



MOUNT PEARL SPORT ALLIANCE

P.O. Box 989, Mount Pearl, Newfoundland A1N 3G9

Tel: (709) 748-6489 Fax: (709) 748-6499 E-mail: mpsportalliance@mountpearl.ca

Hosting Assistance Grant for Amateur Athletic Championships

I. Eligibility

Assistance may be provided to local groups, which are hosting Provincial, Atlantic Canadian, National or International amateur athletic championship in Mount Pearl. The local host organization must be incorporated as a non-profit organization.

Events must be officially sanctioned by the appropriate Provincial, National or International organization for the sport as a championship event. An official letter of endorsement from the respective sports governing body must accompany the Hosting Grant application forms.

Events must meet one (1) of the following eligibility criteria:

A Provincial event must involve more than four (4) provincial sport zones.

An Atlantic Canadian event must involve all four (4) Atlantic Provinces.

A National event must involve more than six (6) provinces and/or territories.

An International event must involve more than three (3) countries.

The organization can only receive funding from one City of Mount Pearl source for their event.

This grant is divided into two (2) components, the facility rental component and the administration component.

- 1) The Facility rental component is only available for championship events utilizing City of Mount Pearl facilities. (see IV,1. for detail).
- 2) The Administration component is available for any championship event hosted in the City of Mount Pearl. (see IV, 2. for detail)

The following groups are not eligible for funding:

- 1) Religions groups – (an organization whose purpose is religious is not eligible, however, a supporting organization which may be sponsored by a religious group would be eligible).

Service Clubs – (a Service Club such as the Mount Pearl Kinsmen Club is not eligible, however, a sporting organization which may be sponsored by the Service Club would be eligible).

II. Before the Event

Official recognition of the City of Mount Pearl and the Mount Pearl Sport Alliance sponsorship must be included in all advertising mediums.

III. After the Event

The applicant must provide the Sport Alliance with:

- 1) Receipts for all expenditures relating to the grant.
- 2) A registration list including the name and address of each competitor or team representative.
- 3) Program of events for the championships.
- 4) Within 90 days of the championship, applicants are to submit a statement of total revenue and expenses for the event signed by two Executive Officers, or an Audited Financial Statement for the event.

Upon submissions and reviews of the above documentation, the grant monies will be forwarded to the organization.

IV. Allocation of Funding

Hosting Assistance Grants will be considered on basis of expenses incurred on the following categories:

1. Facility Rental

- a) Provincial and Atlantic Canadian – 25% of the rental cost of the City of Mount Pearl facilities to a maximum of \$1,000.00 (does not include direct charges incurred to prepare/modify the facility or direct costs incurred because of the event).
- b) National and International – 50% of the rental cost of the City of Mount Pearl facilities to a maximum of \$1,000.00 (does not include direct charges incurred to prepare/modify the facility or direct costs incurred because of the event).

Note: Practice times are only eligible if it is a mandatory requirement by the National Sport Governing Body.

2. Administration: 25% of the cost of administration expenses

Examples:

Eligible:

Staff hired specifically for the championship event

Printing

Typesetting

Postage

Stationary for the event

Telephone: Cellular rental and long distance calls

Sanction/Registration fees

Advertising/Promotion

Equipment

Awards

-Trophies

- Medallions

- Plaques

Officials

Ineligible:

Permanent staff wages – Full or Part-time

Expenses for fund-raising campaigns

Meals/Banquets

Uniforms

V. Application

Grants are administered on a first come, first serve basis until all funds are depleted. Grants for the year will be accepted starting September 1 of the previous year. Grants for that year will be processed in January of the grant year.

For further information, please call: 748-6489

Applications for the Mount Pearl Sport Alliance Hosting Assistance Grant for Sanctioned Provincial, Atlantic Canadian, National or International Athletic Championships.

Please answer all questions completely and provide any additional information, which will give a better understanding of your request. Applications received, which do not include the necessary information, will be returned to the applicant and will only be accepted when the required information is attached.

*****Please email to: mpsportalliance@mountpearl.ca

Name of Event: _____

Date (s) of Event: _____

Name & Address of Sport Organization Hosting the Event: _____

Mailing Address: _____

Telephone: _____

Contact Person: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Venue(s) to be utilized: _____

Have the venues(s) been booked? _____ Yes _____ No

Please forward the following information with your application:

- 1) A statement of the projected revenues and expenses to host the championship event. (See item II)
- 2) An official letter of endorsement from the International, National or Provincial organization to which the host is affiliated, naming the event as a sanctioned championship.

Are any other funds you expect to receive contingent upon the receipt of a Mount Pearl Sport Alliance Hosting Assistance Grant? (If yes, please give full particulars).

Projected Financial Data: Your application cannot be processed until all of the following financial data is received.

Revenues: *(For Event Only)*

Registration Fees	\$	_____
Fees for Service	\$	_____
Donations	\$	_____
Sponsorship	\$	_____

Grants: *(Check if amount is confirmed)*

Federal Government	()	\$	_____
Provincial Government	()	\$	_____
The City of Mount Pearl	()	\$	_____
Provincial or National Organization	()	\$	_____

Other Revenues *(Please explain source)* \$ _____

Total Revenues \$ _____

Expenditures: *(For Event Only)*

Transportation	\$	_____
Facility Rental	\$	_____
Equipment Rentals	\$	_____
Salaries	\$	_____
Trophies and Medals	\$	_____
Administration	\$	_____
Miscellaneous	\$	_____

Total Expenditures \$ _____

Net Profit/Loss \$ _____

Financial Data:

Has your group received any other assistance for this event from the City of Mount Pearl or the Mount Pearl Sport Alliance? (If yes, please specify).

Do you have any outstanding accounts with the City of Mount Pearl or the Mount Pearl Sport Alliance? (If yes, which departments(s), amounts and types of services provided to you).

If the event realizes a profit, where will these funds be allocated?

Please estimate the number of people in each category:

- 1. Number of volunteers needed to host championship _____
- 2. Number of staff needed to host championship _____
- 3. Number of competitions _____
- 4. Number of out of town visitors _____
- 5. The average length of each visitor's stay in the City of Mount Pearl _____

We, the undersigned do hereby agree that all information stated within is true and correct

Date

Printed Name of President or Chairperson

Signature of President or Chairperson

Printed Name of Second Officer and Title

Signature of Second Officer