VIRGINIA IS FOR LOVERS

Virginia Sports Tourism Grant Program
Terms & Conditions Agreement

Applicants must attest to these terms and conditions at the time of application. For information on how to apply for this program, please refer to the Virginia Sports Tourism Grant Program Guidelines, Application, and Webinar recording.

Program Overview & Eligibility

Application Window: **January 4, 2027 – February 16, 2027, at 5PM (No Extensions)**

The VSTGP application is only for events that occur between June 16, 2027 – February 16, 2030

1:1 Cash Matching Grant Program

To receive the award amount you requested, you must list matching expenses that are at least 100% of the amount you request in the application.

Only items listed in the Eligible Expenses section of this document can be used as cash match.

Reimbursement-Based Grant

Funds are not awarded up-front. Your award is held in a grant account with VTC, and you may request reimbursement of funds after the event date, by submitting your invoices, post event report and proofs of payment within 120 days of event completion. Once reimbursement is approved, your funds will be paid to you.

Only Established Businesses/Organizations are eligible to apply.

Your business/organization must be open to the public and operational at the time of application and have an officially registered Federal Employer Identification Number (FEIN).

If you are a sole proprietor, you may use the sole proprietor's Social Security Number (SSN)

***Only online applications entered through our website will be accepted. The application for this program can be found at this link ONLY when the grant officially opens: https://vatc.org/grants/. ***

Destination Marketing Organization (DMO) Signed Letter of Support

To apply for this program, if you are not a DMO, CVB or Sports Authority, you must have a signed letter of support from your local or regional DMO, CVB or Sports Authority that clearly states their support for your program. You can find a list of DMOs on www.vatc.org/dmolist.

If you do not have a local or regional DMO serving your area, you must obtain a letter of support from your locality leader (such as your town manager, city manager, or county manager.)

***If you do not have a letter of support from your local or regional DMO, your program may not be awarded. ***

Program Guidelines:

Eligible Applicants

- Applicants must be based in Virginia
- Applicants must be an operational business/organization listed in the eligible applicants section of VSTGP Guidelines and have a FEIN or SSN (if sole proprietor)
- Applicants Cannot be a federal or state agency.

Applicants must be any of the following

- Destination Marketing Organizations (DMOs/CVBs or Chamber of Commerce)
- Nonprofit sports support organization – 501 (c)
- Sports Venues – i.e. convention center, college/university, event venue, sports venue, hotel with sports venue.
- City, Town or County local government agency or department – i.e. parks & recreation department
- Sports Commissions and Sports Authorities

Criteria

- Event must be held in Virginia.
- Youth, amateur, collegiate and select other competitive sporting events or tournaments only.
- Must be a competitively bid sports tournament or event.
- Must bring a majority (51% or more) of athletes from outside the state.
- Minimum size of the event must be 100+ athletes/participants.
- Event must be multi-day. Single day events will be considered if they bring at least 75% of athletes/spectators from outside of the state.
- Event must take place within 3 years of the date of application window closing date.
- Event must take place no sooner than 120 days after application period closing date
- There is a 1:1 cash match requirement.
- For multi-year contracted events, applicants must apply for funding each year.

- Event organizer must have at least a 2-year established event management history.

Eligible Expenses

The expenses in this section are eligible to be used as cash match or for which you may receive reimbursement.

Below are the only expenses that can be used as cash match for this grant award and that can be submitted to VTC for reimbursement.

List of Eligible Event Expenses:

- Site/venue rental usage fees (venues are ineligible for reimbursement for this expense)
- Rights / Sanction / Bid Fees (only for successful bids awarded to the destination)
- Rental of equipment - furniture, fixtures and AV (i.e. portable toilets, fencing, sport court flooring, stage, chairs, tables, speakers, tv's, golf carts, scoreboards etc.)
- Shuttling cost for event (athletes, staff and spectators)
- Contracted and Invoiced Event Services Staff Wages – (i.e. officials, referee, timing, scoring, third party staffing) and athletic trainers
- Event-specific signage & printed marketing materials
- Event production and technical rental expenses (i.e. sound and light techs)
- Equipment rental and production cost of live streaming
- Wifi/internet service cost for sports facility or wherever the event is taking place
- Catered meals for athletes/event staff provided by the event organizer or host (no individual meals or alcohol)

Any other expenses are ineligible.

Grant Reimbursement Process:

This is a reimbursement-based grant program. Awarded funds will not be paid up-front.
Once you receive an award notification email from the VTC Grants team, we will place your award in a grant account that you will submit for reimbursement, with the post event report, up to 120 days after the completion of your event. Failure to do so will result in funding award being null and void.

How to Submit a VTC Grant Reimbursement Request

Upon award notification, grantees will receive instructions on the VTC grant reimbursement process and how to put in the request. Standard documentation to include in addition to the reimbursement request include:

- Completed W-9 (business name and address must match your application's information)
- ACH Direct Deposit Form (preferred)
- Both Invoices & Proofs of Payment (i.e., credit card statement, bank

statement, cancelled check, last four digits for a credit card, etc.) for expenses listed on the Reimbursement.
- VSTGP Post Event Report Document (with final event data)
- Proof of event taking place i.e. website with competition results, photos of the event etc.
- Proof of Event Liability Insurance

Open Records Policy:

As a political subdivision of the Commonwealth of Virginia, Virginia Tourism Authority (DBA Virginia Tourism Corporation) must comply with open records policies per Virginia Code §2.2-3700, and therefore must provide copies of awarded grant applications when requested. If your application is requested by an individual or organization, any personal and banking information will be redacted.

The grant program terms may be modified at any time. Applicants will be notified of any changes.

The VTC Sports Grant Team disclaims liability for any costs or damages incurred in the execution of funded proposals. Applicants submitting their grant proposal and their participation in the grant program constitutes agreement to these terms.

VTC Grants Team Contact Information:

For questions regarding any of the information in this document, please contact

VTC VSTGP Email – vstgp@virginia.org

Applicable Laws and Courts:

This agreement shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth.

Availability of Funds:

It is understood and agreed between the parties herein that the VTC shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of the Grant Program.

This agreement represents the entire understanding of the parties with respect to the subject matter hereof and may only be amended by the written agreement of an authorized representative of each of the parties.

By accepting the terms & conditions on the application portal the representative of the Applicant certifies that they have the authority to act on behalf of the Applicant, and acting as the Applicant's authorized representative, the signatory below certifies that the applicant acknowledges and agrees to these guidelines and terms and conditions, in exchange for receipt and acceptance of the funds, in the event the Applicant is awarded funds under this program, and that failure to meet the requirements in the Terms and Conditions could result in a forfeiture of the award and denial of reimbursement.