

## **Sports Event Funding (SEF) Program Frequently Asked Questions**

This is intended to provide general guidance with respect to applications for SEF Grants. For more specific information please refer to the [program guidelines](#), and the sample [Grant Agreement](#), or contact Theresa King at [tking@pgh-sea.com](mailto:tking@pgh-sea.com) or 412-325-3009.

### **1. What types of events are eligible for funding under the Sports Event Funding (SEF) Program?**

- a. Major Sporting Events in Allegheny County. “Major Sporting Events,” are defined as athletic or E-Sports events (1) for either professional or amateur participants that are regulated and sanctioned by a regional, national, or international organization or association, **and** (2) that provide significant economic impact for Allegheny County.
- b. Sports-related conferences at the David L. Lawrence Convention Center.

NOTE: Local or community events, with limited economic impact, are not eligible for funding under this program. For possible event support, reach out to the local municipality where the event will be held.

### **2. When is the deadline for applications to the SEF Program?**

Applications to the SEF Program are accepted twice a calendar year. The current deadlines for applications are January 15 and July 15. The event must occur within 2 years of the application date.

### **3. How are applications to the SEF Program reviewed?**

Applications are reviewed by staff for completeness and then by the Sports & Exhibition Authority of Pittsburgh and Allegheny County (SEA) Sports Commission. The Sports Commission recommends applications for approval to the SEA Board of Directors, which meets monthly.

### **4. What can the SEF Funds be used for?**

- a. **Eligible expenses** include, but are not limited to, payments to vendors, advertising, marketing, venue rental or expense, equipment rental, promotional materials, production costs, and fees and costs for officiants.
- b. **Ineligible expenses** include, but are not limited to, travel costs, hotel rooms, solicitation efforts, lobbying fees, meals or dining other than on the dates of the event as described in the application, items that are purchased for resale, prizes given to participants, alcoholic beverages, salaries, overhead.
- c. NOTE: Expenses/costs incurred prior to the application date are not eligible for reimbursement.

### **5. What happens once my organization’s application is submitted and approved?**

Upon approval for funding by the SEA Board, a notification letter followed by a grant agreement will be issued explaining the terms and conditions of the financial assistance. The notification letter must be signed and returned to the SEA within 30 days. The grant agreement will contain requirements to be complied with, including but not limited to

requirements for insurance, event budgets, information to be provided in a final report (due within 90 days of event completion), information to be provided in the disbursement requests (due within 120 days of event completion), and maintenance of records. The grant agreement will also include terms and conditions under which the financial assistance must be repaid or penalties for any misuse of the financial assistance.

**6. What insurance is my event required to have?**

Specific coverages and limits of insurance will be included in the grant agreement. Any modifications to insurance coverages and limits are approved by the SEA on a case-by-case basis. The minimum insurance coverages and limits are generally as follows:

- i. **General Liability Insurance** - One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate.
- ii. **Automobile Liability** - One Million Dollars (\$1,000,000.00).
- iii. **Umbrella Liability** - Five Million Dollars (\$5,000,000.00).
- iv. **Workers' Compensation Insurance** - Five Hundred Thousand Dollars (\$500,000.00).
- v. **Abuse and Molestation Insurance** (if youth are involved in event) - One Million Dollars (\$1,000,000.00).

**7. What if I don't know how to answer a question?**

Please do not leave any questions blank or write Not Applicable. If you are uncertain about a question, please contact the SEA for advice regarding your event and the question.

**8. How can I calculate my event's estimated economic impact?**

Economic impact may be calculated as total estimated attendance multiplied by daily attendee spending multiplied by the average length of an Allegheny County hotel stay. If needed, the SEA can provide a template to help your organization with calculating economic impact.

**9. Do you have suggestions on how my event can include Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)?**

When hiring third party companies for your event, consider contacting MBE/WBE companies for such services as staffing, security, cleaning, printing, marketing, etc. The SEA can assist you in identifying MBE/WBE companies in Allegheny County.

**10. What can my organization do to make our event more environmentally sustainable?**

Examples of ways to increase environmental sustainability:

- i. Choose sustainable facilities that are green-certified such as the David L. Lawrence Convention Center which is LEED certified for Operations & Maintenance.
- ii. Reuse equipment – reuse your equipment for other events or other organization-related programs.
- iii. Donate – donate old event equipment/materials to charities for reuse.
- iv. Go Paperless – use e-tickets for events or use digital maps/event programs.

- v. Green Marketing – instead of using printed flyers promote your event electronically.
- vi. Ecofriendly merchandise – if selling merchandise, consider eco-products made from recycled or environmentally friendly sourced products.
- vii. Recycle and compost during the event.
- viii. Transportation – promote ridesharing during your event and if purchasing event supplies, consider doing so from local vendors/businesses.

**11. Does the SEF Program require an audit?**

If the amount of the grant award is \$75,000 or more, Grantee is required, at Grantee's expense, to provide an Event-specific audit performed in accordance with Generally Accepted Government Auditing Standards (GAGAS), by an independent auditor acceptable to the SEA.

**12. Where can I find a sample final report?**

The basic form for the final report can be located in **Appendix C** of the sample grant agreement ([Click Here](#)). NOTE: the actual grant agreement for your event will likely ask for additional information specific to your event and application. When completing the final report, it is important that you provide as much information as possible. Please provide all information requested, failure to do so could result in reimbursement delays.