

Sport PG hosting grant 2026

City of Prince George

Instructions for scoring

Please review each application carefully and assign a score of 0, 1, or 2 for each question based on the definitions provided. Use the score that best reflects the strength of the response provided in the application.

Sport Event Name

Character Limit: 100

Estimated total cost of the event

Character Limit: 20

1. Experience with hosting Events*

How clearly does the applicant identify their experience hosting events

Scoring Guide (0-2):

- **0 – Limited experience :** Some involvement in small-scale or one-time sporting events, or indirect support roles (e.g., volunteers, partnerships).
- **1 – Moderate experience:** Hosted multiple small or mid-sized events, or demonstrated capacity through clear organizational roles in event coordination.
- **2 – Extensive experience:** Demonstrated consistent history of successfully hosting large-scale or recurring sporting events with clear organizational leadership and measurable outcomes.

Scoring Options: 0 - 2

2. Participants and Impact*

How clearly does the applicant explain the expected number of participants and spectators? Do the estimates appear realistic?

Scoring Guide (0–2):

- **0 – Limited:** Participant and spectator numbers are unclear, unrealistic, or missing. No explanation of how estimates were determined.
- **1 – Satisfactory:** Numbers are provided but lack supporting detail (e.g., unclear if based on past attendance or projections). Estimates appear somewhat reasonable but need stronger justification.
- **2 – Strong:** Participant and spectator numbers are clearly stated, realistic, and supported by evidence such as past event data, registration trends, or partnerships that indicate strong turnout.

Scoring Options: 0 - 2

3. Budget*

Is the budget clear, realistic, and complete? Does it cover all necessary costs for the successful delivery of the event?

Scoring Guide (0-2):

- **0 – Limited:** The budget is unclear, unrealistic, or missing key details. Major costs may be omitted or poorly justified.
- **1 – Satisfactory:** The budget is generally clear and realistic but may be missing minor details or justifications.
- **2 – Strong:** The budget is clear, complete, and realistic. All necessary costs are included and well justified.

Scoring Options: 0 - 2

4. Participants and Impact*

Does the event provide strong value for the grant dollars requested based on overall participant numbers?

Scoring Guide (0-2):

- **Scoring:**
 - **0 – Limited:** The number of participants is low, providing poor value for the funding requested.
 - **1 – Satisfactory:** The number of participants is moderate, providing reasonable value for the funding requested.
 - **2 – Strong:** The number of participants is high, providing excellent value for the funding requested.

Scoring Options: 0 - 2

Regional/Provincial OR National/International Event

Please indicate if your event is Regional/Provincial OR National/International Event by selecting below

Choices

Regional & Provincial (%50 or more out of town participants expected)

National or International (%65 ore more out of town participants expected)

Estimated Amount Calculation

Regional/Provincial Reach – Funding Calculator

Rate: \$10 per participant | **Max:** \$6,000 | **50% out-of-town required**

1. Total local participants: _____
2. Total out-of-town participants: _____
3. Total Combined (sum of 1 and 2) _____
3. Total Percentage of out of town (2 divided by 3) _____

Eligible if 50% or more are out-of-town

4. Amount Eligible (3 x \$10)

Character Limit: 10000

Estimated Amount Calculation

National/International Reach – Funding Calculator

Rate: \$13 per participant | Max: \$8,000 | 65% out-of-town required

1. Total local participants: _____
2. Total out-of-province participants: _____
3. Total Combined (sum of 1 and 2) _____
3. Total Percentage of out of province (2 divided by 3) _____

Eligible if 65% or more are out-of-town

4. Amount Eligible (3 x \$13)

Character Limit: 10000

Amount Recommended*

Character Limit: 20

General Notes

Example of a general note: Overall a well thought out application, clearly aligned with grant criteria and eligibility. Could have used more specific details on how the project will be carried out (timeline) and the budget was unclear (included a few errors).

Amount Calculation Final

Regional/Provincial Reach – Funding Calculator

Rate: \$10 per participant | Max: \$6,000 | 50% out-of-town required

1. Total local participants: _____
2. Total out-of-town participants: _____
3. Total Combined (sum of 1 and 2) _____

3. Total Percentage of out of town (2 divided by 3) _____

Eligible if 50% or more are out-of-town

4. Amount Eligible (3 x \$10)

National/International Reach – Funding Calculator

Rate: \$13 per participant | Max: \$8,000 | 65% out-of-town required

1. Total local participants: _____

2. Total out-of-province participants: _____

3. Total Combined (sum of 1 and 2) _____

3. Total Percentage of out of province (2 divided by 3) _____

Eligible if 65% or more are out-of-town

4. Amount Eligible (3 x \$13)

Character Limit: 10000