Hosting Grant Program

2027 Guidelines



REGINA

Land Acknowledgement

Community Investments acknowledges with deep respect that our work takes place on the traditional lands of the Treaty 4 Territory, a Treaty signed with 35 First Nations across Southern Saskatchewan and parts of Alberta and Manitoba, and the original lands of the Cree, Salteaux, Dakota, Nakota, Lakota and the homeland of the Metis. We recognize that these lands have been cared for by First Nations since time immemorial, and we are committed to learning from and with the communities whose territories we are privileged to work on.

The City of Regina owes its strength and vibrancy to these lands and the diverse indigenous Peoples whose ancestors footsteps marked this territory as well as those from around the world who continue to be welcome here and call Regina home.

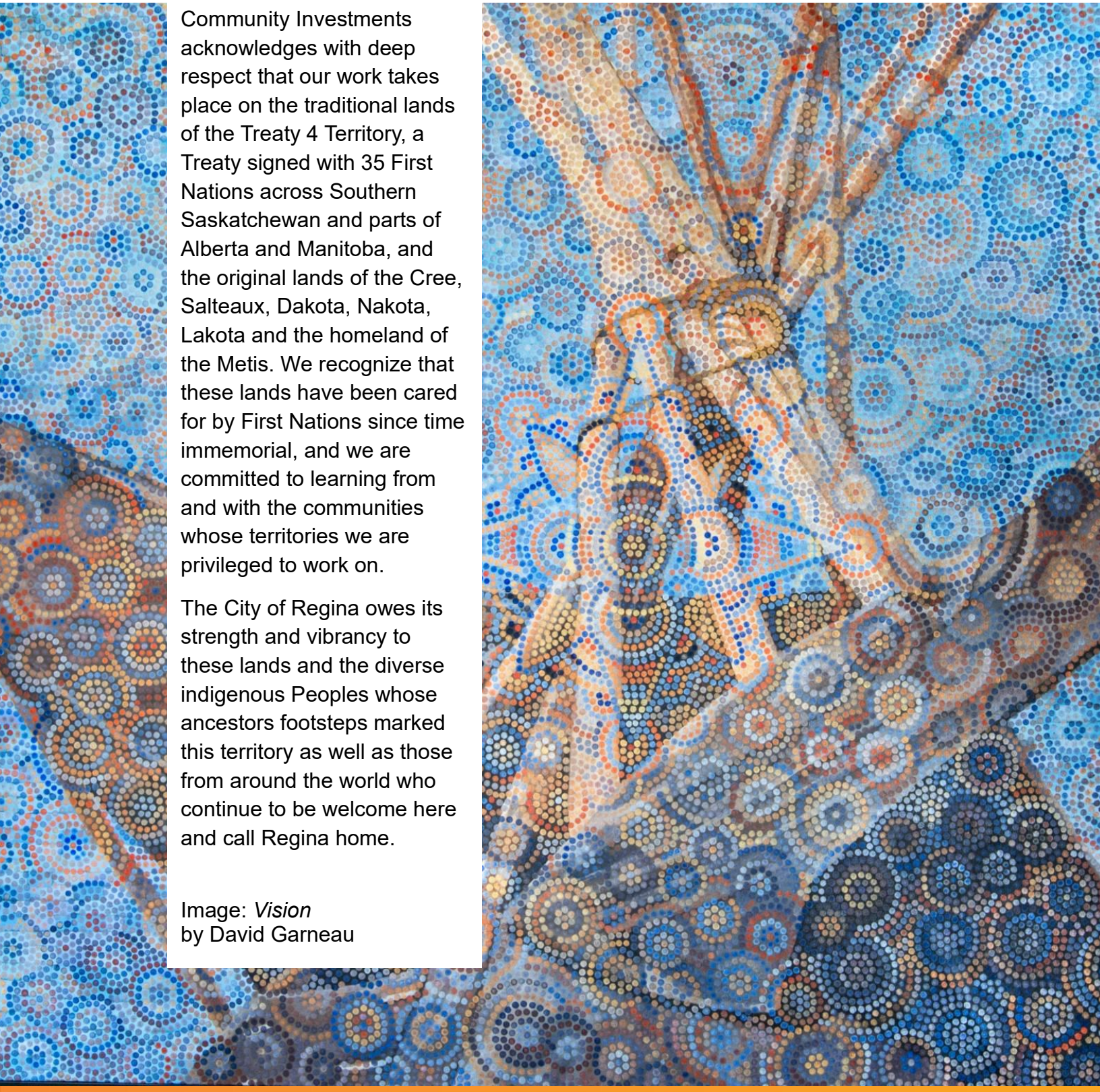


Image: *Vision*
by David Garneau

Welcome

Thank you for your interest in the Community Investment Grant Program (CIGP): Hosting Grant Program.

The CIGP provides funding to support activities, programs and initiatives that:

- Strengthen communities
- Create community benefits
- Promote inclusion
- Advance City of Regina (City) program priorities

The Hosting Grant Program helps non-profit organizations bring amateur championship sporting events to Regina. The City created this program to support Provincial, Western Canadian, National and International championships that inspire community pride, encourage people to get involved and strengthen Regina's social and economic vitality.

This guide has been written to help applicants understand:

- **What** is required in the application;
- **How** applications are reviewed;
- **What** information will be assessed;
- **What** may affect future funding; and
- **Where** to find reference information about eligibility, objectives and reporting requirements.

Please read these guidelines carefully before preparing your application.

Hosting Grant At A Glance

This section highlights the most important information applicants need to know when completing their form.

🗓 **Application Deadline**: Applications will be accepted on four deadline dates, which are **January 29, April 30, July 30 and October 29, 2027**. Funding is available while funds last.

Submit your report to**:** CommunityInvestments@regina.ca

Required information and documents

✓ Application

✓ Endorsement letter(s)

✓ Event budget
✓ Sponsorship confirmation letter(s)
✓ Most recent audited annual financial statements
✓ Letters of support (optional)

Important Reminders

1. Applications **must be submitted by email.** See 'How to Submit Your Application' for submission requirements.

2. **Late or incomplete applications may be deemed ineligible for review.**

3. Organizations must remain in good standing with the CIGP to continue receiving funding. See 'Good Standing Status' (page 9) for more information.

Program Overview

The Hosting Grant Program provides funding support for amateur sport championship events that contribute to building community pride and encouraging community interaction and spirit.

Please refer to each section below for important program details. We also recommend reviewing the Community Investment Grant Program Frequently Asked Questions (FAQ) before submitting your application.

❓ Need Support with Your Submission?

We are committed to providing support to help you complete and submit your application. Community Investments staff can assist with:

- **Confirming** eligibility requirements
- **Explaining** application requirements
- **Answering** questions about forms, submissions and deadlines
- **Connecting** organizations with available supports and resources
- **Providing** assistance if you experience accessibility, cultural or language barriers

Contact Us
If you have questions or need assistance, please contact:

Community Investments
- **Phone:** 306-777-7507

- **Email:** CommunityInvestments@regina.ca

Are You Eligible to Apply?

Eligible Organizations

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

- The organization must be a **registered non-profit community organization** that is operating with an active status and that has been incorporated for at least one year at the time of application submission. Verification of current non-profit incorporation and status will be made by the City through the information.
- The organization must not exclude anyone because of religion, national or ethnic origin, colour, sex, sexual orientation, age or mental or physical disability. This does not preclude those organizations that restrict services to a particular sector of the community for reasons of improving the conditions of disadvantaged individuals or groups according to Section 15 (1) (2) of the Charter of Rights;
- The organization must be considered in good standing by the City. Applicants must not have any outstanding taxes or other charges owing to the City, must not be in active litigation against the City and must abide by all applicable laws and bylaws as well as the City's policies and procedures. An applicant that has outstanding taxes, charges and/or CIGP follow-up reports, is in active litigation or has breached a law or policy will lose, at the discretion of the City, any outstanding grant payment and/or unused funds;
- 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;
- 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 form;
- The event must be composed solely of amateur participants. Amateur participants are defined as competitors that are not paid to participate or compete;
- The event must be open to public spectators;
- The event must occur in Regina. Should there be no facility within the city capable of hosting the event, consideration may be given to events in close proximity to Regina.
- Funding is available once per calendar year, with a maximum of one application per organization each year.

Ineligible Requests

The following types of requests **cannot** receive funding:

- Events that qualify for funding under other City grant programs (e.g., Special Event Grants);
- Organizations that have already received a City Hosting Grant that year;
- Events that have previously received approval for municipal funding from another City department;
- Organizations hosting a conference;
- City or regional championships;
- Invitational tournaments or competitions;
- 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);
- Events hosted by and/or associated with an educational institution.

What Can Funding Be Used For?

Eligible Expenses

Eligible expenses must:

- Be directly related to delivering the sport event;
- Occur between January 1, 2027 and December 31, 2027.

Ineligible Expenses

Hosting Grant funding cannot be used for:

- food, alcohol or cannabis;
- transportation or travel costs outside Regina;
- awards or trophies;
- cash prizes, awards or gifts paid for specifically with City grant funding.

Note: This list is not all-inclusive. An expense not listed here may still be ineligible.

How Much Funding Can I Apply For?

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

a. International*	up to $10,000
b. National/North American	up to $8,000
c. Western Canadian	up to $4,000
d. Provincial	up to $2,000

*must include competitors from at least three countries

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

How to Submit Your Application

Submission Process
To improve accessibility for applicants, staff, and adjudication committee members, applications must now be submitted **by email only**. This updated process helps ensure that submitted documents are accessible throughout the review process. If you need assistance with the new submission process or have accessibility-related questions, please contact:

Accessibility Services
Email: Accessibility@regina.ca

Submission Requirements
Submit your completed application and all required attachments by email to: CommunityInvestments@regina.ca.

To support accessibility, all submitted documents must be provided in one of the following formats:

- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)

Please do not scan your completed application. **Scanned PDF documents will not be accepted.**

🗓 Submission Deadline
The grant deadlines are **January 29, April 30, July 30 and October 29, 2027**. Funding is available while funds last. Applicants are required to apply to a deadline which is **at least eight weeks** prior to the event.

Applications can be submitted up to one year prior to the event.

For information about requesting additional time, please refer to the Deadline Extension Policy.

Program Considerations and Scoring

Applications are evaluated and ranked using funding criteria and previous committee objectives, where applicable.

1. Funding criteria

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

Applications will be evaluated using the following criteria:

a. Organization

Can the organization successfully manage and deliver the proposed program?

This considers the organization's experience, mandate, accomplishments, financial position and capacity to plan, manage and complete the proposed program. It also considers whether the application is complete and whether the organization has appropriate supports in place, such as required insurance.

b. Program Merit

Is the proposed program well planned and a good fit for the grant?

This considers how well the program aligns with the purpose of the grant, including its objectives, quality, organization and opportunities for participation. It also considers the program's community-based or grassroots nature, participation by under-represented populations, the amount of programming offered and whether the proposed budget is reasonable.

c. Community Need

Is there a clear need for the proposed program?

This considers the need the program is intended to address and the evidence that the program responds to a community priority or gap. It also considers whether the program builds on an existing service, introduces a new or unique opportunity and has demonstrated community support.

d. Community Impact

What difference will the program make for participants and the community?

This considers the expected benefits and reach of the program, including the number of participants who may benefit and the broader community outcomes. It also considers how the organization will measure success and, where applicable, what has been learned from previous program evaluation results.

e. Accessibility
What barriers might prevent participation and how will the organization address them?
This considers whether the program is accessible to the general public and what steps are being taken to reduce or remove barriers to participation. This may include barriers related to transportation, equipment, program design or other factors that could affect a person's ability to participate.

Accessibility Consideration: Accessibility is more than physical access. Organizations are encouraged to consider affordability, transportation, language, communications, cultural inclusion, digital access and other barriers that may affect participation.

f. Financial need:
Why is funding needed?
This considers the organization's financial capacity to deliver the proposed program and the extent to which Hosting funding is needed to make the program possible or maintain its intended scope. It also considers the impact if funding is not provided, the organization's ability to proceed without Hosting funding, and other funding sources applied for or confirmed.

📌 **Important:** Funding decisions are based on the information provided in your application. Provide clear, complete and evidence-based information that demonstrates the program's community need, intended outcomes and impact as well as your organization's capacity to deliver the program effectively.

2. Previous committee objectives
This only applies if your previous funding notification included an objective or recommendation from the Grant Review Committee. Organizations are expected to make reasonable efforts to address any Grant Review Committee objective(s), if provided, identified in the previous year's funding notification letter. Progress toward the objective(s) must be reported within the application and will be considered during funding determinations.

Good Standing Status

The City recognizes that organizations may encounter challenges in meeting program requirements. Community Investments staff are available to provide support, answer questions and work with organizations to address concerns whenever possible. To remain in good standing with the CIGP, your organization must:

- Submit required applications and supporting documents by the deadlines.
- Follow the terms and conditions of your funding agreement.
- Keep accurate financial and program records that show how grant funding was used.

❓ **Need Help?** We understand that unexpected challenges can happen. If you are having difficulty meeting a requirement or deadline, contact Community Investments as soon as possible. Staff are available to answer questions, discuss your situation and work with you to identify solutions whenever possible.

If Program Requirements Are Not Met

If your organization does not meet program requirements, the City will generally work with you to resolve the issue before taking further action. Depending on the situation, the City may:

- Request additional information or clarification;
- Send reminders about outstanding requirements;
- Meet with your organization;
- Require a corrective action plan or additional reporting;
- Take other reasonable steps to address the issue.

If Compliance issues Continue

Repeated, significant or unresolved compliance issues may:

- Affect an organization's good standing;
- Impact current or future funding eligibility;
- Delay, reduce or withhold funding payments; or
- Require grant funds to be repaid.

Your organization's compliance history may also be considered when future funding decisions are made.

How Funding Decisions Are Made

Each application is reviewed through the following process:

Step	What Happens
1	Community Investment staff review the application for completeness and eligibility.
2	The Grant Review Committee* evaluates the applications using assessment criteria and makes a funding recommendation.
3	The Director, Recreation & Cultural Services (or designate) makes the final funding decision.

Step	What Happens
4	Organizations are notified of the decision by email.

* The Review Committee is composed of City Administration.

Notification of Grant Results

Organizations will be notified of their grant results by email from **Community Investments**.

Don’t Miss Our Email
Add the email address CommunityInvestments@regina.ca to your safe sender or contact list to help ensure you receive grant notifications.

After You Receive Funding

Receiving CIGP funding comes with a few responsibilities. Keeping good records and staying in touch with Community Investments will help your organization manage the funding and complete the Follow-up Report.

1. Acknowledge City funding
Organizations receiving funding must publicly acknowledge the City as a source of funding for the program. Information and approved recognition materials will be provided with your funding notification.

2. Use funding only for approved purposes
Use funding only for the program and eligible expenses approved by the City. If your plans change or you are unsure whether an expense is eligible, contact Community Investments before using the funding for that expense.

3. Keep records and receipts
Keep accurate financial and program records throughout the funding period. Keep receipts and other records that show:

- what was purchased or paid for;
- the amount paid;
- when the expense occurred; and
- how the expense relates to the funded program.

Receipts must fall within the eligible funding period. Cheque request forms and general ledger printouts are not accepted as verification of expenses.

✅ **Tip:** Keep your receipts and program information together as you go. It is much easier than trying to gather everything when the Follow-up Report is due.

4. Submit your Follow-up Report

The Follow-up Report tells the City what happened and how the funding was used. The report must include:

- actual program expenditures;
- copies of receipts verifying those expenditures; and
- information about how the City was publicly acknowledged as a source of funding.

The Follow-up Report must be submitted **within 90 days** of the completion of the initiative. Meeting this deadline is important. A late report may affect the final grant payment and future City grant funding requests.

5. Receive the final payment

An initial payment of 80 per cent of the approved funding is made following approval. The remaining 20 per cent is released after:

- the program has been completed;
- the Follow-up Report has been submitted; and
- the report has been reviewed and approved by the City.

Keeping your records up to date and submitting a complete Follow-up Report will help avoid delays in the final payment.

Appendix

The appendix provides additional guidance, reference material and tools to help you complete your application.

Please note: The appendices are provided for reference only. The official assessment criteria used to evaluate applications are described in the **Program Considerations and Scoring** section.

Appendix A: Application Tips and Submission Checklist

A strong application provides clear, specific and complete information about the event and the organization's ability to deliver it. Funding decisions are based on the information provided in the application, so make sure your responses and supporting documents provide enough information for the City to understand the event, its community benefits and why funding is needed.

1. Organization

Show that your organization can successfully manage and deliver the event.
Describe your organization's experience, mandate and relevant accomplishments. Explain your experience delivering similar events or programs, identify who will be responsible for managing the event, and provide information that demonstrates your organization has the financial and organizational capacity to deliver the proposed event.

2. Program Merit

Explain what the event is and why it is a good fit for the Hosting Grant Program.
Clearly describe the championship, its level of competition, objectives, schedule and expected participation. Explain how the event supports the purpose of the Hosting Grant Program and identify opportunities for community participation, including participation by under-represented populations where applicable.

3. Community Need

Explain why the event is needed and what gap or opportunity it addresses.
Describe the community need or opportunity the event responds to and explain whether it is a new event or a continuation of an existing event. Where applicable, provide information about community support, partnerships or the unique opportunity the championship will provide to Regina.

4. Community Impact

Describe the difference the event will make.
Provide specific information about the expected benefits for participants and the broader community. Include estimates such as the number of participants, spectators, volunteers or other people expected to benefit, and explain how you will know whether the event was successful.

5. Accessibility

Identify barriers to participation and explain how they will be addressed.
Consider accessibility beyond physical access. Describe steps taken to address barriers related to affordability, transportation, equipment, communication, language, cultural inclusion, digital access or other factors that may affect participation. Where a barrier cannot be fully removed, explain how it will be reduced or accommodated.

6. Financial Need

Explain why Hosting Grant funding is needed.
Provide a clear event budget showing anticipated revenues and expenses. Explain the organization's ability to deliver the event without Hosting Grant funding, what impact a reduction or loss of funding would have, and what other funding sources have been applied for, confirmed or are being pursued.

Provide Evidence

Where possible, support your responses with specific information, examples and documentation. For example, instead of stating that an event will have a significant economic or community benefit, provide the expected number of participants, spectators, volunteers or visitors and explain how those estimates were determined.

Review Your Application Before Submitting

Before submitting, read through your application as though you were someone who is unfamiliar with your organization or event. Check that the application clearly explains what the event is, who will benefit, what the organization will deliver, what funding is needed and how the proposed budget supports the event.

Submission Checklist

Use this checklist before submitting your application.

Eligibility and Timing

☐ My organization is a registered non-profit community organization with active status and has been incorporated for at least one year.

☐ The event is an eligible amateur championship event.

☐ The event will determine a Provincial, Western Canadian, National/North American or International champion, as applicable.

☐ The event consists solely of amateur participants.

☐ The event is open to public spectators.

☐ The event will take place in Regina, or there is no suitable facility in Regina, and the event is being considered for a nearby location.

☐ I am applying at least eight weeks before the event.

☐ The application is being submitted no more than one year before the event.

☐ My organization has not already received a Hosting Grant for the same year.

☐ The event is not otherwise ineligible for Hosting Grant funding.

Application Information

☐ The application form is complete.

☐ All questions have been answered clearly and specifically.

☐ The event description, objectives, schedule and expected participation are complete.

☐ The application explains the expected community benefits and impact.

☐ Accessibility barriers and planned measures to address them are described.

☐ The application explains why Hosting Grant funding is needed.

☐ Other funding sources applied for or confirmed are identified.

☐ Any previous Hosting Grant Review Committee objectives or recommendations have been addressed, where applicable.

Required Attachments

☐ Endorsement letter(s) are included.

☐ Event budget is included.

☐ Sponsorship confirmation letter(s) are included, where applicable.

☐ Most recent audited annual financial statements are included.

☐ Optional letters of support are included, where they help demonstrate community support or partnerships.

Final Submission Check

☐ All information in the application and attachments is consistent.

☐ The budget amounts in the application and supporting documents agree.

☐ Required signatures or approvals have been completed.

☐ All required attachments are included.

☐ Documents meet the City's submission-format requirements.

☐ The application and attachments are being submitted by email to CommunityInvestments@regina.ca.

☐ The application is being submitted by the applicable deadline.

☐ A copy of the submitted application and attachments has been retained for the organization’s records.