



BRITISH COLUMBIA **HostingNow** PROGRAM

2010 LegaciesNow Society believes that turning the spotlight on BC through hosting sporting events leaves lasting sport and community legacies throughout BC. The BC HostingNow program will provide funding to organizations interested in staging international and national sport events in British Columbia. This program will have an emphasis on Pre-Olympic / Paralympic test events leading up to the 2010 Games.

The hosting of national and international sport events will provide opportunities to facilitate sport, economic, social and community development within British Columbia. Hosting opportunities will also provide British Columbians with an opportunity to update their event-hosting, technical, volunteer and administrative skills as we prepare to host the world in 2010.

Overview

ELIGIBLE BC EVENTS Application Deadline Dates: August 31 & February 28

PROJECT ID	EVENT	FUNDING
Single Sport - World Cup / World Championship Level Events		
A - Level 2 Event	World Cup / World Championship Bids	Up to \$10,000 If the event received Hosting Now funding for a successful bid, the event would be eligible to apply for funding for hosting up to a maximum of \$50,000 less Bid contribution. Note: not all successful Bid applicants will receive additional hosting funding.
B - Level 2 Event	Hosting for World Cup / World Championship events for Olympic and Paralympic winter sports World Cup / World Championship events that are identified by VANOC as pre-Games test or training events <ul style="list-style-type: none">• Written support from the VANOC Sport Department is required to be eligible. World Cup / World Championship events for summer sports <ul style="list-style-type: none">• Preference will be given to sports that have full medal status at one of the following: Olympic Games, Paralympic Games, Commonwealth Games or Pan American Games.	Up to \$50,000 on a 1/3 matching basis
Single Sport - National / North American Level Events		
C - Level 1 Event	National / Nor Am Events for Olympic and Paralympic Winter Sports	Up to \$10,000 and not more than 50% of the event cost
	National / Nor Am Events for Summer Sports <ul style="list-style-type: none">• Preference will be given to sports that have full medal status at one of the following: Olympic Games, Paralympic Games, Commonwealth Games, or Pan American Games.• Preference will be given to summer sports that partner in year round training programs with Olympic and Paralympic winter sports.	Up to \$10,000 and not more than 50% of the event cost
	National / Nor Am Events Designated by VANOC as Pre-Games Test or Training Events <ul style="list-style-type: none">• Written support from the VANOC Sport Department is required to be eligible.	Up to \$20,000 for test events and up to \$10,000 for training events with matching funds
Single Sport - Provincial Level Events		
D - Level 1 Event	Provincial Sport Events identified by VANOC as Pre-Games Test or Training Events <ul style="list-style-type: none">• These can be 1. off events or provincial championships• Letter from VANOC designating the event as an "official" test or training event" required to be eligible	Up to \$5,000 Conditional on matching funds
Events NOT Eligible:	<ul style="list-style-type: none">• Provincial, national or international conferences, congresses, symposiums, AGMs etc.• Bids for national or Nor Am events• Summer or winter provincial level sport events• Events held outside of British Columbia	

Federal Funding is available for hosting Single Sport International Level Events; contact the appropriate National Sport Organization for more information.

The BC HostingNow Program is guided by the Strategic Framework for hosting sport events in British Columbia and compliments the Federal hosting framework (a framework developed in consultation with the provinces and territories).

APPLICATION DEADLINE DATES:

Applications will be reviewed 2 times a year, following the August 31st and February 28th deadline dates. Due to limited funds for this program at this time the focus will be on events taking place over the next 3 years (2004 up to and including the 2007-08 winter season).

Please submit the completed application before applying / bidding for the event. Applications received after the project has been awarded are not eligible for funding.

NOTE: During the implementation phase of this program events that have already been awarded but not held can be considered for funding.

GUIDELINES

GENERAL ELIGIBILITY

Application eligibility and level of funding will be determined based on the following general criteria:

- Grant application must be submitted for review prior to any bid submission or 6 months prior to the start of the event if there is no bid process to be eligible for funding. (i.e. if a bid / application needs to be submitted to host an event in January 2005 then the application for funding must be submitted by the August 31st deadline as applications will only be reviewed 2 times per year). Exceptional circumstances may be taken into consideration.
- The applicant must operate on a not-for-profit basis and be a National Sport Organization (NSO) registered nationally as a not-for-profit, Provincial Sport Organization (PSO) registered in British Columbia as a not-for-profit, or municipality, regional district or other local government body, or a federally or provincially registered not-for-profit society.
- The applicant must demonstrate the need for financial assistance in order to complete the project.
- The proposed budget must demonstrate significant revenue from sources other than the BC HostingNow program.
- Sport events may be national or international and have the potential to generate significant sport, economic, social and community benefits and ensure significant legacies for British Columbia and host communities to be eligible. *See Overview – Event Eligibility for more specific information.*
- The applicant must demonstrate a commitment to sustainability in the areas of environment, social, and economic sustainability.
- The applicant must demonstrate an ability to complete the project to a professional standard through submission of the bid proposal and/or business plan outlining topics such as organizational structure, marketing and sponsorship, risk management, critical path and budget.
- For Level 2 events, the applicant must demonstrate the availability of professional administration for the duration of the project.
- All reasonable effort will be made to ensure that funds are distributed regionally.
- Summer and winter sports are eligible for funding. Olympic and Paralympic winter sporting events leading up to 2010 will be given priority. Preference will be given to summer sports that partner in year round training programs with Olympic and Paralympic winter sports and have full medal status at one of the following: Olympics, Paralympics, Commonwealth or Pan American Games.

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ELIGIBLE EVENTS

A national or international sporting event for the purposes of these guidelines must comply with the following eligibility criteria:

- **National Events:** The event must be sanctioned by the relevant national sport organization and involve competition between athletes selected to represent their province by the sport's recognized provincial sport organization. In the years leading up to the 2010 Games priority will be given to winter sports or summer sports that partner in year round training for Olympic and Paralympic winter sports.
- **Nor-Am Events:** The event must be sanctioned by the relevant national sport organization.
- **International Events (World Cups / World Championships):** The event must be sanctioned by the relevant international federation and involve competition between athletes selected to represent their country by the sport's recognized national sporting organization. These events are generally allocated to countries by an international federation through a formal bid process or invitation from the international federation.
- **Pre-Olympic / Paralympic Test Events:** National or International events intended to test the competition venue and many if not all of the functional areas of the Organizing Committee for the Olympic and Paralympic Games. The rights of the test events are typically owned by the National Sport Organization (NSO) or International Federation (IF) and the Vancouver Organizing Committee (VANOC) obtains these rights to stage the event in accordance with the test event objectives. Must include the written support from the VANOC Sport Department to be eligible.
- **Pre-Olympic / Paralympic Training events:** Provincial or national events that focus on the production of the competition from a sport technical standpoint. There is usually very little in the way of VANOC functional area participation. Training events are typically owned by the NSO or PSO with some VANOC participation. These events may be required for course homologation from the IF and to help develop technical officials and expertise. Must include the written support from the VANOC Sport Department to be eligible.
- Preference will be given to events not held in British Columbia on an annual or biennial cycle.
- Organizations can apply for, and may be awarded more than one event hosting grant within an intake period. Organizations will be required to submit a list of all applications being put forward to the BC HostingNow program and to rank these submissions.

EXCLUSIONS

- Funding provided under this program is for operating costs only. Capital expenditures are not eligible for consideration.
- Provincial, national or international conferences, congresses, symposiums, AGM's etc are not eligible for consideration.
- Funding for bidding and hosting of multi-sport Games are not eligible for consideration.
- Funding for bids for national or Nor Am level events are not eligible.
- Events held outside of British Columbia are not eligible for consideration.
- Summer or winter provincial level events are not eligible for consideration (Exception – a provincial level event that has been identified through VANOC as a pre-Games test or training event)

APPLICATION REQUIREMENTS

EVALUATION PROCESS

While every effort will be made to provide a timely response, in the interests of fairness, the following process will be used to evaluate applications:

- Applications will be reviewed 2 times a year, following the August 31st and February 28th the deadline dates.
- Applications will be acknowledged in writing.
- Applications will be reviewed through a formal grant review process according to the criteria outlined in the application form (provided application form must be used).
- Applications will be reviewed for completeness and accuracy; applicants will be contacted for additional information or clarification as required.
- Applications meeting the application criteria will be forwarded to the BC HostingNow Review Committee who will make the final determination of awards.
- Priority will be given to applications that advance the objectives of the BC HostingNow Program.
- Applicants will be informed of the outcome of their proposal and the award will be announced through the BC HostingNow program and will include a representative of the successful organization.

EVALUATION CRITERIA

The review process will consider the following factors, among others, in evaluating and ranking requests for support:

- Excellence in the quality of the project proposal.
- Ability to showcase/and or promote sport, economic, social and community development.
- Written confirmation from the appropriate sport governing body indicating the event has been sanctioned.
- Ability to fulfill technical, medical, transportation and amenities requirements of the proposed event.
- Potential audience reach.
- Legacies which the proposal leaves in a community.
- The ability to encourage the participation of youth, and/or the development of sport for youth.
- Submission of a business plan outlining economic impact projections* (Level 2 events only), a realistic budget and sources of other funding for the proposed project.
- Indication of sufficient community support for the event (through letters of support or intent).
- Demonstration of organizational ability and technical capacity to stage a successful event.
- Demonstration of proper financial control and accountability.
- Demonstration of commitment to sustainability.

*Appendix 3 contains guidelines for conducting a basic economic evaluation of international sport events. By providing a standardized approach for determining the economic benefits and impacts of hosting an international sport event, the guidelines will help ensure the consistent and fair evaluation of applications for funding. This analysis will also be useful for the host committee in securing other sponsorships.

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CONDITIONS OF ASSISTANCE

In recognition of BC HostingNow program as a funding partner of the event the organizing committee is to provide appropriate recognition for 2010 LegaciesNow as well as to the City of Vancouver (when a City of Vancouver event). Specific Guidelines on how to acknowledge this funding partnership will be provided should your application be successful.

Under normal circumstances, approved awards will not be paid out until funding from other sources is confirmed (usually by letter of intent). BC HostingNow program will not indemnify events.

BC HostingNow funding will only be provided to the relevant NSO, PSO, local government body or not-for-profit society. The event must be a national or provincial sanctioned event. BC HostingNow program is committed to environmental stewardship. Host committees must comply with all municipal and environmental standards and laws and, where required, conduct initial environmental assessments in accordance with the B.C. Environmental Assessment Act.

BC HostingNow program will limit its contribution to a maximum of 1/3 of the event's operational budget up to

\$50,000 for international events; up to \$20,000 and matching funds for VANOC-identified test events; up to \$10,000 and matching funds for national events and VANOC-identified training events, and up to \$5,000 and matching funds for provincial events.

BC HostingNow program will withhold 25% of the grant until all the program conditions, including appropriate reporting, are met in full. Failure to satisfy all contractual obligations will result in loss of funds withheld.

As a condition of BC HostingNow program support, the organization responsible for event hosting must obtain liability insurance in the amount not less than \$5 million (to be determined on an event by event basis) and provide a certificate of insurance where the province of British Columbia, Tourism British Columbia, 2010 LegaciesNow Society, the City of Vancouver (if a City of Vancouver event), and VANOC (if the event is a test or training event) are shown as additional insured.

The above are guidelines for the HostingNow Program. The program committee will acknowledge some flexibility to the program in order to recognize opportunities that fall outside the guidelines.

APPLICATION SUBMISSIONS:

BC HostingNow Program
2010 LegaciesNow
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APPENDICES: I. Application Form II. Example of legacy benefits III. Guidelines for Completing Economic Impact /Benefit Evaluations