



# **Ontario Sport Hosting Program**

## **2024/25 Guidelines and Transfer Payment Ontario**

### **Application Guide**

Ministry of Tourism, Culture and Sport

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# **Part 1: What You Need To Know Before You Apply**

## **Before Completing the Application, please be sure to:**

- Select the Sport Hosting Program Stream that is applicable to your event.
- Fully read the Sport Hosting Program Guidelines, including:
  - Review in full the Application Process section.
  - Review the Application Assessment section and Sport Hosting Evaluation Matrix to understand how your application will be assessed.

**It is highly advisable that applicants print a copy of these guidelines or use a split computer screen to ensure that all application instructions are followed and you are providing the required information as outlined in each question in the Sport Hosting Program Application in Transfer Payment Ontario.**

## **Program Information Summary**

- National sport hosting events are eligible for funding with a cap of \$100,000 (Stream 1 and 2) and \$20,000 (Stream 3).
- International sport hosting events are eligible for funding with a cap of \$1,000,000 (Stream 1 and 2) and \$75,000 (Stream 3).
- One-step application process with a 90-day service guarantee.
- Requirement for endorsement letters and sanctioning letters.
- The start date of the event must fall within two years of the application date.
- Indigenous organizations, First Nation, Métis, and Inuit communities are eligible to apply.
- Requirement to include an accessibility plan.

**Who to Contact:****Aimee Maggiacomo****Games Unit****Sport, Recreation and Recognition Division****Ministry of Tourism, Culture and Sport****Tel: (647) 299-8584****Email: [Aimee.Maggiacomo@ontario.ca](mailto:Aimee.Maggiacomo@ontario.ca)**

## **Introduction to the Sport Hosting Program**

### **Overview**

Sport events are important occasions to celebrate athletic performance and build community spirit. Ontario has proven it is an attractive venue for hosting high-profile national and international sport events, helping to create a culture that values sport and contributes to athlete development. Hosting national and international amateur sport events offers Ontario and its communities the opportunity to welcome visitors, showcase the province and its communities to a national and international audience and support the province's sport, recreation and physical activity culture.

Hosting sport events also increases tourism, creates jobs, enhances public infrastructure and increases economic development. Supporting sport events will ensure Ontario remains an attractive destination for sport hosting and provides opportunities for local communities to build their capacity to host future events.

The Sport Hosting Program will provide project-based funding to help applicants deliver major sport events in Ontario.

The objectives of the Sport Hosting Program are to:

- Create legacies that support sport in Ontario at the provincial, regional and local level.
- Provide economic benefits through increased levels of tourism and expenditures, as well as improved public infrastructure.
- Foster a culture of sport and physical activity in communities by creating role models and enhancing community spirit and involvement in sport.
- Increase opportunities for Ontario athletes to compete and participate in events in Ontario.
- Seek new avenues to further build and develop the sport capacity of the province by providing additional ways to develop and train coaches, officials and volunteers.
- Create a culture of sport that engages all Ontarians
- Increase affordable opportunities for Ontario athletes to compete at home to earn future national team opportunities.

## **Eligibility**

### **Eligible Applicants**

- Must be legal entities
  - Have been in existence for one year or longer as of the application date
  - Not in default of the terms and conditions of any grant or loan agreement with any Ministry or agency of the Government of Ontario (e.g. Ontario Trillium Foundation, Northern Ontario Heritage Fund Corporation)
  - Cannot self-endorse their own application for the Program;
- and**
- Must be an eligible applicant under one of the three streams for the Program.

Stream	Eligible Applicants
Stream 1 – Provincial / National Sport Organizations	<ul style="list-style-type: none"> <li>• Provincial Sport/Multi-Sport Organizations recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a></li> <li>• National Sport Organizations <a href="#">funded by Sport Canada</a></li> </ul>
Stream 2 – Event Host Organizations	<ul style="list-style-type: none"> <li>• Ontario municipalities</li> <li>• Not-for-profit organizations (including Universities and Colleges)</li> <li>• Indigenous organizations, First Nation, Metis or Inuit communities</li> </ul>
Stream 3 – Emerging Sports	<ul style="list-style-type: none"> <li>• Ontario municipalities</li> <li>• Not-for-profit organizations (including Universities and Colleges)</li> <li>• Indigenous organizations, First Nation, Metis or Inuit communities</li> </ul>

**Stream 1: Provincial and National Sport Organizations**

Applicant:	Endorsed by:
A Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a>	<p>The relevant National Sport Organization <a href="#">funded by Sport Canada</a>.</p> <p>Note: If the Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a> does not have an equivalent National Sport Organization <a href="#">funded by Sport Canada</a>, this requirement does not apply.</p>
A National Sport Organization <a href="#">funded by Sport Canada</a>	The relevant Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a> .

## Stream 2: Event Host Organizations

Applicant:	Endorsed by:
Ontario municipalities	<ol style="list-style-type: none"> <li>1. The relevant Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a>; <b>or</b></li> <li>2. The relevant Ministry of Tourism, Culture and Sport funded organization as listed in Appendix 1; <b>or</b></li> <li>3. The relevant sport body associated with the National Sport Organizations <a href="#">funded by Sport Canada</a> as listed in Appendix 1.</li> </ol>
Not-for-profit organizations (including Universities and Colleges)	
An Indigenous organization, First Nation, Metis, or Inuit community	

## Stream 3: Emerging Sports

Applicant:	Endorsed by:
Ontario municipalities	The relevant <a href="#">Association of IOC Recognized International Sport Federations (ARISF)</a> member listed in Appendix 2.
Not-for-profit organizations (including Universities and Colleges)	
An Indigenous organization, First Nation, Metis, or Inuit community	

**Note: See end of guidelines for Appendix 1 and 2.**

### Eligibility Requirements

To be eligible for funding, the sport event must meet the following eligibility requirements. The sport event must:

- Take place in the Province of Ontario.
- Be open to the public at large to spectate without membership in a club or group.
- Occur at most once a year.

### Eligible Events

For the purposes of the Sport Hosting Program, the Ministry of Tourism, Culture Sport defines a Sport Event as follows:

- Events for athletes identified as part of the high-performance and athlete competition pathway plans for the sport.
- Where the event start date falls within two years of the application date, you must wait for the appropriate application intake date if the event is taking place more than two years away.

Event Type:	Requirements:
National Events	<p>Events that are sanctioned by the National Sport Organization or the International Federation listed in Appendix 2.</p> <p>Include representation from <b>no less than six provinces/territories including Ontario</b>. A country may replace a province.</p> <p><b>or</b></p> <p>Is the National Championship for a specific sport, in a specific age group as confirmed by the National Sport Organization or the International Federation listed in Appendix 2. Ontario must be represented in these Championships.</p>
International Events	<p>Events that are sanctioned by the International Federation, as per the <a href="#">International Olympic Committee</a>, <a href="#">International Paralympic Committee</a> and/or Panamerican Sport Association. (Only sports that <b>do not</b> have an International Federation on the above list(s), may submit a request for consideration by the Ministry for the sanctioning of the event by the International Federation for the sport to be accepted to meet this requirement.)</p> <p><b>and</b></p> <p>Includes representation from <b>no less than two countries, including Canada and one country from outside of North America</b>. An exemption will be</p>



	provided to events for Canadian National Teams as confirmed by the National Sport Organization <a href="#">funded by Sport Canada</a> .
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### **Ineligible Events**

- Professional sport events.
- Events where the Government of Ontario is being asked to assume or underwrite any contingent or other liability such as deficit or revenue and rights fee guarantees.
- Events that are charity in nature including activity that has a solicitation of present or future donations of cash or non-cash gifts, or the sale of goods or services to raise funds, whether explicit or implied.

### **One Application per Festival or Event**

The Ministry of Tourism, Culture and Sport will consider only one application per festival or event under the Sport Hosting Program, the Marquee Event Fund or the Experience Ontario program. Details are available at [Ontario.ca](#).

### **A Maximum of Two Applications per Sport per Stream**

#### **Stream 1:**

- National Sport Organization [funded by Sport Canada](#) and Provincial Sport/Multi-Sport Organization recognized under [Ontario's Provincial Sport Recognition Policy](#)
- **Sports** are eligible for funding twice per calendar year, with a maximum of one international event per calendar year

#### **Stream 2:**

- Ontario Municipalities, Not-for-Profit Organizations, Colleges and Universities and Indigenous organizations, First Nation, Metis or Inuit community
- **Sports** are eligible for funding twice per calendar year, with a maximum of one international event per calendar year

### **Stream 3:**

- Ontario Municipalities, Not-for-Profit Organizations, Colleges and Universities and Indigenous organizations, First Nation, Metis or Inuit community
- **Sports** are eligible for funding twice per calendar, with a maximum of one international event per calendar year

### **A Maximum of Two Applications per Organization**

The Ministry of Tourism, Culture and Sport will consider a maximum of two applications per organization in each calendar year under the Sport Hosting Program.

## **Funding**

The Government of Ontario is interested in assuring that its funding meets a variety of economic and social needs, is appropriately leveraged, and managed according to sound accountability principles.

Consideration of requests for financial support will be made contingent upon:

- The overall availability of provincial funds and the requirements of the provincial approval process.
- The value of benefits such as projected provincial tax revenues generated by tourists attending the event and the overall impact on provincial revenues.
- The Government of Ontario's financial contribution to the hosting of an event may be up to, but will not exceed, 35% of the total event budget. This includes funding support provided by other provincial programs (e.g., Tourism Event Marketing Partnership Program) or agencies (e.g., Ontario Trillium Foundation, Northern Ontario Heritage Fund Corporation).
- The government will take into account the level of contributions from other public and private sector partners.
- The government will not assume any deficit guarantees or environmental liability. Additionally, the Government of Ontario will not underwrite other contingent liabilities, such as a revenue guarantee.

The Ministry of Tourism, Culture and Sport cannot guarantee funding to all applicants, nor can the Ministry ensure that the total amount requested by successful applicants will be granted. The decision to fund all or part of an applicant's request will depend on its fit with yearly priorities, total confirmed eligible expenses, assessment criteria and the overall demand for funds. The Ministry reserves the right to fund programs that best align with government priorities. Funding ceilings:

**Stream 1 and 2:**

- **National Sport Hosting events are eligible up to \$100,000**
- **International Sport Hosting events are eligible up to \$1,000,000**

**Stream 3:**

- **National Sport Hosting events are eligible up to \$20,000**
- **International Sport Hosting events are eligible up to \$75,000**

**Please Note:** Requests to support multi-sport events or events over \$1,000,000 are dealt with through a separate process.

## **Submission Requirements**

### **Questions from Applicants**

If you have any questions and require more information, please contact Aimee Maggiacomo, Games Unit, at the Ministry of Tourism, Culture and Sport at 647-299-8584 or [Aimee.Maggiacomo@ontario.ca](mailto:Aimee.Maggiacomo@ontario.ca).

### **Application Deadlines**

Applications must be submitted through Transfer Payment Ontario, using the Sport Hosting Program application form.

**Please note the following** when submitting a Sport Hosting application:

- Application deadlines are the 2<sup>nd</sup> Monday in January and July of each year at 5:00 p.m. EDT.
- Submit an application at the right time; event start dates must be no sooner than four months from the application deadline.
  - For example, if your event is taking place in October, the deadline for your application will be in January. The July intake period is not applicable since the event date is less than four months following the July intake date.
- Applications will be accepted for event start dates that are up to two years away from the application deadline.

**Late applications will not be accepted.**

## **Application Process**

All applicants interested in seeking provincial funding to host a sport event must provide the following documentation when submitting their application through Transfer Payment Ontario. Your application will be considered ineligible if you have not provided all of the below documentation.

1. Application Form
2. Budget
3. Endorsement Letters
4. Sanctioning Letter
5. Projected Economic Impact Report
6. Letter of Deficit Guarantee
7. Incorporation Documents

**Review in detail the requirements for each mandatory application component described below.**

## 1. Application Form

The application form aligns directly with the categories from the Sport Hosting Evaluation Matrix found in the Application Assessment section. Please refer to the matrix directly to understand the information evaluated for each respective component.

The Sport Hosting Evaluation Matrix refers to a Legacy and Accessibility Plan.

Additional information has been provided below to explain these application components further:

- **Legacy Plan:** The legacy plan description should include details of the on-going sport and recreation legacies to the community and demonstrate that this commitment is reflected directly in the event budget (eight percent of total operating expenses in the event budget is the suggested benchmark).
  - A legacy for the purposes of this program is a tangible benefit that the event will leave behind, beyond the event itself.
  - The cost of the legacy plan needs to be reflected in the event budget as a direct event expense(s) (value in-kind and/or cash expense).
  - Legacy can be infrastructure improvements and/or sport/physical activity programming for youth. Programs such as National Coach Certification Program courses leading up to or following the event, additional certification for event officials and equipment purchased for the event left behind for use by a local club or Provincial Sport Organization are all examples of legacy.
- **Accessibility Plan:** Include a description of the plan(s) in place to remove barriers for a person with a disability to participate and/or take part in the event, such as barriers related to physical and architectural access, way finding, information and communication, technological barriers, systemic barriers, attitudinal behaviours. When preparing your plan, think of spectators, volunteers and participants' needs. For further information on considerations when creating a plan, refer to the [Guide to Accessible Festivals & Outdoor Events](#).

## 2. Budget

The budget document should provide a **detailed explanation and breakdown** of all event revenues and expenses from all sources, including all levels of government. The event expenses listed must be for the event itself and not for the operating expenses of the applicant. The budget must be endorsed by the Board of Directors or Executive Director/CEO or the Treasurer/CFO (or appropriate authority) of the organization submitting the application.

A budget template is available at [Ontario.ca \(Central Forms Repository\)](#) for guidance. Please note: Applicants can use their own template for the budget. The Ministry form is optional and provided as a resource, if needed.

### Ineligible Expenses

The following are considered to be ineligible expenses for the purposes of any financial commitment from the Sport Hosting Program:

- Any costs associated with requesting formal support from the Government of Ontario.
- Any domestic or international bid costs.
- Any payment of commissions for the acquisition of sponsorships, or towards value-in-kind contributions.
- Appearance fees for athletes participating in events.
- Any costs of gifts, gratuities or other forms of recognition that are not part of the sport competition.
- Harmonized Sales Tax or refundable expenses (e.g., security deposits).
- Any costs which would conflict with the Government of [Ontario's Travel, Meal and Hospitality Expenses Directive](#).
- Alcohol or cannabis-related products.

Further information on what is required for the budget can be found in the Application Assessment section (Sport Hosting Evaluation Matrix).

### 3. Endorsement Letters

If you are partnering with or delivering a program with an Indigenous organization, First Nation, Metis or Inuit community or delivering a program using a facility in a First Nation, Metis or Inuit community, you must include a letter from the respective community supporting your proposal.

The endorsement letter must be verified by the Board of Directors or Executive Director/CEO or appropriate authority for endorsement.

#### Stream 1: Provincial and National Sport Organizations

<b>Applicant:</b>	<b>Endorsed by:</b>
A Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a>	The relevant National Sport Organization <a href="#">funded by Sport Canada</a> .  Note: If the Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a> does not have an equivalent National Sport Organization <a href="#">funded by Sport Canada</a> , this requirement does not apply.
A National Sport Organization <a href="#">funded by Sport Canada</a>	The relevant Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a> .

#### Stream 2: Event Host Organizations

<b>Applicant:</b>	<b>Endorsed by:</b>
Ontario municipalities	1. The relevant Provincial Sport/Multi-Sport Organization recognized under <a href="#">Ontario's Provincial Sport Recognition Policy</a> ; <b>or</b> 2. The relevant Ministry of Tourism, Culture and Sport funded organization, as listed in Appendix 1; <b>or</b> 3. The relevant sport body associated to the National Sport Organization
Not-for-profit organizations (including Universities and Colleges)	
An Indigenous organization, First Nation, Metis, or Inuit community	

	<a href="#">funded by Sport Canada</a> , as listed in Appendix 1.
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### Stream 3: Emerging Sports

Applicant:	Endorsed by:
Ontario municipalities	The relevant <a href="#">Association of IOC Recognized International Sport Federations (ARISF)</a> member listed in Appendix 2.
Not-for-profit organizations (including Universities and Colleges)	
An Indigenous organization, First Nation, Metis, or Inuit community	

#### 4. Sanctioning Letters

The sanctioning letter must be provided by the event right's holder. A sample letter is available at [Ontario.ca \(Central Forms Repository\)](#) for guidance.

#### 5. Economic Impact Report

You must include either a [TREIM](#) (Tourism Regional Economic Impact Model) or a [STEAM](#) (Sport Tourism Economic Assessment Model) assessment in your submission.

#### 6. Letter of Deficit Guarantee

The deficit guarantee letter must be authorized by the guarantor's Board of Directors or Executive Director/CEO or the Treasurer/CFO (or appropriate authority). A sample letter is available at [Ontario.ca \(Central Forms Repository\)](#) for guidance.

#### 7. Incorporation Documents

You must include incorporation documents for your organization in Transfer Payment Ontario System. If your organization is already registered in TPON but does not have incorporation papers attached to your profile, please log into TPON and attach them under your organizational attachments. **This requirement is specific to not-for-profit organizations.**

**Do not include non-mandatory attachments for reference purposes in your application. Non-mandatory attachments will not be reviewed in the assessment.**



## Application Assessment

The Ministry of Tourism, Culture and Sport will assess applications against the outlined eligibility criteria, review all mandatory documentation and determine whether the application satisfies the following requirements:

- The formal request has the official commitment of those involved.
- The reasonableness of the budget assumptions has been verified and the Government of Ontario's financial contribution does not exceed 35% of the total event budget.
- Government funding will not be used for ineligible expenses.
- There is no expectation of the Government of Ontario to assume or underwrite any contingent or other liabilities such as deficit or revenue guarantees and rights fee guarantees.
- All required documentation and information have been submitted.

If the above requirements are met, applications will then be scored according to the Sport Hosting Evaluation Matrix.

The Ministry of Tourism, Culture and Sport will acknowledge all applications received within five business days of the intake deadline. The Ministry of Tourism, Culture and Sport will review all applications within 45 days of submission and provide notification to all applicants of the outcome of their application within 90 days.

<b>Application Deadline</b>	<b>90 Day Service Guarantee</b>
Monday January 8, 2024	April 8, 2024
Monday July 8, 2024	October 7, 2024

There is no appeal process for applications to the Sport Hosting Program.

Upon request, the Ministry will provide debrief meetings with applicants to review their application and strategies for submitting a future application. Applicants can contact

Aimee Maggiacomo, Games Unit, at (647) 299-8584 or by email at [Aimee.Maggiacomo@ontario.ca](mailto:Aimee.Maggiacomo@ontario.ca) to schedule an appointment.

### Sport Hosting Evaluation Matrix

The evaluation criteria reflects a mix of economic, legacy, community, sport, recreation, and tourism benefits that may be derived from hosting sport events.

Criteria	Section in Application	Weighting
<p><b>Financial Information is measured by:</b></p> <ul style="list-style-type: none"> <li>• A detailed explanation of operating revenues by source; and full event expenses which includes the value of in-kind and other contributions.</li> <li>• A value for money calculation, size of the provincial investment versus the scope of the event including the number of athletes, coaches and officials involved, sports involved, expected spectators, competition structure and number of countries that will be involved.</li> <li>• The level of other philanthropic, non-commercial and other government contribution funding (particularly the federal government contribution) relative to the amount requested of the Government of Ontario.</li> <li>• A cash flow statement that indicates in which provincial fiscal year (April 1 to March 31) contributions would be expected.</li> </ul>	<p>Budget, Section I</p>	<p>25%</p>
<p><b>Sport and Recreation Legacy / Community Benefit are measured by:</b></p> <ul style="list-style-type: none"> <li>• The sport and recreation development benefit (not directly linked to hosting the event) that will be available to Ontarians as measured by the legacy line item in the proposed budget.</li> <li>• The extent to which the applicant builds the capacity to bid and host nationally or internationally sanctioned sport events in Ontario.</li> <li>• The volunteer strategy that would be employed for planning and hosting the proposed event.</li> <li>• The creation of partnerships, for example, with the federal and municipal levels of government, key</li> </ul>	<p>Section G, I</p>	<p>20%</p>

stakeholders and the private sector.		
<p><b>Sport Tourism Benefits are measured by:</b></p> <ul style="list-style-type: none"> <li>• For international events: the amount of provincial tax revenue that will be generated by out-of-province tourists measured against the amount requested.</li> <li>• The economic return on provincial investment as measured by the Ontario Economy GDP value generated by the out-of-province tourists attending the event measured against the amount requested.</li> <li>• The economic return on provincial investment as measured by the overall GDP value of the overall event to the Province measured against the amount requested.</li> </ul>	Economic Impact Report	20%
<p><b>Athlete / Coach / Official Development are measured by:</b></p> <ul style="list-style-type: none"> <li>• Opportunities to develop Ontario athletes, coaches and officials.</li> <li>• Increased opportunities for Ontario athletes, coaches and officials to participant at events in their home province.</li> <li>• Increase affordable opportunities for Ontario athletes to compete at home to earn future national team opportunities.</li> </ul>	Section G, H	20%
<p><b>Aligns with Government Priorities are measured by:</b></p> <ul style="list-style-type: none"> <li>• Potential opportunities to support a diverse cultural range of individuals and groups.</li> <li>• Alignment with the relevant Provincial Sport Organization and/or National Sport Organization Athlete Competition Pathway.</li> <li>• Accessibility plan.</li> </ul>	Section G	15%

## **Confidentiality**

Any information provided to the Ministry of Tourism, Culture and Sport will be treated in confidence, and not released to other parties without the applicant's explicit permission, subject to the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA).

The Ministry of Tourism, Culture and Sport reserves the right to develop and/or publish best practice information based on any information received from applicants. Applicants wishing not to have such information included in a best practice document are asked to identify and submit to the Ministry of Tourism, Culture and Sport the rationale for such a request.

## **Recipient Obligations**

### **Acknowledgement, Oversight and Reporting**

Applicants are expected to comply with the Ontario Human Rights Code and all other applicable laws. The Ontario Human Rights Code provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic, origin, citizenship, creed, sex, sexual orientation, disability, age, familial status, marital status, the receipt of public assistance (in accommodation only) and record of offences (in employment only). Failure to comply with the letter and spirit of the Ontario Human Rights Code will render the applicant ineligible for a grant funding and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry.

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy Act 1990 (including regular amendments), and that any information provided to the province in connection with an application may be subject to disclosure in accordance with the requirements of that Act.

Successful applicants will be required to:

- Sign a Province of Ontario Funding Agreement with the Ministry of Tourism, Culture and Sport that will outline the terms and conditions for receiving funds.
- Carry at least \$2 million commercial general liability insurance coverage, and to add “His Majesty the King in Right of Ontario as represented by the Minister of Tourism, Culture and Sport” as a co-insured on this coverage before the Ontario Funding Agreement can be executed.
- Obtain the Ministry of Tourism, Culture and Sport’s approval for any change proposed to the event budget
- Use the Ministry of Tourism, Culture and Sport branding in all of its promotional materials and acknowledge Government of Ontario funding for the event on all promotional materials that identify and describe the event as set out in [Ontario's Logo Usage Guidelines](#).
- Permit the Province to use the event’s brands and logos for non-commercial promotion and communication.

The Ministry of Tourism, Culture and Sport expects that the event will comply with all federal, provincial and municipal laws and regulations (e.g. environmental approvals, human rights, animal welfare, accessibility and zoning by-laws, etc.). Events must comply with all applicable requirements under Rowan’s Law (Concussion Safety), 2018, and Ontario Regulation 161/19 (General).

**The Ministry of Tourism, Culture and Sport will post the successful applicants on the [Sport Hosting Program webpage](#). Organizations need to be prepared that any time after day 45, of the 90-day service guarantee, the successful applicants (events) could be posted publicly.**

It is mandatory that successful applicants provide a Sport Hosting Program final report within six months of the completed event including full event financials and the following additional materials:

- A sample of all brochures, programs and/or handouts that identify and describe the event.
- Samples of all marketing materials (e.g., print, radio and television).
- For events which receive funding of \$100,000 or less, a report back that includes a treasurer-certified or board endorsed account of the operating budget.
- For events which receive more than \$100,000 in funding, a report back that includes an audited statement of the total operating budget.
- A copy of all reports and publications produced as part of the event.
- Photos and video content of the event to support the Ministry of Tourism, Culture and Sport's promotion of the Sport Hosting Program.

## Part 2: Applying to Ontario's Sport Hosting Program

### Apply Through Transfer Payment Ontario

#### Transfer Payment Ontario Instructions

Please read the information below and be sure to give yourself plenty of time to work through the application. This is the best way to maximize your potential for success.

#### Before You Begin:

- Open Google Chrome
- Make sure that your pop-up blocker is disabled
- See the Creating a My Ontario Account [guide](#) and [video](#)
- For additional important information, please refer to the [FAQs](#)

#### For assistance:

Please contact Customer Service, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time

- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

Please include the following details for quicker service via email:

- the name of the program you are interested in
- your case or file number
- the name of your organization

For 24/7 assistance:

- Ask [GOBot](#)

## **New Applicants:**

For organizations that have not used Transfer Payment Ontario, [click here](#) to get started. Note: receiving access to Transfer Payment Ontario can take up to five (5) business days. Ensure you register well in advance of the application due date.

## **Returning Applicants:**

**Log in to your Transfer Payment Ontario** account using your [My Ontario Account](#) to retrieve your application form and other documents.

**IMPORTANT:** Existing Transfer Payment Ontario users with an ONE-key or GO Secure ID - migrate your profile by [creating a My Ontario Account](#) using your Transfer Payment Ontario email address.

## **Getting Started:**

The next step is to start a Sport Hosting Program Application through Transfer Payment Ontario.

General Instructions on how to complete each section can be found at the top of each section on the online Transfer Payment Ontario Sport Hosting Program application. Please note the following instructions will outline any additional information that is required.

As soon as a complete Application is uploaded and submitted electronically through Transfer Payment Ontario, an email confirmation will be sent to the main application contact confirming receipt.

Please Note: If you do not receive confirmation of your submission within five days after the intake deadline, please contact Aimee Maggiacomo at [Aimee.Maggiacomo@ontario.ca](mailto:Aimee.Maggiacomo@ontario.ca) or 647-299-8584.



**This section provides information on how to complete and submit your application.**

### **How to Complete Sport Hosting Program Application**

Before completing the application, read the **entire** program/application Sport Hosting Guidelines. Some fields in your application will be pre-populated with the information you supplied when you enrolled in Transfer Payment Ontario or from previous applications. Be sure to address all the specific requirements outlined in the application guideline.

Provide reasons and supporting data, where applicable, to support your application. Be sure to demonstrate how your event addresses the program's priorities.

Prepare the necessary support materials. Ensure you have all the support materials available electronically (scanned, PDF, Excel or Word Document). A list of required attachments follows at the end of the guidelines.

**Please note** that the Ministry's consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

The Ministry cannot guarantee funding to all applicants, nor can the Ministry ensure that the total amount requested by the successful applicants will be granted. The Ministry reserves the right, in its sole discretion, to fund or not fund any particular event for which an application is submitted. The decision to fund all or part of an applicant's request will depend on its fit to the program priorities, assessment criteria and the overall demand for funds in the program.

# 2024 – 25 Sport Hosting Program Application

## Application Sections

The Transfer Payment Ontario Sport Hosting Program Application is broken into the following sections:

- A. Organization Information
- B. Organization Address
- C. Organization Contacts
- D. Grant Payment Information
- E. Organization Capacity
- F. Project Information
- G. Event Details
- H. Performance Measures
- I. Partnership / Stakeholder Information
- J. Declaration and Signing

### Section A – B: Organization Information and Organization Address

These sections are explained directly in the Application. **Sections A and B** should be pre-populated (i.e.: automatically filled in) with information provided by applicants in previous Transfer Payment Ontario applications and during the TPCR registration process. If information in Section A is incorrect, send an email with the necessary changes to [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca). For **Section B**, please make changes to your registration in TPCR. Once changes are made, any forms you download will include the updated information.

### Section C: Organization Contacts

Please complete all the mandatory fields in these sections. Mandatory fields are marked with a red asterisk.

Provide two contacts: 1) the application contact and 2) the most senior official.

- 1) The application contact is responsible for grant administration and correspondence with Ministry staff.
- 2) The most senior official is the organization contact whom a Minister of the Crown would correspond with (i.e. Board Chair, Chief, CEO, Executive Director).

When you select Applicant in the Role field, the box in the Primary field will be checked automatically to indicate that this individual is the ministry's primary contact. Click Add to create a new section for the most senior official. Select the most senior official in the Role field and indicate whether this person has signing authority.

### **Section D: Grant Payment Information**

Please complete all the mandatory fields in this section. For Method of Payment, the only option is Electronic Fund Transfer.

### **Section E: Organization Capacity**

This section asks for information about the applicant organization including staffing, governance, past performances, risk management and skills that will make the event successful.

**E/1-2:** Please answer using numbers only.

**E/3-6:** Self-explanatory. The character limit is 2000 per question.

### **Section F: Project Information**

This section contains information about the proposed project (event) timelines, location, and scope of the event.

**F/1:** Host Community is the geographic jurisdiction in which the Sport Hosting event will take place.

**F/2:** Please indicate the name of the host venue(s) for the event.

**F/3:** Please indicate the name of the event.

**F/4:** This is the anticipated start date of the actual event.

**F/5:** This is the anticipated end date of the actual event. Should your application be successful, a final report will be required within six months of this date.

**F/6:** This is the anticipated start date of the project.

**F/7:** This is the anticipated end date of the project, when all reconciliations and reporting will be finalized.

**F/8:** Please select the appropriate choice from the drop-down menu.

**F/9:** Please select the appropriate choice from the drop-down menu.

Stream 1 (Provincial / National Sport Organizations):

- Provincial Sport Organization
- National Sport Organization

Stream 2 (Event Host Organizations):

- Ontario municipality
- Not-for-profit organization (including Universities and Colleges)
- Indigenous organizations, First Nation, Metis, or Inuit community

Stream 3 (Emerging Sports):

- Ontario municipality
- Not-for-profit organization (including Universities and Colleges)
- Indigenous organizations, First Nation, Metis, or Inuit community

**F/10-12:** Please select the appropriate choice from the drop-down menu.

## **Section G: Event Details**

This section contains information summarizing the event, legacy, government priorities, community benefit, athlete/coach/official development and risk management.

**G/1 - 8:** Self-explanatory. Please note the character limits vary for each question.

**G/9 - 10:** Please select the appropriate choice from the drop-down menu.

The Economic Impact Report and Letter of Deficit Guarantee need to be included in your application package as separate attachments.

## **Section H: Performance Measures**

This section summarizes event data.

**H/1 – 14:** Please input numbers only into the Goal/Actual column.

## **Section I: Partnership/Stakeholder Information**

Please complete the following information in this section:

- **Name:** List the partner/stakeholder name, such as partner organizations or sponsors.
- **Description:** Describe the partner/stakeholder contributions.
- **Type:** Please select the appropriate choice from the drop-down menu.

Please note: site is referring to event venue location.

For each partner or sponsor, click Add to generate a new section.

## **Section J: Declaration / Signing**

The names of signing authorities are pre-populated in the declaration/signing section if they were noted as signing authorities in Section C: Organization Contacts section.

In many cases, the person completing the grant application is not a signing authority. It is the responsibility of the applicant organization contact to ensure they have documented proof of approval from the signing authority to request grant funds. **This documentation needs to be kept on file and be made available, upon request.**

Applicants are expected to comply with the Ontario Human Rights Code and all other applicable laws. The Ontario Human Rights Code provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic, origin, citizenship, creed, sex, sexual orientation, disability, age, familial status, marital status, the receipt of public assistance (in accommodation only) and record of offences (in employment only). Failure to comply with the letter and spirit of the Ontario Human Rights Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the ministry.

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy, R.S.O.1990, c.F.31, as amended from time to time, and that any information provided to the province in connection with their application may be subject to disclosure in accordance with the requirements of that Act.

Applicants are advised that the Ministry will make the following information public:

- the names and addresses of organizations receiving grants,
- the amount of the grant award and
- the purpose of the grant

# Application Checklist

## Eligibility

### Eligible Applicants

- Must be legal entities in existence for one year or longer as of the application date and not in default of the terms and conditions of any grant or loan agreement with any Ministry or agency of the Government of Ontario (e.g. Ontario Trillium Foundation, Northern Ontario Heritage Fund Corporation).
- Cannot self-endorse their own application for the Program  
**and**
- Must be an eligible applicant under one of the three streams for the Program.

### Eligibility Requirements

To be eligible for funding, the sport event must:

- Take place in the Province of Ontario.
- Be open to the public at large to spectate without membership in a club or group.
- Ensure that the applicant is not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario (e.g. Ontario Trillium Foundation, Northern Ontario Heritage Fund Corporation).
- Events for athletes identified as part of the Provincial Sport Organization's and/or National Sport Organization's high-performance and athlete competition pathway plans.
- National Events:
  - Have been sanctioned by the National Sport Organization or the International Federation listed in Appendix 2 and include representation from no less than six provinces/territories including Ontario. A country may replace a province.
  - Or a National Championship for a specific sport, in a specific age group as confirmed by National Sport Organization or the International Federation

listed in Appendix 2. Ontario must be represented in these Championships.

- International Events:
  - Have been sanctioned by the International Sport Federation, as per the [International Olympic Committee](#), [International Paralympic Committee](#) and/or Panamerican Sport Association. (Only sports that **do not** have an International Federation on the above list(s), may submit a request for consideration by the Ministry for the sanctioning of the event by the International Federation for the sport to be accepted to meet this requirement.)
  - Include representation from no less than two countries, including Canada and one country from outside of North America. An exemption will be provided to events for Canadian National Teams as confirmed by the National Sport Organization [funded by Sport Canada](#).
- Occur at most once a year.
- Start dates must be no sooner than four months up to two years from the application deadline.
- Request no more than 35% of the total event budget – up to \$1,000,000 for international events, \$75,000 for international emerging sport events and up to \$100,00 for national events, \$20,000 for national emerging sport events.
- Not be a funding recipient of the Marquee Event Fund or the Experience Ontario program.

**Required Attachment Checklist:**

- Budget that is:
  - Endorsed by the Board of Directors or Executive Director/CEO or the Treasurer/CFO (or appropriate authority) of the organization submitting the application.
  - Sample provided at [Ontario.ca](#) ([Central Forms Repository](#)).



- Please note: Organizations can use their own template for the budget. The Ministry form is optional and provided as a resource if needed.
- TREIM (Tourism Regional Economic Impact Model) or STEAM (Sport Tourism Economic Assessment Model) Economic Impact Report
- Letter of Deficit Guarantee authorized by the guarantor's Board of Directors or Executive Director/CEO or the Treasurer/CFO (or appropriate authority).
- Endorsement Letter that is:
  - Verified by the endorsing organization's Board of Directors or Executive Director/CEO (or appropriate authority for endorsement).
  - Sample provided at [Ontario.ca](#) ([Central Forms Repository](#)).
- Sanctioning Letter that has:
  - Been provided by the event right's holder.
  - Sample provided at [Ontario.ca](#) ([Central Forms Repository](#)).
- Incorporation documents:
  - Please log into TPON and attach them under your organizational attachments.
  - This requirement is specific to not-for-profit organizations.

## Appendix 1: Stream 2 –

### Ministry of Tourism, Culture and Sport Funded Organizations

- Indigenous Sport & Wellness Ontario:
  - Responsible for endorsing **indigenous sport** events.
- Ontario Colleges Athletics Association:
  - Responsible for endorsing **college sport** events.
- Ontario Senior Games Association:
  - Responsible for endorsing **55+ adult sport** events.
- Ontario University Athletics:
  - Responsible for endorsing **university sport** events.

### National Sport Organizations funded by Sport Canada

Note: This list reflects sports associated with National Sport Organizations [funded by Sport Canada](#) that do not have a Provincial Sport/Multi-Sport Organization recognized under [Ontario's Provincial Sport Recognition Policy](#) and are not eligible under Stream 1.

- Broomball Canada:
  - Responsible for endorsing **broomball** events.
- International Federation of Sport Climbing:
  - Responsible for endorsement sport climbing events (**Canada Climbing**).
- World DanceSport Federation:
  - Responsible for endorsing DanceSport events (**Canada DanceSport**).
- International Luge Federation:
  - Responsible for endorsement luge events (**Luge Canada**).
- World Skate:
  - Responsible for endorsing skateboard events (**Canada Skateboard**).
- International Ski Federation
  - Responsible for endorsing ski jumping events (**Ski Jumping Canada**).
- International Surfing Association:
  - Responsible for endorsing skateboard events (**Canadian Surfing Association**).

## **Appendix 2: Stream 3 –**

### **Association of Recognized International Sports Federations (ARISF) Members**

Note: This list reflects sports that do not have a Provincial Sport/Multi-Sport Organization recognized under [Ontario's Provincial Sport Recognition Policy](#) or National Sport Organization [funded by Sport Canada](#) and are not eligible under Stream 1 or 2.

- World Airsports Federation
- International Automobile Federation
- Federation of International Bandy
- International Federation of Basque
- World Confederation of Billiard Sports
- World Confederation of Boules Sports
- World Bridge Federation
- International Cheer Union
- World Chess Federation
- International Climbing and Mountaineering Federation
- International Floorball Federation
- World Flying Disc Federation
- International Federation of Icestocksport
- International Korfball Federation
- International Life Saving Federation
- Fédération Internationale de Motocyclisme
- International Netball Federation
- International Orienteering Federation
- Federation of International Polo
- International Powerboating Union
- International Sambo Federation
- International Ski Mountaineering Federation
- International Sumo Federation
- Tug of War International Federation
- World Underwater Federation