Sport PG hosting grant 2026

City of Prince George

Freedom of Information and Protection of Privacy Act

The information on this form is collected by the City of Prince George for the purposes of processing this application, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact Civic Initiatives and Partnerships at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600.

Pre-Screening Questions

How to Download the Application Questions:

Please note the application will autosave as you go along.

To review the application questions before completing your application, follow these steps:

1. Locate the "Question List" button in the top-right corner of the page.

2. Click the button to download a full list of the application questions.

3. Prepare your answers ahead of time
   You can copy and paste the questions into a Word document or another text editor to draft your responses.

4. Important: Submit your application online
   The final application must be submitted through the online application system.

Please note if you have any questions about the application process, please email communitygrants@princegeorge.ca

Please confirm your organization is a not-for-profit (registered Society or Charity)*

Please note you are not eligible to apply for Sport PG Grant funding if you are an individual or a business

Choices

Yes
No

Please confirm you are a local sport organization applying for funding for a multiday sporting event

Please note that the Sport PG Grant is intended for local sporting organizations hosting events that take place over more than one day

Choices

Yes

No

Please confirm your proposed sporting event is within the City of Prince George boundary*

City of Prince George Boundary

Choices

Yes

No

If you received a Sport PG Hosting grant previously, are you up to date on outstanding receivables?*

Please note you must be in good financial standing with the City of Prince George to be eligible to apply (organizations with outstanding receivables with the City are ineligible)

Choices

Yes (I am up to date)

No (I have outstanding receivables)

Please confirm you have reviewed the grant criteria and eligibility requirements*

Please note the grant criteria and eligibility have been updated as part of our annual review. Please make sure you're familiar to avoid being excluded from consideration. For more details, visit the City of Prince George Sport PG Hosting Grant webpage

Choices

Yes

No

Confirm by filling out this application, you agree that the information may be publicly accessible

Please note successful grant applicants will be shared on our Community Grants webpage

Choices

Yes

No

Primary Contact Information

Primary Contact Name*

First and Last Name for the primary contact for this application

Character Limit: 250

Primary Contact Email Address*

Please note: this email address will be used to communicate with you regarding your application. Please ensure that it is correct

Character Limit: 250

Primary Contact Phone Number*

Character Limit: 250

General Information

Sport Event Name*

Character Limit: 100

Confirm registered society or charity status*

Please note in order to be eligible you are required to have not-for-profit status

- Upload documentation below showing your BC Society Number or Charitable Registration Number (e.g., BC Society Annual Report)

File Size Limit: 25 MB

Event Start Date*

Character Limit: 10

Event End Date*

Character Limit: 10

Event Location*

Specify the location(s) within Prince George where the event will occur.

If your proposed event is held at a City venue (park, arena, facility, plaza etc.) you are required to confirm the booking using the City's venue booking process

Character Limit: 250

Sporting Event Information

Tips for Answering Questions:

- Read each question thoroughly

- Be concise, specific, and clear

- Use short, understandable sentences and avoid unnecessary details (bullet points are acceptable/encouraged)

- Ensure that what you are proposing in your application is realistic and achievable (authentic and not generated by AI)

Sporting Event Summary*

High level overview of your proposed sporting event **(Maximum of 1200 Characters)**

Character Limit: 1200

Experience with hosting sporting events*

Briefly describe your organizations experience with hosting sporting events (this may include listing past events that your organization has hosted)

- Bullet point format is acceptable

Character Limit: 10000

Sporting Participants Numbers and Event Budget

Important information if approved for funding:

- Official rosters will be required at the time of reporting

- Payment will be issued upon submission of participant numbers, provided through the final report

- Payment is determined by demonstrated regional/provincial (up to a max of $6,000) or national/international participant numbers (up to a max of $8,000)

The Sport PG Hosting Grant will NOT fund:

- For-profit businesses

- Events that have already occurred

- On-going operational expenses

- Unconfirmed events (including those still in the bid stage)

- Payment of City property taxes

- Professional development (e.g. conference registration fees, travel accommodations etc. see Capacity Building Grant)
- Funding to further offset rental fees for City-owned facilities is not eligible, as these rentals are already at a discounted rate for non-profits
- Major sporting events (see major sport event program- which requires City Council Approval)

Ineligible Expenses:
- Major capital projects, including construction, upgrades of facilities for staging sporting events etc.
- Fundraising campaigns
- Prize monies – while offering prize money does not make an organization ineligible to apply, Sport PG funds cannot be allocated toward prize money
- Alcohol- you cannot use Sport PG funds to purchase or provide alcohol

If you have questions, please contact communitygrants@princegeorge.ca

Expected participant numbers

Please fill out to the best of your ability based on past events or registration numbers the expected number of participants with the corresponding regional category.

- Regional or Provincial (50% out of town participants)
- National or International (65% out of province participants)
- And your expected number of local participants (if any)

Total expected number of Regional/Provincial participants*
Please note that participants may include, athletes, coaches and officials (only include officials and volunteers whose role can alter the field of play). This does not include spectators.
- If zero, please indicate 0

Character Limit: 250

Total expected number of National/International participants*
Please note that participants may include, athletes, coaches and officials (only include officials and volunteers whose role can alter the field of play). This does not include spectators.
- If zero, please indicate 0

Character Limit: 250

Total expected number of local participants*

Please note that participants may include, athletes, coaches and officials (only include officials and volunteers whose role can alter the field of play). This does not include spectators.

- If zero, please indicate 0

Character Limit: 250

Explain how these estimates were determined and why you believe they are realistic*

You may refer to past events or experiences

Character Limit: 10000

Budget

While the budget table template below does not determine your grant amount (this is based on final roster numbers), the details provided help give an overview of the event's expenses. This information assists adjudicators in understanding the overall scope, scale, and financial planning of your event, ensuring the request aligns with program objectives and available resources.

Event Expense Estimates

Please indicate to the best of your ability the expenses for your event in the table below.

Complete this section as follows:

- List all expected project expenses by item, such as materials, honorariums, advertising costs, and other fixed expenses (be as specific as possible)

- Provide the expected cost for each item listed

- For each item, indicate the amount you are requesting for funding by the City of Prince George and/or if you have funding from another source (if applicable)

- Indicate the source of funding (e.g., registration fees, ticket sales, 50/50 draws, or other grants)

Item/Description (Be specific as possible)	Cost	Amount ($) Requested from Sport PG for Item	Amount ($) from other source	Indicate the source of funding (e.g., registration fees, ticket sales, 50/50 draws, or other grants)

Estimated total cost of the event
Transfer the total cost from the table above from column 2

Character Limit: 20

Reminder: please note the amount of funding approved is not based on the budget you submit. The budget is only used to show how Sport PG funds will be spent. Funding is awarded based on the participant numbers provided earlier and whether the event qualifies as Provincial/Regional or National/International.

Optional File Upload
File Size Limit: 25 MB

Confirmation & Signature

By signing below and submitting this application, I confirm that the information provided is accurate to the best of my knowledge. I understand that the submission of this application does not guarantee funding, as the grant process is highly competitive, and demand may exceed the available budget. I acknowledge that adjudication reserves the right to allocate funding in full, in part, or not at all.

E-signature*
Please type your first and last name below

Character Limit: 250

I give permission to CPG to share my application with other funding sources as appropriate.*

On occasion, the City of Prince George (CPG) is approached by other funders. By selecting yes, you authorize CPG to share your application and contact information with those organizations

Choices

Yes

No

Suggestions for Improvements (Optional)

Do you have any suggestion on how we can improve the application form?

Character Limit: 10000

How to Download Your Completed Application and Check Your Application Status:

Follow these steps to save a copy of your completed application to your computer and monitor your applications progress:

- **Download Your Completed Application:**
    - After completing your application, locate the "Application Packet" button in the top-right corner of the page
    - Click the button to download your completed application as a PDF for your personal records
- **Check Your Application Status:**
    - Log back into your account at any time to view the status of your application
    - Updates on your application will be displayed on your dashboard

Thank you for applying for a SportPG Hosting Grant!

If you have any questions, contact communitygrants@princegeorge.ca