

**Sports & Cultural Events Grant-in-Aid**

Department	Finance	Policy No.	
Section	Board	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of the Sports & Cultural Events Grant-in-Aid is to establish clear guidelines for the Regional Board for the award of grants to support the hosting of national and international level sporting and cultural events in the Peace River Region, which attract international attention to the region, provide entertainment options for residents, and attract visitors to the area.

2. Scope

2.1 This policy applies to the Regional Board, PRRD and all external organizations that apply for grant-in-aid funds from Sports & Cultural Events Grant in Aid funding.

3. Definitions

3.1 Cultural means relating to music, art, theatre, literature, food, language, clothing.

3.2 National means involving attendees and participants of at least three Provinces of Canada.

3.3 International means involving attendees and participants of multiple Countries.

3.4 Region means within the boundaries of the Peace River Regional District.

4. Policy

4.1 The Regional Board has the sole authority over the distribution of financial contributions to support national and international level sporting and cultural events, in relation to the criteria set by this policy.



- 4.2 Financial contributions approved for Sports & Cultural Events must:
- Sports - Support the hosting of national or international level events, competitions, or festivals, that are sanctioned by the relevant governing oversight body, held within the region.
 - Cultural - Support the hosting of national or international events, festivals, competitions, shows, that promotes an element of culture within the region and that are sanctioned by the relevant governing oversight body and held within the region.
- 4.3 Multi-year grants may be approved, for up to a maximum of three consecutive years and are subject to the reporting requirements identified in Section 4.11.
- 4.4 Financial contributions must be utilized within one year of ratification by the Regional Board; failure to spend approved grant funding may affect the amount approved for future year requests for financial assistance.
- 4.5 All recipients who receive financial contribution must be accountable for the use of funds in accordance with their application; PRRD grant funds are not transferrable to projects not identified in grant applications without the express written consent of the PRRD.
- 4.6 All applicants will receive written correspondence advising them of the outcomes of their request and those approved for financial assistance will be asked to recognize the PRRD for its financial contribution.
- 4.7 The maximum financial contribution that can be applied for by any organization is \$100,000 per year.
- 4.8 Eligibility Criteria
Applicants must be:
- Not-for-profit organizations who are registered and in good standing with the *Societies Act of BC* who operate within the PRRD.
 - Local Government, First Nations Government, Band or Council.
- 4.9 Application Process
- Applicants must submit a formal application to the PRRD on or before November 1st of each year, and any applications submitted after November 1st will be considered based on the remaining budget availability.
 - Application should include a Sports and Cultural Events Grant Application form, a copy of the most recent year-end financial statements (income statement and a balance sheet) and a project budget.
 - Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding may jeopardize funding eligibility.



4.10 Approved grant contributions will be payable to the successful applicants upon ratification by the Regional Board unless an alternate payment process is identified as a condition of the grant at the time of approval.

4.11 Reporting Requirements

- a. Any organization that receives Sports and Cultural Events Grant-in-Aid for a single event/year must complete a report on the event, within 60 days of the completion of the event, which must include:
 - i. How much of the grant funding was utilized and a proposal on how any remaining funds could be spent for consideration by the Board.
 - ii. Photos of the event and participation numbers.
- b. Any organization that receives a multi-year Sports and Cultural Events Grant in Aid must provide a report within 60 days of the completion of each event, which must include the following:
 - i. Photos of the event and participation numbers.
 - ii. Information on how grant funds were spent, noting any unexpended funds, and a proposed plan for utilization of any amount remaining.
 - iii. Submission of financial statements, including a balance sheet and income statement, each year.
- c. All unused funds should be returned to the PRRD within six months after the event unless a proposed plan to spend the funds has been approved by the Board.
- d. Failure to meet the reporting requirements may result in cancellation of future year funding commitments or rejection/disqualification of future grant applications.

Affiliated Procedure	
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