



SPORT AND EVENT COUNCIL

BID DEVELOPMENT GRANT CONTRACT

Date:

Contact Name

Organization

Address

City, Province, Postal Code

Dear _____:

The Council Directors of the Medicine Hat Sport and Event Council (MHSEC) are pleased to inform you that a bid development grant has been approved in the amount of \$_____ for the purpose of developing a bid document to host _____.

This letter and its attachments outline the terms and conditions of accepting our grant. Please read all the terms and conditions carefully, sign, and return along with this signed contract letter no later than [date to be returned]. After we receive your signed contract, we will mail you a check within two weeks.

The funds must be used specifically for the designated purpose(s) by [one year from date of grant]_____. You must submit a written request to us in advance if you wish to change the purpose of the grant or timing of the grant timelines.

Upon signing this contract, your organization states that you agree to notify us if there are any changes in your bid submission. In addition, we will request a report on the outcome of the bid submission. If you are successful in being awarded the event, you agree to pay back the full amount of the Bid Development Grant within your operating budget. If your organization has a surplus of funds following the event, you agree to provide the Medicine Hat Sport and Event Council with 10% of the profits, up to a maximum of \$25,000, to allow for the continuation of the Bid Development Grant program. Also, your organization must have a deficit plan. If a deficit is realized, the terms of the repayment of the grant will be determined by the MHSEC.

If your organization is unsuccessful in being awarded the event or the event is cancelled, this agreement will be cancelled and the Bid Development Grant will not be repayable to the MHSEC.

This contract also gives your organization and the Medicine Hat Sport and Event Council permission to use photographs, logos, published/printed information, and any other materials supplied, without further notice, in press releases and/or publications.

Congratulations on this recognition of your important efforts. We look forward to working with you during the coming year.

Sincerely,

Medicine Hat Sport and Event Council

GENERAL GRANT TERMS, CONDITIONS AND UNDERSTANDINGS

In addition to the specific terms and conditions in the grant award letter dated ____, to which these General Grant Terms, Conditions and Understandings are attached, The Medicine Hat Sport and Event Council (The MHSEC) is awarding this grant to you as the Grantee contingent upon the following:

Expenditure of Funds:

This grant (together with any income earned upon investment of grant funds) is made for the purpose outlined in the grant award letter and may not be expended for any other purpose without The MHSEC's prior written approval.

Any portion of the grant unexpended at the completion of the project or the end of the period shall be returned immediately to The MHSEC.

You may not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in the grant award letter.

No Assignment or Delegation:

You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from The MHSEC.

Records and Reports:

You are required to keep a record of all receipts and expenditures relating to this grant and to provide The MHSEC with a written report summarizing the project promptly following the end of the period during which you are to use all grant funds. The MHSEC may also request interim reports or updates. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the uses or expenditure of all grant funds. You also agree to provide any other information reasonably requested by The MHSEC.

Required Notification:

You are required to provide the MHSEC with immediate written notification of: (1) your inability to expend the grant for the purposes described in the grant award letter; or (2) any expenditure from this grant made for any purpose other than those for which the grant was intended.

Publicity:

You will allow the MHSEC to review and approve the text of any proposed publicity concerning this grant prior to its release. The MHSEC may include information regarding this grant, including the

amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in the MHSEC's periodic public reports, newsletters, and news releases.

Right to Modify or Revoke:

The MHSEC reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in the MHSEC's sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of the MHSEC; or (3) to comply with the requirements of any law or regulation applicable to you, of the MHSEC or this grant.

If the MHSEC does not receive signed copies of its grant award letter and of these general grant terms within 14 days after the date of the MHSEC's grant award letter, this grant may be revoked.

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

ACCEPTED AND AGREED TO:

| | |
|---|--|
| Organization Name: | Medicine Hat Sport and Event Council: |
| Board Chair (Print Name) | Manager, Sport and Event (Print Name) |
| Board Chair (Signature/Date) | Manager, Sport and Event (Signature/Date) |
| Executive Chair (Print Name) | MHSEC Board Chair (Print Name) |
| Executive Chair (Signature/Date) | MHSEC Board Chair (Signature/Date) |