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Contribution Guidelines

Hosting Program International Single Sport Event Component

Effective:
October 2012



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SPORT CANADA FUNDING PROGRAMS

Canadian Heritage (PCH) is the federal department responsible for sport. As a Branch of PCH, Sport Canada is striving to establish Canada as a leading sport nation at home and abroad, where all Canadians and their communities enjoy, value and celebrate the benefits of active participation and excellence in sport.

The mission of Sport Canada is to enhance opportunities for all Canadians to participate and excel in sport. This is achieved by enhancing interaction and capacity within the Canadian sport system, encouraging participation in sport and enabling Canadians with talent and dedication to achieve excellence in international sport.

Sport Canada programs and activities support the objectives of the Government of Canada *Physical Activity and Sport Act* (2003) (<http://laws-lois.justice.gc.ca/en/acts/P-13.4/>) and of the *Canadian Sport Policy* (<http://www.pch.gc.ca/pgm/sc/pol/pcs-csp/index-eng.cfm>).

Sport Canada provides financial support through three funding programs:

- ❑ Sport Support Program
 - National Sport Organization (NSO)
 - Multisport Service Organization (MSO)
 - Canadian Sport Centres (CSC)
- ❑ Hosting Program
 - International Major Multisport Games
 - International Single Sport Events
 - International Multisport Games for Aboriginal Peoples and Persons with a Disability
 - Canada Games
- ❑ Athlete Assistance Program (AAP)

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1. HOSTING PROGRAM

The Hosting Program (HP) is a key instrument in the Government of Canada's overall approach to sport development in Canada and aims to enhance the development of sport excellence and the international profile of sport organizations by assisting sport organizations to host the Canada Games and international sport events in Canada. These events are expected to produce significant sport, economic, social and cultural benefits.

The Hosting Program has four delivery components:

- ❑ International Major Multisport Games (IMMG)
- ❑ International Single Sport Events (ISSE)
- ❑ International Multisport Games for Aboriginal Peoples and Persons with a Disability (IMGAPPD)
- ❑ Canada Games

1.1 OBJECTIVES

The objectives of the Hosting Program are:

1. to strengthen the sport excellence and sport development impacts of bidding and hosting the Canada Games and targeted international sport events;
2. to increase access and equity for designated under-represented groups through contributions to international bidding and hosting events;
3. to strengthen the associated economic, social, cultural and community impacts of supported bidding and hosting projects, in keeping with the Government of Canada's interests and priorities.

1.2 FRAMEWORKS

Two frameworks shape the Hosting Program:

The 1997 Clear Lake Resolution for the Canada Games

This agreement governs how the federal and provincial/territorial governments collaborate to support the delivery of the Canada Games.

The Strategic Hosting Framework

In April 2004, 14 federal-provincial/territorial (F-P/T) governments adopted the Strategic Framework for Hosting International Sport Events. This Strategic Hosting Framework forms the basis of the *Federal Policy for Hosting International Sport Events*, and guides decision-making with respect to bidding for and hosting international sport events in Canada, in order to:

- ❑ allow for strategic investment in international sport events held in Canada;
- ❑ strengthen planning, resulting in fiscally responsible decisions;
- ❑ maximize the benefits of hosting, including sport development, social, community and economic impacts;

- ❑ enhance collaboration among municipalities, both levels of government and the sport community.

Specifically, the targets outlined in the Strategic Hosting Framework are to support:

- ❑ two (2) International Major Multisport Games every ten (10) years;
- ❑ one (1) large/Tier II International Single Sport Event every two (2) years;
- ❑ thirty (30) or more small/Tier I International Single Sport Events each year.

To meet these objectives, hosting projects would be considered for each type of event and bidding projects would be considered for International Major Multisport Games and for large/Tier II International Single Sport Events. Sport Canada's Sport Hosting Division will coordinate input from governments and the sport community on hosting projects and long-term strategic planning for hosting international sport events.

The following sections describe in more detail the elements of the International Single Sport Event component. The Canada Games component and the International Multisport Games for Aboriginal Peoples and Persons with a Disability component of the Hosting Program are presented in separate guidelines.

2. HOSTING PROGRAM (HP) – INTERNATIONAL SINGLE SPORT EVENT (ISSE) COMPONENT (HP-ISSE)

2.1 ELIGIBILITY

Summer National Sport Organizations (NSOs) that have met all Governance and management criteria (A), Programs and services criteria B1-4 and Programs and services criteria B5 – High Performance of the Sport Funding Accountability Framework V (SFAF V) are eligible to submit applications for funding under this program.

For winter NSOs, the General Criteria and the International Scope (elements C1, C2 and C3) eligibility requirements remain as per SFAF IV until March 31, 2014. Please refer to the SFAF page for more information: <http://www.pch.gc.ca/pgm/sc/pgm/cfrs/index-eng.cfm>.

The international single sport events eligible for funding by the Government of Canada under the Hosting Program must be identified in a NSO's Hosting Plan, and are identified as part of the NSO's high-performance and long-term athlete development competition plans for the national team athletes. The sport must be part of an international major multisport games program in order to be eligible.

2.2 FUNDING CATEGORIES

Funding requests are assessed based on the following categories:

Category	Type of Event
1	Senior World Championships
2	Senior World Cup Events, Senior Continental Championships and World University Championships
3	Junior World Championships, Junior World Cup Events and Junior Continental Championships
4	Annual International Events

Note: For all categories, only events that are on an International Major Multisport Games program are eligible. Priority may be given to competitive opportunities for under-represented groups, such as persons with a disability.

2.3 APPLICATION PROCESS

NSOs applying for support under the HP-ISSE must consider the following points:

- ❑ NSOs seeking Canadian Heritage (Sport Canada) funding support for Tier II events must obtain federal support before any bid is made or commitment to host is made to the International Federation;
- ❑ The Event must be identified in the Hosting Plan as a priority Event;
- ❑ Applications must be sent to Sport Canada via the appropriate NSO only;
- ❑ Requests for support are generally restricted to operating costs only;
- ❑ For federal contributions greater than \$50,000, the Government of Canada will limit its contributions so that it does not exceed:
 - 35% of total event costs (including eligible and non-eligible expenditures); and
 - 50% of Total Government Assistance.
- ❑ A contribution to any one Event may be eligible for multiyear if the funding application is made more than one year in advance;
- ❑ Contributions will be issued to recipients upon receipt of the signed Contribution Agreement. The Contribution Agreement must be signed by an authorized individual of the recipient organization and returned to Sport Canada within 30 days. No payment can be initiated until the signed Contribution Agreement has been received by Sport Canada and all application conditions have been met.

Restrictions and Conditions

- ❑ Value-in-kind expenses, prize monies, capital expenditures and sanction fees are not allowable expenses and cannot be claimed against the Sport Canada contribution;
- ❑ GST refunded by the Canadian Revenue Agency may not be claimed as an eligible expense;
- ❑ To be eligible to be claimed against any Sport Canada contribution, all expenditures must:
 - be supported by paid, original invoices;
 - be made in the fiscal year designated by the Contribution Agreement;
- ❑ A holdback, typically representing 10% of the value of the contribution provided in the final year of the Contribution Agreement, will be issued upon receipt of required reporting (see section 2.4 for details).

Application deadlines are outlined in the following table. A completed application, with both signatures on the General Application Form, must be received before the application deadline.

Level of Request	Application Deadline
Up to \$50,000	Minimum 6 months prior to the Event
Between \$50,000 and \$250,000	Minimum 12 months prior to the Event
\$250,000 and more (Tier II)	Minimum 24 months prior to the Event

NSOs must include the documents outlined in the Attachment Checklist found in Annex ISSE 1 in their applications:

ANNEX ISSE 1 – General Application Form		ANNEX ISSE 6 – Canadian Heritage Environmental Assessment	
ANNEX ISSE 2 – Category Information		Copy of liability insurance for the event	
ANNEX ISSE 3 – Operational Budget		Event schedule	
ANNEX ISSE 4 – Event Information		Economic Impact Assessment (EIA) Projection for Requests Exceeding \$50,000 (including the raw data used to create the EIA projection)	
ANNEX ISSE 5 – Business Plan Information for Requests Exceeding \$50,000			

2.4 REPORTING

Depending on the level of support, NSOs may be required to submit interim activity reports and updated cash flow projections leading up to the staging of the Event.

A holdback, typically representing at least 10% of the value of the contribution provided in the final year of the Contribution Agreement, will be issued upon receipt of:

- ❑ The Final Activity / Results Report (all events must report on information outlined in Annex F of the Contribution Agreement).
- ❑ A description of how the Event surplus (if applicable) will be used.
- ❑ In an event shortfall situation, identify which party will cover the loss.
- ❑ A signed copy of the Final Financial Report of the Event. (Financial report must be limited to the Event and must **highlight the Sport Canada contribution as a separate line item**).

2.5 APPLICATION SUBMISSION

Organizations interested in submitting an application for funding under this program should contact their Sport Canada Hosting Program Officer or send an e-mail to isse-miu@pch.gc.ca.

3. FUNDING POLICIES AND PROCEDURES

3.1 FUNDING POLICIES

3.1.1 Recognition of Federal Government Support

Recipients are required to provide public acknowledgment of federal contributions in programs, publications and at events where appropriate. Electronic copies of the Canadian Heritage/Sport Canada Federal Identifiers (logos) can be downloaded from the website at: <http://www.pch.gc.ca/logos/index-eng.cfm>.

Plans and initiatives should be discussed with the Sport Canada Program Officer assigned to your organization.

3.1.2 Official Languages

Sport Canada requires recipients to ensure that the official languages requirements of the Treasury Board Guidelines on Grants and Contributions and the spirit and intent of the *Official Languages Act* (<http://laws-lois.justice.gc.ca/en/O-3.01/index.html>) are respected where the program funding supports activities that benefit members of both official language communities, namely by providing its communications with and services to the public in both official languages.

In cases where an activity, project or program receiving financial assistance is national in scope and includes services to the general public of both linguistic communities, federal institutions, such as Canadian Heritage (Sport Canada), must ensure that recipient organizations will:

- ❑ make all announcements to the public concerning activities, projects and programs in both official languages;
- ❑ actively offer services to members of the sport community and the general public in both official languages;
- ❑ make available in both official languages to members of the sport community and the general public any documents relating to activities, projects and programs;
- ❑ encourage members of both official language communities to actively participate in the planning and staging of activities, projects and programs;
- ❑ organize activities, projects and programs, when appropriate, in such a manner as to meet the needs of the two linguistic communities.

Funded organizations seeking clarification on the implementation of this policy should contact their Sport Canada Program Officer.

3.1.3 Tobacco Policy

The 1985 *Federal Government Policy on Tobacco Sponsorship of National Sport Organizations* (<http://www.pch.gc.ca/pgm/sc/pol/tbc/index-eng.cfm>) precludes all organizations in receipt of a Sport Canada contribution from entering into sponsorship arrangements with the tobacco products industry. Under this policy, Sport Canada will withhold all funds from organizations associating in any sponsorship, promotional, or

other financial support arrangements (for example: advertising...) with the tobacco products industry for events or programs predominantly involving athletes or sports.

3.1.4 Doping-Free Sport

The Government of Canada (Sport Canada) has had a policy against doping in sport in one form or another since October 1983. The current policy, the *Canadian Policy Against Doping in Sport* (2011), was endorsed by the Federal, Provincial and Territorial Ministers responsible for Sport, Physical Activity and Recreation in February 11, 2011 and came into full force and effect on December 15, 2011. The policy provides that, with the cooperation and support of sport organizations and governments, the Canadian Centre for Ethics in Sport shall maintain and carry out the Canadian Anti-Doping Program. This program is to be consistent with the World Anti-Doping Code.

Endorsement of the principles of the *Canadian Policy Against Doping in Sport* (2011) and adoption of the Canadian Anti-Doping Program (as applicable) is a condition of eligibility for all funded MSOs and NSOs.

The Government of Canada's commitment to anti-doping is further evidenced by the restriction of funding eligibility under the Sport Support Program and Athlete Assistance Program for any individual who has committed and been sanctioned for an anti-doping rule violation pursuant to or recognized under the Canadian Anti-Doping Program. The automatic funding ineligibility sanctions are described in Sport Canada's Anti-Doping Sanctions directive. It is the responsibility of organizations applying for support through the Sport Support Program to be familiar with, and respect the funding ineligibility sanctions as set out in the directive, which is available at the following link: <http://www.pch.gc.ca/pgm/sc/pol/dop/sanct-eng.cfm>.

3.1.5 Alternate Dispute Resolution

The Sport Dispute Resolution Centre of Canada (SDRCC) was established via the *Physical Activity and Sport Act* to address the need to offer the Canadian sport community tools to prevent conflicts and, when they arise, to resolve them. To ensure access to the services of the SDRCC, Sport Canada has made it a condition of funding that the appeal policies of all funded NSOs, MSOs and CSCs provide for an appeal to the SDRCC (mediation and arbitration services are provided by the SDRCC in this regard). This requirement applies, once the organization's own internal appeal process has been exhausted (or when both parties agree to bypass such internal appeal process), to disputes involving athletes and coaches emanating from activities related to national team programs and/or national teams representing Canada at international single sport events and multisport games. More specific details regarding the nature and type of disputes requiring SDRCC consideration are available through Sport Canada or the SDRCC.

3.2 FUNDING PROCEDURES

In order to be considered for support, applications must be complete and received no later than the deadlines identified in section 2.3.

3.2.1 Travel, Meals, Accommodations

Where the conditions of an initiative/program/activity allow for the support of participants' travel expenses, organizations may determine who qualifies and the method of transportation to be used. Although trip cancellation insurance may normally be claimed, other personal accident or medical insurance costs are not allowable. The cost of travel, meals and accommodation may be claimed up to the rates set by Treasury Board guidelines. Setting of rates generally occurs in April and October. These guidelines can be found at the following web address:

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage-eng.asp.

Travel options include:

- ❑ *Air*: Actual return costs up to economy rates, including connecting ground transportation. The use of reduced fare packages is encouraged.
- ❑ *Train and bus*: Actual return costs, including connecting transportation;
- ❑ *Rental vehicles*: Actual rental and operating costs (including collision insurance, but excluding personal accident insurance); and
- ❑ *Private motor vehicles*: Reimbursement up to current Treasury Board rates. The total cost, including meals and accommodation, may not exceed the equivalent economy airfare.

3.2.2 Contribution Agreement

The Contribution Agreement is the legal document governing the relationship between Sport Canada and the recipient and defines the roles and responsibilities of each party. Upon receipt of the Contribution Agreement and any related documents, the recipient should examine them to ensure that they are accurate and complete. The Contribution Agreement must be signed by an authorized individual of the recipient organization and returned to Sport Canada within 30 days. No payment can be initiated until the signed Contribution Agreement has been received by Sport Canada and all application conditions have been met.

3.2.3 Third Party Agreements

In certain cases, Sport Canada has a Contribution Agreement with a recipient who then uses part of this funding for one or more projects run by another organization or third party, for example associations for athletes with a disability that are integrated with an NSO or Organizing Committees for hosting an international event. In such cases, the recipient must:

- ❑ inform the third party of Sport Canada's role in the provision of funds;
- ❑ enter into an agreement with this third party that is similar to the recipient's original Contribution Agreement with Sport Canada;

- ❑ oversee, evaluate and, as appropriate, audit the third party and provide copies of any resulting reports to Sport Canada, as requested.

3.2.4 Stacking Limit and In-kind Contributions

A stacking limit is the maximum level of total Canadian government funding (including federal, provincial, territorial and municipal) for any one activity, initiative, or project of a recipient.

Total Canadian government funding for Sport Canada support programs may not exceed 100% of eligible expenditures. To calculate total government funding, recipients are required to disclose all sources of funding, including in-kind contributions.

An in-kind contribution is any non-cash donation of goods or services. Any expenditure offset by an in-kind contribution is not eligible for reimbursement by Sport Canada. Documentation providing details of all in-kind contributions must be provided upon request.

Should total Canadian government funding received by the recipient exceed the maximum percentage, Sport Canada shall recover the surplus in proportion to its contribution in relation to total government assistance.

3.2.5 Eligibility of Expenses

The eligibility of expenses is determined by Sport Canada and is presented in section 2.3. Recipients are encouraged to obtain advance rulings on the eligibility of any expenditure that may be in doubt. All requests should be made in writing to the organization's Sport Canada Program Officer. A written response from Sport Canada should be obtained and kept on file for audit purposes.

Expenses are only eligible from the date the application is received by Sport Canada or April 1st of the fiscal year of the Event, whichever date is later. Expenses incurred prior to the receipt the application are not eligible for reimbursement.

3.2.6 Prepayment of Expenses

Recipients may, if approved by Sport Canada, use current fiscal year contributions to prepay the cost of travel/accommodation for an activity, project or program scheduled to occur early in the next fiscal year, where the costs are essential to the activity, project or program, provided the invoices are dated in the current fiscal year.

3.2.7 Reimbursement of Unused Funds

If the recipient determines, at any time, that there will be a decrease in expenditures or a decrease in activities within a fiscal year such that the recipient will not use all the funds provided through the Contribution Agreement in that fiscal year, the recipient must notify Sport Canada immediately. Any unused funds must be returned to Sport Canada as quickly as possible and, ideally, before the end of the fiscal year by cheque payable to the Receiver General of Canada.

3.2.8 Audits

Periodic audits of recipients will be conducted to ensure that recipients comply with the Contribution Guidelines and the terms and conditions of the Contribution Agreement signed with Sport Canada. Further, the audit will ensure that the recipients have proper internal and project financial controls and utilize funds only for intended purposes. The auditor will report any weaknesses to Sport Canada who may undertake further action if circumstances are warranted. If requested, the recipient must make records and information available to the Auditor General, as per the *Auditor General Act*.

3.2.9 Evaluations

To more clearly determine program effectiveness, progress is monitored regularly through performance measurement and program evaluation activities. As a condition of funding, recipients are responsible for providing activity reports that show progress against identified objectives. Additionally, recipients are required to cooperate fully in any evaluation of the program that may be conducted by Sport Canada. This includes providing data necessary for the proper conduct of the evaluation. Full reporting requirements are outlined in the Contribution Agreement signed with Sport Canada.

3.2.10 Public Disclosure

For purposes of openness and transparency, Sport Canada will publicly disclose the recipient's name and the Government of Canada contribution amount. Such disclosure will comply with the *Privacy Act*.

3.2.11 Documentation

Contribution recipients must retain original invoices that provide details of transactions, including all in-kind contributions, in support of all payments to be claimed against contribution funds. Where an invoice or receipt cannot be obtained or has been lost, a signed affidavit may be accepted in conjunction with other documentation, such as credit card purchase records. Where an organization is receiving contributions from more than one Sport Canada program, accounting records must be structured so that eligible expenditures are identifiable for each program contribution by block and project.

Organizations are required to maintain accounting records to the project level to meet year-end audit financial accounting requirements. Original receipts must be available in the event of an audit.

Cancelled cheques, invoices and bank statements must be retained for six years from the end of the year to which they relate or from the conclusion of an audit, whichever occurs first.

3.2.12 Due Diligence

In delivering the funding programs and exercising accountability, government officials must apply the principles of due diligence. As defined by the Office of the Auditor General, due diligence is a term used to refer to the practice of ensuring "that funding

decisions take all of the criteria set by the Treasury Board and a department into account and are based on reliable information”.

On behalf of the Government of Canada, Sport Canada's Program Officers are responsible for ensuring that decisions are based on complete, accurate, reliable and quality information.

In addition, in order to demonstrate that due diligence has been effectively exercised when reviewing the applicant's funding requests, Sport Canada's Program Officers seek to ensure that the following key principles of due diligence are met and applied:

❑ Sound Justification

In order to demonstrate sound justification, there must be:

- confirmation of the eligibility of the applicant and project;
- an explanation of why funding is needed;
- clear linkage between the applicant's proposed activities and the objectives and priorities of the program.

❑ Reasonable Analysis

To demonstrate a reasonable level of analysis, there must be:

- a rationale for the level of funding provided;
- demonstrated evidence that the applicant is capable of performing the proposed activities;
- evidence/indication of the financial viability of the applicant (as appropriate).

❑ Accountability

To demonstrate accountability, there must be:

- files that satisfy basic project management requirements, such as establishing deliverables, milestones, payment schedules and reporting requirements;
- expected results/outcomes and identified ways of measuring them.

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