Ontario Sport Hosting Program

2027/28 Guidelines and Transfer Payment Ontario

Part 2: How to Apply

Ministry of Sport

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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
  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.

Once registered, or if you are already registered, you must ensure all your organization's profile information is correct and up to date. This includes ensuring your My Ontario Account is associated with the correct organization. For instructions on joining an organization, please refer to the TPON Joining an Organization guide.

Getting Started:

The next step is to start an application through Transfer Payment Ontario. Click on "Submit for Funding" and select the Sport Hosting Program.

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 or 647-299-8584.

The applicant contact provided in the application will receive any subsequent correspondence regarding the application. It is important to provide accurate and up-to date contact information and to regularly monitor the primary contact's phone and email to enable timely communication regarding the status of the application.

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.

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. 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. Please note the character limits vary for each 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(s) in which the Sport Hosting event will take place.

F/2: Please indicate the name of the event.

F/3: Please indicate the name of the host venue(s) for 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, Métis, or Inuit community

Stream 3 (Emerging Sports):

- Ontario municipality
- Not-for-profit organization (including Universities and Colleges)
- Indigenous organizations, First Nation, Métis, 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 - 9: Self–explanatory. Please note the character limits vary for each question.

G/10 - 11: 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 - 5: Pillar 1: Program Coverage and Pillar 3: Program Impact
Please complete the following information in these sections for each of the metrics – athletes, coaches, officials, volunteers and economic impact generated.

- **Data Source:** Please indicate your Organization Name as listed in Section A: Organization Information
- **Data Collection frequency:** Select 'Annually' from the drop-down menu.
- **Baseline Date:** Indicate the date of your application submission.
- **Baseline Value:** Input the number zero (0) only.
- **Target (Goal) Date:** Indicate the anticipated start date of the actual event.
- **Target (Goal) Value:** Please input numbers only in accordance with each respective metric.
  H/1: Total number of athletes competing at the event.
  H/2: Total number of coaches coaching at the event.
  H/3: Total number of officials officiating at the event.
  H/4: Total number of volunteers required for the duration of the event.

H/5: Total estimated Gross Domestic Product (GDP) for Ontario generated from the event as per the STEAM or TREIM report.

H/6 - 16: Other Ministry Provided Metrics

Please complete the information for the remaining event data in this section. Please input numbers only into the respective Target (Goal) Value 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.
- ☐ Not in default of the terms and conditions of any grant or loan agreement with any Ministry, including the Ministry of Sport, 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.
- ☐ 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 Part 1: 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 Part 1: 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 of all Government of Ontario funding is 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.

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.
    - Please note: Organizations are to use their own template for the budget e.g. Excel document.
- ☐ 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**.**