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.

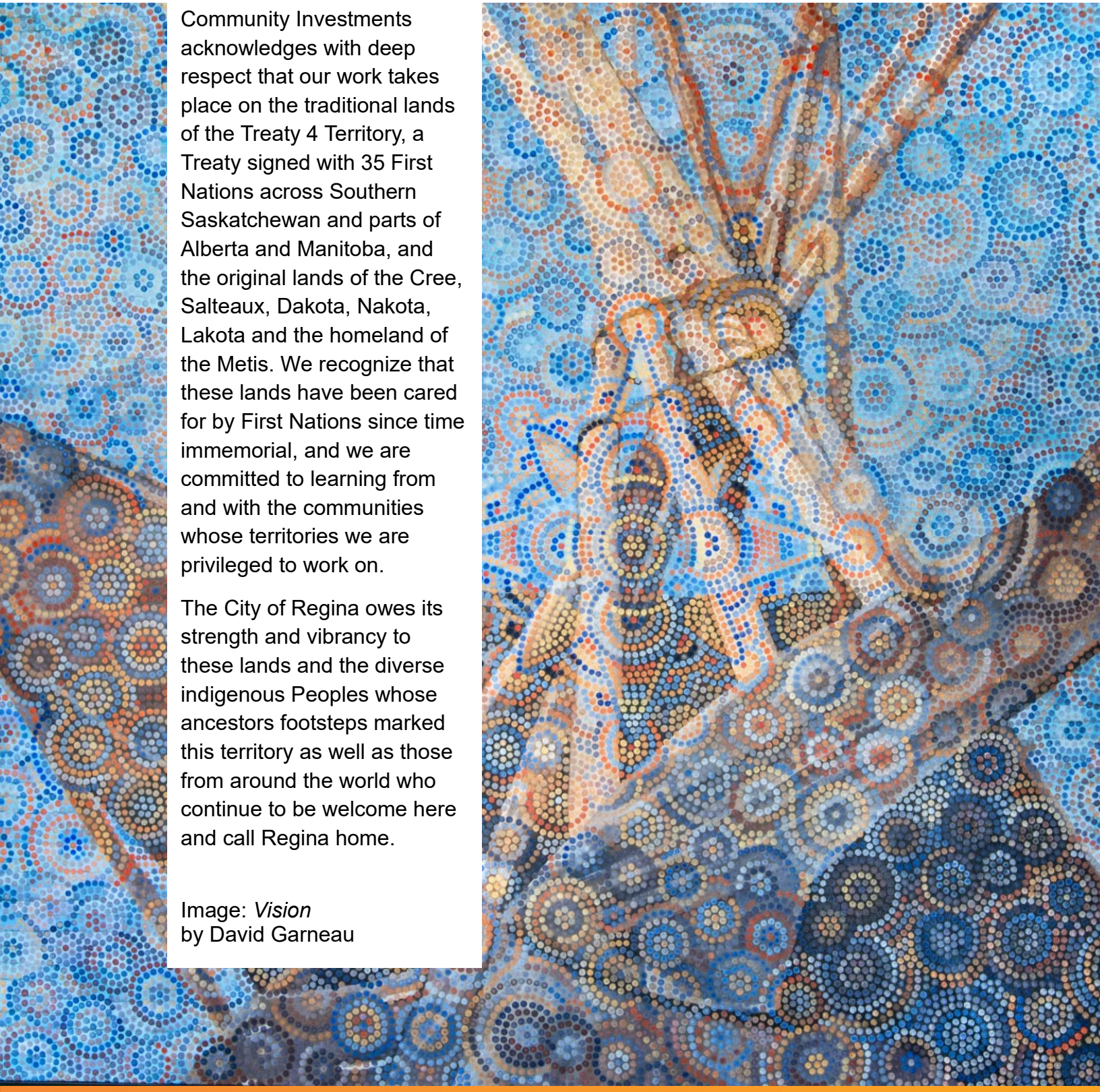


Image: *Vision*
by David Garneau

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 program supports Provincial, Western Canadian, National and International championships that can build community pride, encourage people to get involved and contribute to Regina's social and economic vitality.

These guidelines explain:

- what you need to submit with your application;
- how applications are reviewed;
- what information is assessed;
- what may affect future funding; and
- where to find additional information about eligibility, objectives and reporting requirements

Please read the guidelines before preparing your application.

Hosting Grant At A Glance

Use this section as a quick reference. The full guidelines contain the details you need to prepare and submit your application.

What you need to know	Details
Application email	CommunityInvestments@regina.ca
Required documents	Application; endorsement letter(s); event budget; sponsorship confirmation letter(s); most recent audited annual financial statements.
Optional documents	Letters of support.
Timing	Apply at least 8 weeks before your event and no more than 1 year before the event.

Key Dates

Activity	Date
Application deadlines	January 29, April 30, July 30 and October 29, 2027

Program Overview

The Hosting Grant Program provides funding for amateur sporting championship events that help build community pride and encourage community interaction and spirit.

We also recommend reviewing the Community Investment Grant Program Frequently Asked Questions (FAQ) before you submit your application.

❓ Need Support with Your Submission?

Community Investments staff can help you:

- confirm whether your organization and event meet the eligibility requirements;
- understand what is required in the application;
- answer questions about forms, submissions and deadlines;
- connect you with available support and resources; and
- get 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 and Events

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

- **Organization Status:** Your organization must be a registered non-profit community organization with active status. It must have been incorporated for at least one year when the application is submitted. The City will verify current non-profit incorporation and status.
- **Non-discrimination:** Your organization must not exclude people because of religion, national or ethnic origin, colour, sex, sexual orientation, age, or mental or physical disability. This does not prevent organizations from limiting services to a

particular sector of the community when doing so is intended to improve conditions for disadvantaged individuals or groups, as described in section 15(1)(2) of the Charter of Rights.

- **Good standing:** Your organization must be in good standing with the City. It must not have outstanding taxes or other charges owing to the City, be in active litigation against the City or have breached applicable laws, bylaws, policies or procedures. Outstanding taxes, charges and/or CIGP follow-up reports, active litigation or a breach of a law or policy may result, at the City's discretion, in the loss of outstanding grant payments and/or unused funds.
- **Championship event:** The event must be a sanctioned sporting championship. Eligible competitions may be team or individual sports but must include competition and declare a winner or champion.
- **Official championship:** The event must be the only event at which the Provincial, Western Canadian, National or International champion will be determined. An official endorsement letter from the applicable provincial, national or international association must be included with the application.
- **Competitors:** All competitors must be amateurs. Amateur participants are competitors who are not paid to participate or compete.
- **Public spectators:** The event must be open to public spectators.
- **Location:** The event must take place in Regina. If no facility in Regina can host the event, events in close proximity to Regina may be considered.
- Funding is available once per calendar year, with a maximum of one application per organization each year.

Ineligible Requests

The following requests cannot be funded through the Hosting Grant Program:

- events that qualify for funding under another City grant program, such as Special Event Grants;
- organizations that have already received a City Hosting Grant in the same year;
- events that have already been approved for municipal funding by another City department;
- conferences;
- City or regional championships;
- invitational tournaments or competitions;
- competitions restricted to members of a specific vocation, such as firefighters or police;
- competitions limited to members of a club or group, such as a service club;
- events hosted by 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 maximum amount depends on the level of championship:

Championship Level	Maximum Funding
International*	Up to $10,000
National/North American	Up to $8,000
Western Canadian	Up to $4,000
Provincial	Up to $2,000

*must include competitors from at least three countries

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

How to Submit Your Application

Email Submission

To improve accessibility for applicants, staff and Grant Review Committee members, applications must be submitted by email. This helps keep documents accessible throughout the review process.

If you need help with the submission process or have accessibility questions, contact Accessibility Services at Accessibility@regina.ca.

What to Submit
Email your completed application and all required attachments to: CommunityInvestments@regina.ca.

To support accessibility, submit documents in one of these formats:

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

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

🗓 When to Apply

Application 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** before your event.

Applications may be submitted up to 1 year before the event.

For information about requesting additional time, see the Deadline Extension Policy.

How Applications Are Assessed

Applications are evaluated and ranked using the funding criteria and, where applicable, any previous Grant Review Committee objectives.

1. Funding criteria
The questions in the application form give you an opportunity to provide the information used to assess your event. Applications are assessed in the following areas:

a. Organization
Can your organization successfully manage and deliver the proposed event? This looks at your organization's experience, mandate, accomplishments, financial position and capacity to plan, manage and complete the event. It also considers whether the application is complete and whether appropriate supports, such as required insurance, are in place.

b. Program Merit
Is the event well planned and a good fit for the Hosting Grant Program? This looks at how well the program fits the grant’s purpose and goals. It considers how well the program is planned and organized, the opportunities for people to take part, and how it connects with the local community. It also considers whether the program reaches

people who are often under-represented, how much programming is offered, and whether the budget is reasonable.

c. Community Need
Is there a clear need for the event? This looks at the community need or gap the event addresses, whether it responds to a community priority, whether it builds on an existing service or creates a new or unique opportunity, and whether there is demonstrated community support.

d. Community Impact
What difference will the event make for participants and the community? This looks at expected benefits and reach, including the number of people who may benefit, broader community outcomes and how success will be measured. Where applicable, previous evaluation results may also be considered.

e. Accessibility
This considers whether the program is accessible to the general public as well as what barriers could prevent people from participating, and what your organization will do to reduce or remove them. Accessibility may include barriers related to transportation, equipment, program design, affordability, language, communication, cultural inclusion or digital access.

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 looks at your organization's financial capacity, how much Hosting Grant funding is needed to make the event possible or maintain its intended scope, the impact if funding is not provided, your ability to proceed without it and other funding sources applied for or confirmed.

2. Previous Committee Objectives
This section only applies if your last funding notification letter included objectives or recommendations from the Grant Review Committee.

If objectives were provided, your organization is expected to make a reasonable effort to address them. In your application, describe the steps you have taken and your progress toward meeting these objectives. This information will be considered when deciding on your funding.

📌 **Important:** Funding decisions are based on the information in your application. Provide clear, complete and evidence-based information that shows the event's community needs, intended outcomes and impact, and your organization's capacity to deliver it effectively.

Good Standing Status

The City recognizes that organizations may face challenges in meeting program requirements. Community Investments staff are available to answer questions, provide support 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?** If you are having difficulty meeting a requirement or deadline, contact Community Investments as soon as possible. Staff can 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 more 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;
- Affect 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.
4	Organizations are notified of the decision by email.

*The Review Committee is composed of City Administration.

Notification of Grant Results

Community Investments will email your organization with the grant decision.

Don’t Miss Our Email

Add CommunityInvestments@regina.ca to your safe-sender list or contacts so grant notifications are less likely to be filtered as junk mail.

After You Receive Funding

Receiving CIGP funding comes with responsibilities. Keep good records and stay in contact with Community Investments to help your organization manage the funding and complete the Follow-up Report.

1. Acknowledge City funding

Publicly acknowledge the City as a source of funding for the event. Information and approved recognition materials will be provided with your funding notification.

2. Use funding only for approved purposes

Use the funding only for the event 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 event. 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. It must include actual program expenditures, copies of receipts verifying those expenditures and information about how the City was publicly acknowledged as a funding source. Submit the report within 90 days of completing the initiative. A late report may affect the final grant payment and future City grant funding requests.

5. Receive the final payment
The City will make an initial payment of 80% of the approved funding after approval. The remaining 20% is released after the event is completed, the Follow-up Report is submitted and the City reviews and approves the report. Keeping records current and submitting a complete report can help avoid delays in the final payment.

Tip: Keep your receipts and program information together throughout the year. It is easier than trying to gather everything when the Follow-up Report is due.

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 gives clear, specific and complete information about the event and your organization's ability to deliver it. Funding decisions are based on the information you provide, so make sure your responses and supporting documents explain the event, its community benefits and why funding is needed.

1. Organization
Show that your organization can manage and deliver the event. Describe your experience, mandate and relevant accomplishments. Explain your experience with similar events or programs, identify who will manage the event and provide information showing that your organization has the financial and organizational capacity to deliver it.

2. Program Merit
Explain what the championship is and why it fits the Hosting Grant Program. Clearly describe the championship, level of competition, objectives, schedule and expected participation. Explain how the event supports the purpose of the 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. Say 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 creates for Regina.

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

5. Accessibility
Identify barriers that could prevent people from participating and explain how you will address them. Consider affordability, transportation, equipment, communication, language, cultural inclusion, digital access and other barriers. When 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 expected revenues and expenses. Explain what would happen if funding is reduced or

not provided, whether your organization could deliver the event without the grant and what other funding sources have been applied for, confirmed or are being pursued.

Use Specific Evidence
Where possible, support your answers with specific information, examples and documents. For example, instead of saying an event will have a significant economic or community benefit, give the expected number of participants, spectators, volunteers or visitors and explain how you estimated those numbers.

Review Your Application Before Submitting
Read your application as if you were unfamiliar with your organization and event. Make sure it clearly explains what the event is, who will benefit, what your organization will deliver, why funding is needed and how the 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 no suitable facility exists in Regina and the event is being considered for a nearby location.

☐ I am applying at least 8 weeks before the event.

☐ The application is being submitted no more than 1 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.

☐ Budget amounts in the application and supporting documents agree.

☐ Required signatures or approvals are complete.

☐ 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.

Questions?

Community Investments

- Phone: 306-777-7507
- Email: CommunityInvestments@regina.ca