

APPENDIX “A”

TOURISM HAMILTON SPORT TOURISM GRANTS GUIDELINES

The purpose of this grant is to provide assistance in the provision of hospitality for visiting sports teams, officials and spectators attending a major sporting event **being held in the City of Hamilton**, and where at least the majority of the participants are from **outside the City of Hamilton**, as determined by the following specific guidelines

1. Each applicant seeking a grant will be required to complete the necessary questionnaire “Tourism Hamilton Sport Tourism Grant Application” and submit a copy to the office of Tourism Hamilton. This process entails review by Tourism Hamilton staff for completeness and compliance with these guidelines.
2. Upon completion of the event, the client will then complete a due diligence report on materialization, attendance, city venue usage, etc. They are to forward this to Tourism Hamilton.
3. The application is reviewed, and the recommendation is circulated to Members of the Board of Directors, Tourism Hamilton Inc. for review, consideration, recommendation and final approval.
4. After final approval is granted, Tourism Hamilton will contact you with the recommendation, forward a letter and cheque made payable to your organization with the approved grant amount.
5. To qualify for grant your organization must:
 - a) Be a **non-profit organization**, (The Ontario Municipal Act prohibits municipalities from providing grants to manufacturing or profit-oriented operations) with copies of the Constitution, Charter and/or By-Laws, proof required.
 - b) The applicant must provide the previous year’s accommodation room materialization, i.e. how many commercial accommodation bedrooms were used on peak night(s), and city venue usage.
 - c) The organization must provide information on number of competitors and/or teams, delegates, participants, spectators, officials and volunteers attending the sporting event.
6. Festivals, carnivals or celebrations shall be required to first **seek financial support directly from the City of Hamilton Community Grants Program**. In no circumstances shall funding be provided by Tourism Hamilton Convention and Sport Tourism Grants in addition to funding from the City of Hamilton Community Grants Program.
7. Grants are normally limited to a maximum of \$4 per out of town participant, subject to a total maximum **of \$1,000.00**.
8. Completed Grant Applications with all information included will be presented twice per year at the Tourism Hamilton Board of Directors Meetings in February and September of that year.

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9. Payment of approved grant funds will only be made available post-event
10. In return for receiving a grant, event organizers are to include recognition of Tourism Hamilton (either logo or wording) in the event program, advertising, brochures and flyers or other agreed upon recognition.
11. Tourism Hamilton has the right to review and change the application without notice.
12. The information collected is in accordance with the Tourism Hamilton privacy policy. The Tourism Hamilton Privacy Policy is based on the standards required by PIPEDA, and Tourism Hamilton's interpretation of these responsibilities. To view the Tourism Hamilton Privacy Policy, please visit our website at www.tourismhamilton.com
13. If you disagree and would like to appeal this decision, please place it in writing to the attention of Tourism Hamilton, outlining your disagreement and further information that may be beneficial. This will be presented to the Tourism Board for reconsideration. You may be asked to make a presentation to the Tourism Board.
14. **Cheques are only made payable to an organization only.** Please indicate the **correct address at the time of application**, where the cheque should be mailed to.

Revised Feb. 2008

TOURISM HAMILTON SPORT TOURISM GRANT APPLICATION

Kindly complete this form and forward via fax or email to Sharon Murphy, Sport Tourism Coordinator, Tourism Hamilton, 34 James St. S., Hamilton, ON L8P 2X8. Ph: 905 -546-2424 x 5770 Fax: 905-546-2667 E-mail: smurphy@hamilton.ca.

Contact Person:

Telephone:

E-mail address:

Fax:

Organization Name:

Address:

Name of Sport Event:

Date of Sport Event:

Location of Sport Event:

Has funding been requested/approved by any other Municipality?

Provide a brief history of your organization (Constitution, Charter and/or By-Laws) and indicate if it is incorporated as a **non-profit** or **charitable** organization:

Non-profit Registration Number:

What are the general objectives and/or functions of your organization?

Provide number of commercial accommodation bedrooms used on peak night at previous year's Sport Event/Tournament or anticipated number of bedrooms to be used. Minimum requirement: 50 room nights. Please provide supporting documents, if requested (i.e. rooming list, contract with hotel)

Provide number of total participants at previous year's sport event and anticipated number for the event in Hamilton

COMPETITORS:

Age Group:

Number of Spectators:

Number of Officials:

Number of Volunteers:

Amount of Grant Request:

Explain briefly the nature of the event for which financial assistance is requested. (i.e. Opening Ceremonies, Awards Presentation, Banquet, Transportation etc.).

THANK YOU FOR YOUR EFFORTS IN BRINGING SPORTING EVENTS TO THE CITY OF HAMILTON