GUIDELINES



PURPOSE

To encourage Langley's sport organizations, through limited financial assistance, to host Provincial, Western Canadian, National and International amateur sport events within the Township and City of Langley.

WHO CAN APPLY?

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

GENERAL PRINCIPLES

- The applicant's membership and beneficiaries of its programs and services must be predominantly residents of Langley.
- 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.
- 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 these initiatives. Organizations are advised to determine which program offers their host association the greater benefit prior to making application under the Sport Hosting Incentive Program.

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);
- take place over a minimum of a two-day period and have a minimum of 48 participants; and
- not be restricted to the members of a certain group or club.

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

Eligibility timeframes:

- Applications will be accepted on a rolling basis, up to 12 months before hosting the event.

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:

Provincial – \$2,000
National – \$3,000

Western Canadian – \$2,500
International – \$5,000

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

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

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:

- The number of local, regional, national and international participants attending the event.
- The Applicant's affiliation with recognized municipal, provincial or federal governing bodies.
- The extent to which the event encourages the participation of Langley residents and the evidence of volunteer support relative to the scope of the event.
- The extent to which the event brings provincial, national or international recognition to the Township of Langley and the City of Langley.
- Type and extent of the anticipated economic impact that can be realized by the Township of Langley and/or the City of Langley taxpayers.
- Demonstration of financial need.

Pending the availability of funds, applications best meeting the above Program Priorities will be recommended for funding by the Evaluation Committee. The total available funding available under the Program is dependent on the budget allocated to Sport Langley through both City of Langley Council and Township of Langley Council each year.

APPLICATION PROCEDURES

Application forms are available by contacting the Township of Langley Recreation, Culture, and Parks Division at 604.533.6106 or the City of Langley at 604.514.2941. Applications are also available on the Township of Langley (www.tol.bc.ca) and City of Langley (www.city.langley.bc.ca) websites.

Completed application packages should include:

- A completed application form
- Applicant's Proof of Non-Profit Status and date of incorporation
- A complete event budget detailing operating costs and expected revenues
- A letter, on letterhead, from the governing sport body confirming the event as a bona fide championship whenever applicable
- A copy of the event bid that was submitted for consideration to the governing sport body (where available)

There are no applications deadlines, i.e. applications can be submitted at any time of year. Applications will be accepted on a rolling basis, up to 12 months before hosting the event.

**Mail to: Sport Hosting Incentive Program Evaluation Committee
c/o Township of Langley - Recreation, Culture, and Parks Division
20338 – 65 Avenue, Langley B.C. V2Y 3J1**

**Drop-off Location: Township of Langley Civic Facility – Customer Service Desk
same address as above**

Announcements regarding successful applications will be made in a Letter of Recommendation which can be expected within 60 days of receipt of the application.

PAYMENT INFORMATION

A maximum of 75% of the recommended award will normally be paid to the Applicant within a reasonable period of time as determined by the Evaluation Committee. The remaining 25% grant payment will be made to the Applicant within a reasonable period of time following the submission of a required final report.

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. 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.
2. A copy of the event program (if applicable) and a schedule of activities, games, events, etc.; and
3. A copy of the final results of the competition.

APPEALS

There is limited provision by which an appeal can be made. An appeal needs to be submitted in writing by the applicant within the designated timeframes provided in the Letter of Recommendation identifying what information you believe was not taken into consideration during the assessment of your application.

The following are **not** considered grounds for appeal:

- i. Changes in circumstances of the applicant since the date of the application; the circumstances of the applicant and of the appeal must be limited to the date of the original application or the deadline date for filing the application, and not to facts or circumstances subsequently arising.
- ii. Actions of other City and/or Township departments which have affected the applicant since the deadline date for filing the application will not be considered relevant (e.g. complaints about taxes, utilities, rentals).
- iii. Changes in the application since the date of the application deadline will not be considered.
- iv. An appeal from a finding of fact regarding fundamental eligibility is not considered grounds for reconsideration (e.g. late submission of application, incomplete application, applicant not properly registered as a not-for-profit society, etc.).

Appeals should be directed in writing to:
Director, Recreation, Culture, and Parks Division
Township of Langley
20338 – 65 Avenue
Langley, B.C.
V2Y 3J1