

Sport Burnaby Hosting Grant

Hosting Grant Guidelines

The Sport Burnaby Hosting Grant provides financial support to local, provincial, national, and international sport organizations hosting a sport event in the city of Burnaby. The grant is intended to provide support for non-profit organizations to bid, host, promote and administer new sporting events in the city of Burnaby.

Criteria

A sport event for the purposes of the Sport Burnaby Hosting Grant must comply with the following eligibility criteria:

1. The sport event must be sanctioned by their sport governing body (eg. PSO, NSO, CIS, etc).
2. The sport event must utilize facilities, accommodations and venues within the City of Burnaby. An event outside of Burnaby will only be considered if no facilities are available to host the event and if the organization can clearly demonstrate that the majority of services are being provided by businesses in Burnaby.
3. The sport event must be Invitational, Provincial, Western Canadian, National or International in scope.
4. Requests for financial assistance must originate from organizations and not from individuals.
5. Include a business plan outlining the sport event's objectives, action plan, volunteer and committee structure, timelines and budget.
6. Annual recurring events in Burnaby are not eligible for support.
7. The funding levels for the Sport Burnaby Hosting Grant are outlined below:

Event Scope	Event Participants	Grant Amount
Collegiate	Collegiate athletes from US and Canadian colleges/universities	up to \$2000
Provincial	Participants from BC	up to \$2000
Western	Participants from BC, AB, SK & MB	up to \$3000
National	Participants from across Canada	up to \$4000
International	Participants from around the world	up to \$5000

* Participants are defined as athletes, coaches and officials that travel more than 80km for the purpose of the event.

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Application Process

1. Initial contact should be made through Tourism Burnaby (604-419-0375) to review application eligibility, venue availability and other pertinent information.
2. Completion of the Sport Burnaby Grant application including business plan and budget outline must be submitted at least six months prior to the start of the event. Late applications will not be considered.
3. Submit the grant application to the following address:

Tourism Burnaby
Suite 309 – 4603 Kingsway
Burnaby, BC V5H 4M4

Successful Applicants

1. Once the review process is complete, the sport organization will be contacted via e-mail or phone within 15 business days with a final decision.
2. Grants will be reviewed and approved on an ongoing basis. Upon the grant application being approved, an agreed upon payment schedule will be outlined.
3. All successful applicants are required to write a letter within 30 days of completion of the event, to thank Tourism Burnaby for the grant and outline why your event was a success in Burnaby. Please include photos with your letter. The letters and photos will be used for promotional initiatives conducted by Tourism Burnaby.

Contact Information

Tourism Burnaby
Suite 309 – 4603 Kingsway
Burnaby, BC V5H 4M4

Phone: 604-419-0375

Fax: 604-419-0370

Email: sport@tourismburnaby.com