

**EXECUTIVE COMMITTEE OF COUNCIL**

**TO:**            *MAYOR AND COUNCILLORS*

**SUBJECT: SPORT HOSTING GRANT PROGRAM REVISIONS**

**RECOMMENDATION:**

**THAT** the Sport Hosting Grant Program outlined in the report titled “Sport Hosting Grant Program Revisions” dated April 3, 2024, be approved;

**THAT** the amount of \$75,000 in the Parks, Recreation and Culture annual operating budget be used to fund the Sport Hosting Grant Program, as outlined in the report; and

**THAT** the “housekeeping” items related to the previous Parks, Recreation and Culture Commission Policy Manual, be approved as outlined in this report.

**REPORT**

The Executive Committee of Council, at its meeting held on April 3, 2024, received and adopted the attached report seeking Council approval for the proposed Sport Hosting Grant Program.

On behalf of the Executive  
Committee of Council,

Councillor S. Dhaliwal  
Chair

Councillor P. Calendino  
Vice Chair

**TO:** EXECUTIVE COMMITTEE OF COUNCIL (ECC)  
**FROM:** GENERAL MANAGER PARKS, RECREATION AND CULTURE  
**SUBJECT:** **SPORT HOSTING GRANT PROGRAM REVISIONS**  
**PURPOSE:** To seek approval for the proposed Sport Hosting Grant Program.

## RECOMMENDATION

**THAT** the Sport Hosting Grant Program outlined in the report titled “Sport Hosting Grant Program Revisions” dated April 3, 2024, be approved;

**THAT** the amount of \$75,000 in the Parks, Recreation and Culture annual operating budget be used to fund the Sport Hosting Grant Program, as outlined in the report; and

**THAT** the “housekeeping” items related to the previous Parks, Recreation and Culture Commission Policy Manual, be approved as outlined in this report.

## 1.0 POLICY SECTION

The Sport Hosting Grant Program outlined in the report aligns with the goals and values in the Corporate Strategic Plan (2017), Social Sustainability Strategy (2011), Burnaby Economic Strategy (2017), Healthy Community Policy (1991), and the Benefits Based Approach (2023).

## 2.0 BACKGROUND

At the March 6, 2024 Executive Committee meeting, staff presented a report outlining a proposed Sport Hosting Grant. The Committee referred the item back to staff with specific edits to be incorporated and requested the Hosting Grant be brought back to the Committee for another review once those edits were finalized.

## 3.0 GENERAL INFORMATION

Staff have incorporated the feedback from the Committee as follows (Attachment 1):

- The additional level of “regional tournament” has been added to the criteria;
- The levels of funding for national, western Canadian, provincial and regional have been updated;
- The definitions of these tournaments have been updated.

The proposed Sport Hosting Grant Program will generally be administered as follows:

- Staff will bring forward a report to the Executive Committee with a summary of the vetted tournament applications and recommendations for funding to be forwarded to Council for approval;
- Using the Benefits Based Approach, the grant criteria will include the requirement for an organization to demonstrate direct benefit to Burnaby residents. This benefit may take the form of impacting economic development through tourism, assisting low-income families with tournament fees, etc.
- There will be two grant intakes per year.

**3.1 Housekeeping Items:**

Fundraising events previously governed through the Commission Policy Manual, such as the Terry Fox Run, and the CUPE and Burnaby Firefighters Charitable Golf Tournament are proposed to be managed through the Community Grants Policy moving forward. Playground grants are also proposed to be brought forward through the Executive Committee of Council. In addition, a day recognized nationally or provincially with cultural or historical significance that is organized by non-profit groups such as Remembrance Day, is proposed to be considered under the Festivals Burnaby grant program. If the proposed Grant program is approved, staff will update the Fees and Charges bylaw to reflect the changes in governance noted in this report.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Staff are proposing that the Sport Hosting Grant Program would take effect for tournaments planned on January 1, 2025, and beyond. The timeframe is proposed to support community organizations in their tournament planning schedules as tournament budgets are planned well in advance. The timeline would allow staff to fully communicate the new funding processes to all community organizations impacted.

**5.0 FINANCIAL CONSIDERATIONS**

Currently, funding for fee waivers is provided from the PRC operating budget with a maximum of \$75,000 set aside annually. Staff are proposing this budget line be used to support approved applications under the proposed Sport Hosting Grant Program.

Respectfully submitted,

Mary Morrison-Clark, General Manager Parks, Recreation and Culture

**ATTACHMENTS**

Attachment 1 – Sport Hosting Grant Guidelines & Application

**REPORT CONTRIBUTORS**

This report was prepared by Leana Campbell, Administrative Assistant, and reviewed by Noreen Kassam, Deputy Chief Administrative Officer, Juli Halliwell, General Manager Corporate Services, Sharon Wishnowsky, Solicitor, and Rebecca Thandi, Director PRC Strategic Initiatives.

# Sport Hosting Grant

## 2025 GUIDELINES & APPLICATION

Council approval Date:

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### Guidelines

#### 1. Program Purpose

The Sport Hosting Grant is for amateur championship events (Regional level through to International) that contribute to building community pride and encouraging community economic development, interaction and spirit. It can also be used to support eligible golf tournaments.

#### 2. Eligibility Requirements

To qualify for funding, ***all*** of the following eligibility conditions must be met:

- a) The organization must be a registered non-profit community organization that is operating with an active status and incorporated for at least one year at the time of application submission. Verification of non-profit incorporation must be submitted with the application.
- b) The organization must not exclude anyone based on religion, national or ethnic origin, colour, sex, sexual orientation, age, or mental or physical disability. This does not preclude organizations that restrict services to improve the conditions of disadvantaged individuals or groups according to Section 15 (1) (2) of the Charter of Rights and Freedoms;
- c) The organization must be considered in good standing by the City of Burnaby (e.g. no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc. or outstanding follow-up reports from previous grant funding or issues related to Code of Conduct);
- d) The organization is required to follow all City of Burnaby bylaws, policies and procedures.
- e) The event must be a sanctioned sporting championship event. Eligible competitions include team and individual sports activities that have an element of competition and where a winner or champion is declared;
- f) With the exception of regional tournaments, the event must be designated as the only event where a Provincial, Western Canadian, National or International champion will be determined. An official letter of endorsement from the respective provincial, national, or international association must accompany the application.
- g) The event must be composed solely of amateur participants. Amateur participants are defined as competitors that are not paid to participate or compete;
- h) The organization must have a facility booking in place with the City of Burnaby in order to be eligible for funding.
- i) Only two events per year per organization are permitted;
- j) The event must be open to public spectators; and
- k) The event must occur in Burnaby.

#### 3. Ineligible Requests:

The City of Burnaby does not provide Hosting funding to:

- Events that qualify for funding under other City of Burnaby Grant programs;
- Organizations hosting a conference;

Invitational tournaments or competitions.

- Invitational tournaments or competitions where the primary purpose is fundraising;
- Competitions that are restricted to members of a certain vocation (e.g. firefighters, police);
- Competitions that are limited to members of a club or group (e.g. open only to members of a certain service club); or
- Events hosted by and/or associated with an educational institution.

### Ineligible Expenses

City of Burnaby funding may not be used for:

- Purchase of food or alcohol;
- Transportation or travel costs outside of Burnaby;
- Socials or volunteer appreciation events;
- Awards or trophies;
- Cash prizes, awards and/or gifts.

## 4. Funding Levels

The level of assistance varies depending on the competition; the maximum allocation per championship event is:

|                               |                             |
|-------------------------------|-----------------------------|
| a) International              | up to \$12,000              |
| b) National                   | up to \$ 10,000             |
| c) Western Canadian           | up to \$7,500               |
| d) Provincial                 | up to \$ 5,000              |
| e) Regional (Metro Vancouver) | up to \$3,000               |
| f) Golf Tournaments           | up to 50% of the green fees |

There is no guarantee of funding. Applications may result in full, partial or no funding.

## 5. Application Process

- Applications will be accepted on two deadline dates, which are: **in March and September. Please see the website for exact deadlines.**
- Please apply on the applicable deadline, at least ten weeks prior to the event. The City of Burnaby commits to providing a response within six weeks of each of the above deadline dates. Applications can be submitted up to one year prior to the event.
- Applications are one-time funding for the calendar year of the event.
- Incomplete applications will not be considered.

Organizations may submit their application(s) and all applicable attachments through electronic transmission only.

[parksrecandculture@burnaby.ca](mailto:parksrecandculture@burnaby.ca)

All documents are required to be in a PDF, MS Word or Excel format.

**Please Note:** Application forms found on <https://www.burnaby.ca/our-city/get-involved/grants> are developed as a fillable PDF. As part of the fillable PDF application, the forms offer editable text, as well as scrollable text boxes in order to encompass all relevant information when providing responses to the questions on the application. To ensure your application includes all information, please submit the *original fillable pdf application*.

Questions about the guidelines and/or application may be directed to: 604-294-7450 or [parksrecandculture@burnaby.ca](mailto:parksrecandculture@burnaby.ca).

## 6. Evaluation

Questions on the application form provide a framework for the applicant to provide details regarding the event.

Requests will be evaluated using the following criteria:

- Organization
- Program Merit
- Community Need
- Community Impact
- Accessibility
- Financial Need

## 7. Post Approval

- a) **Recognition** – Recipients are required to provide recognition to the City of Burnaby if the funding request is approved;
- b) **Initial Payment** – An initial payment of 80 per cent of the approved funding is made following approval of a request;
- c) **Follow-Up Report** – Recipients will be required to submit a report and performance information at the end of their funded event. This performance will be based on a menu of performance measures provided by the City (e.g. number of people who attended an event);
- d) **Final Payment** – The final 20 per cent of the approved funding will be released after the organization has completed the event, submitted the Follow-Up Report and the Report has been reviewed and approved by the City of Burnaby.

## SPORT HOSTING GRANT 2025 APPLICATION

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**Instructions:**

- Keep one copy of this completed application form and attachments for your records.
- Number all attachments.

**GENERAL INFORMATION:**

1. Organization's Legal  
Name:

Mailing Address:

Postal Code:

2. Contact Person:

Mailing Address:

Postal Code:

Telephone No:

E-mail:

3. Alternate Contact:

Mailing Address:

Postal Code:

Telephone No:

E-mail:

4. Name of Event:

5. Amount of Request: \$

6. Event Date(s):

**ATTACHMENTS** (number all attachments to correspond with this list):

- #1 – Current Profile Report from the Corporate Registry of Information Services Corporation (ISC); the Profile Report must be dated no more than 30 days prior to submission of your grant application.
- #2 – Letter of endorsement from the applicable sport governing body; the letter must indicate:
- a) the event is sanctioned, and
  - b) the event is the only Provincial, Western Canadian, National or International championship event.
- #3 – Event budget which includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.



- #4 – Letters confirming financial sponsorships and in-kind contributions from other levels of government, corporations and sponsors.
- #5 – Most recent audited annual financial statements, as presented at the last Annual General Meeting. This includes an income statement and a balance sheet. If the financial statements are not audited, then the unaudited financial statements must be signed and certified correct by two members of the Board of Directors.
- #6 – Letters of support (optional).

**ORGANIZATION:**

7. What is your organization's mandate?

8. What are some of the significant accomplishments and successful programs of your organization over the past 3 years?

9. Does your organization have any unpaid accounts with the City of Burnaby (e.g. taxes, utilities, tickets, permits, etc.) or outstanding grant follow-up reports? If yes, what are they?

**PROGRAM MERIT:**

10. What is the scope of the competition?

- International    National    Western Canadian    Provincial

11. Is your organization bidding for the event or is it confirmed?    Bidding    Confirmed

12. How many people are expected for this event?

Competitors:

Volunteers:

13. What is the age and gender of the competitors?

Age:

Gender:

14. Which provinces/countries will be represented?

Provinces:

Countries:

15. What facilities will be used to host this event?

**COMMUNITY NEED**

16. Why is this event needed?

17. What other organizations are involved in the event as partners? Provide a list here and attach letters of support, as outlined in attachment #6.

**COMMUNITY IMPACT**

18. What sport related outcomes (impacts, benefits, results) do you expect to achieve by hosting this event?

19. What is the projected economic impact of the event?

20. How many spectators are expected for this event (not including competitors or volunteers)?

**ACCESSIBILITY**

21. Is this event open to the public?  Yes  No

List all applicable admissions fees:

22. Have any barriers to participation (e.g. cost, transportation, etc.) been removed in the design of this event?

**FINANCIAL NEED**

23. Explain why funding from the City of Burnaby is needed?

24. If this request for funding is approved, how will the City of Burnaby funds be spent? List specific expenditures.

**SOCIAL MEDIA**

25. Would you like the City of Burnaby to promote your event on social media?

Yes  No

If yes, please attach all logos/photos that could be used to help the City of Burnaby enhance the posts about your event.

26. If applicable, please provide your organization's social media accounts, below:

Facebook:

Instagram:

Twitter:

Snapchat:

27. If resources are available, do you approve the City of Burnaby to attend your event and take photos/videos to share on social media?

Yes  No

## APPLICATION AGREEMENT

**Applicant.** For the purposes of this agreement the Applicant shall mean the corporate entity, individual or group of individuals who are applying for the grant as named on the application and supporting documents. Should an unincorporated entity be named as the applicant, any individual who signs this application shall be deemed to be the Applicant. Groups of individuals who are an Applicant shall be jointly and severally liable for the purposes of this Agreement.

**Use of Money.** The Applicant agrees to use any money or services provided to the Applicant only in the manner set out in this application (including supporting documents) and agrees to comply with the Grant Guidelines and any conditions as set out in the approval letter issued by the City of Burnaby (City). The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Applicant agrees to return the monies, if the Applicant: does not comply with the conditions set out in this application or the approval letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Program, does not use the money in accordance with the description of the intended use of the money as set out in this application, if the Applicant made a material misrepresentation in the application, if the Applicant did not use all of the money or if the Applicant used the money for something not described in this application without the written consent of the City.

**Compliance with City Bylaws and Policies.** Applicants receiving funding from the City must abide by City's bylaws, policies and procedures. An Applicant that has breached a City bylaw will lose, if applicable, any outstanding payment and/or unused funds following the initial breach of a bylaw. Subsequent incidents will result in the Applicant being ineligible for grants in the future. If an Applicant has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a City bylaw.

**Information Management and Privacy Requirements:** Personal information collected on this form and as part of the program shall be collected only for its intended use and authority under section 26 of the *Act*. Information collected by the City or the applicant for the program shall not be disclosed, shared or unlawfully accessed without consent or authority and the City shall be notified on any collection, use, disclosure or breach of confidentiality or personal information related to this application or program. The applicant also understands the City may be required to request information and access to records under the *Act* and agree to provide access and responses without delay. The applicant also confirms their understanding of obligations under *Canada's Anti-Spam Legislation* for use of all commercial electronic communications.

**Indemnification.** The City's role is limited to providing the Grant to the Applicant and promoting activities funded by the City. The Applicant agrees that the City shall not be liable for any activity carried out by the Applicant. The Applicant is responsible to determine if it has adequate insurance for its activities. The Applicant agrees to fully indemnify the City, including its officers, agents, employees and affiliates, and hold each of them harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities and costs relating to, arising out of, or connected to, directly or indirectly, with the Applicant's activities under this Agreement including, without limitation and no matter when asserted, claims relating to: the injury (physical or psychological) or death of any person; and damages to or loss of any property, excluding claims resulting from an act or omission amounting to the City's negligence or breach of contract to the extent attributable to the City.

**Representations.** In making this application, I the undersigned hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. In the case of a corporate entity or partnership I represent that I have the authority to bind the corporate entity or partnership.

Where the Applicant is a group of individuals, each individual must sign the application.

**Two signatures are required:**

| Board Member Name (print)                                  | Signature | Position | Date |
|--|-----------|----------|------|
| Board Member Name<br>or Executive Director Name<br>(print) | Signature | Position | Date |

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