

## City of Nanaimo Sport Hosting Grant Application - May 2018

This application form is for the City of Nanaimo's **Sport Hosting Grant for local sport organizations hosting multi-day tournaments in Nanaimo**. If you require funding for a Festival or Event that is non sport-related, or for a feasibility study for a tourism or sport-related initiative, please use one of the other grant application forms available on the [Nanaimo Hospitality Association website](#). The Nanaimo Hospitality Assn also has a Sporting Event Grant that you may wish to apply for if your sporting event will be bringing in a large number of overnight stays, so please check out the above website for more info.

Please read the Sport Hosting grant Program Information BEFORE completing this application form so you are aware of the eligibility requirements and evaluation criteria for this grant.

It is also advisable to read the Question Preview document so that you know what questions will be asked and you can gather all of the required information BEFORE you begin the application. Once you have started the online application process, you are required to fill out the entire application in one sitting, as you will be unable to save your progress. You will be able to change your answers within the application while you are completing it, but once you have submitted the application, you will not be able to go back and add or change any of the information in the online form.

For questions regarding the application and the program, please contact [sports@nanaimohospitality.ca](mailto:sports@nanaimohospitality.ca).

### Applicant Information

\* 1. Legal Name of Organization (that the cheque should be made out to)

\* 2. Legal Business Address (where the cheque should be mailed)

Address

Address 2

City

Province

Postal Code

\* 3. Contact Person

\* 4. Position in Organization

\* 5. Email Address

\* 6. Primary Phone Number

7. Alternate Phone Number

8. Society Registration Number (only if applicable)

## Sporting Event Information

\* 9. Sporting Event Name

\* 10. What sport is this?

\* 11. Location of sporting event (please be specific with an address or description and list the sporting facilities that will be used)

12. Are the facilities in Nanaimo adequate to host your sporting event?

Yes

No

13. If the sporting facilities are not adequate, please explain what changes/improvements are necessary.

\* 14. Date(s) of the sporting event

Date Begin

Date End

\* 15. What is the total budget for this sporting event?

\* 16. Please list the amount of funding requested (this grant funds up to a max of \$2,000)

## Sporting Event Information

\* 17. Has your organization applied for other grants or funding sources for this event?

Yes

No

## Other Funding Sources

18. Please specify the type and amount of funds requested from other sources and whether they are confirmed.

**Name of Funding Source**

1

Amount

Approval Date

Other comments

**Name of Funding Source**

2

Amount

Approval Date

Other comments

**Name of Funding Source**

3

Amount

Approval Date

Other comments

Sporting Event Information

\* 19. Please provide a detailed description of the sporting event for which you are requesting funding. Include the purpose of the event and a description of scheduled/programmed activities that are planned, etc.

\* 20. How will you evaluate the success of your sporting event?

\* 21. Is this a new sporting event for Nanaimo?

Yes

No

\* 22. If this is an existing sporting event that you are planning to enhance, please describe the changes/enhancements that are planned, the purpose of the enhancements, and any new components (max. 100 words).

## Sporting Event Information

\* 23. Has the sporting event been confirmed/ secured?

Yes

No

What needs to happen for this festival/event to be confirmed?

24. Please indicate the type of sporting event/tournament.

- Local - Nanaimo only
- Regional - from Duncan to Courtenay
- Vancouver Island - attendees coming from any part of the island
- Provincial - attendees coming from around the province
- National - attendees coming from across the country
- International - attendees coming from outside of Canada
- Other (please specify)

\* 25. Is this an annually occurring event?

- Yes
- No

## Sporting Event Information

26. You indicated that this is not an annual event. Please indicate how often the sporting event may return to Nanaimo, or specify one-time if this is the only occasion on which it is likely to occur in Nanaimo within the next 5 years.

## Participant Information

**Participants are individuals involved in the sporting event. i.e. organizers, staff, judges, vendors, volunteers, athletes, coaches, etc. This section is NOT about spectators.**

\* 27. How many total participants do you expect (including organizers, staff, judges, vendors, volunteers, athletes, coaches, etc.)?

\* 28. Will the event attract participants (event organizers, staff, judges, vendors, volunteers, athletes, coaches, etc.) who will stay in overnight paid accommodation?

Yes

No

\* 29. Please provide a projected estimate of the number of participants (not spectators) attending your sporting event from each of the listed geographic areas. The numbers you provide below should add up to the same number you provided in Question 27.

Local (from Duncan to Courtenay)

Vancouver Island (north of Courtenay or south of Duncan)

BC

Other provinces

US

Other

\* 30. What percentage of your participants (organizers, staff, judges, vendors, volunteers, athletes, coaches, etc.) do you anticipate will stay in paid accommodation?

0 %

1-10%

11-20%

21-30%

31-40%

41-50%

51-60%

61-75%

75%+

\* 31. What is your estimate of the average number of nights of accommodation participants will be staying in local, paid accommodation?

## Spectators

**This section will ask the same questions as the previous section, but the information requested is on the estimated spectators to the event, i.e people through the doors. These numbers should not include your participants.**

\* 32. What is the total number of spectators expected to attend this sporting event?

\* 33. Will the event attract spectators who will stay in overnight paid accommodation?

Yes

No

\* 34. Please provide a projected estimate of the number of spectators attending your event from each of the geographic areas. The numbers should add up to the same number you provided in Question 32.

Local - from Duncan to Courtenay

The rest of Vancouver Island (north of Courtenay or south of Duncan)

BC

Other provinces

US

Other

\* 35. Approx what percentage of spectators do you anticipate will stay in paid accommodation?

- 0%
- 1-10%
- 11-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-75%
- 75%+

\* 36. What is your estimate of the average number of nights your spectators will stay in local paid accommodation?

## Participant and Spectator Tracking

\* 37. Please tell us how you plan to track and record you event's attendance, and the origin of your participants and spectators. Do you plan to collect participant or spectator information, such a postal code or city of origin?

## Sporting Event Revenues

The next section of the application asks for detailed budget information.

Please provide your best estimate of the revenues and costs for the sporting event. You may either submit your own budget by emailing it to [sports@nanaimohospitality.ca](mailto:sports@nanaimohospitality.ca) or complete this one.

### \* 38. Estimated Earned Revenues

Earned revenues are usually generated directly by an event and often include income from ticket sales, donations, concession or merchandise sales, sales of advertising in a program, etc.

Admission/ Ticket Sales	<input type="text"/>
Concession/ Merchandise Sales (net profit)	<input type="text"/>
On-site cash donations	<input type="text"/>
Advertising income (for programme or other)	<input type="text"/>
Other (please specify)	<input type="text"/>
Total Earned Revenues	<input type="text"/>

### \* 39. Estimated Fundraising Revenues

Fundraising revenues are usually generated from fundraising activities, sponsorships, in-kind supplies or services, and individual donations.

Individual Cash Donations	<input type="text"/>
Cash Sponsorships	<input type="text"/>
In Kind Sponsorships	<input type="text"/>
Fundraising Events	<input type="text"/>
Other (please specify)	<input type="text"/>
Total Fundraising Revenues	<input type="text"/>

**\* 40. Grant Revenues**

Provincial Grants

Grants other than the one  
you are currently applying  
for

Total Government/Grant  
Revenues

41. If you are receiving other support not included above, please identify the funding source and include an estimate of the dollar value:

Funding Source 1

Funding Source 2

Funding Source 3

**\* 42. Estimated Total Revenues**

**Estimated Sporting Event Expenses**

\* 43. Expense Items and costs (your best estimates)

Please enter only whole numbers without decimals or \$ sign)

Salaries, Fees and Commissions	<input type="text"/>
Marketing - posters, ads	<input type="text"/>
Professional Services i.e. judges, referees, officials, etc.	<input type="text"/>
On site communication - flyers, signage	<input type="text"/>
Financial Services - i.e. fundraising costs, ticketing, accounting	<input type="text"/>
Event Insurance	<input type="text"/>
Facility Rentals	<input type="text"/>
Other Services - equipment rentals, set up costs <b>please provide details</b>	<input type="text"/>
Food & Beverages	<input type="text"/>
Paid Accommodation for participants or officials (if the committee is paying)	<input type="text"/>
Awards, Prize Money	<input type="text"/>
Travel	<input type="text"/>
Transportation & Storage	<input type="text"/>
Materials & Supplies	<input type="text"/>
Other costs (please specify):	<input type="text"/>

\* 44. Total Sporting Event Costs

\* 45. Net Income (total revenues minus total expenses)

\* 46. Describe your organization's previous experience hosting sporting events that demonstrate you have experience and capacity to develop and deliver the sporting event for which you are seeking funding.

**Additional Information**

\* 47. How will this event be marketed/promoted?

\* 48. If you are awarded a grant, how are you able to provide public recognition to the City of Nanaimo as a grant's contributor?

\* 49. If your organization will be hiring staff to work before, during or after the event, please indicate how many days of employment will be generated. For example, if you are hiring 3 people working 0.5 days each, enter 1.5 days.

50. How will this event provide benefit to athletes, sport and community development?



## Final Comments

Thank you for your application.

We kindly request that applicants not contact the City of Nanaimo to inquire about the status of their application. We will be in touch within 4-6 weeks with the results of your application.

**PLEASE NOTE:** Successful applicants will be asked to submit a final report (template will be sent) and final budget. This information will be used to calculate the economic impact of awarded event within the community and will help in the determination of future applications. A failure to do so may result in rejection of any new application.

For questions regarding the application and the grant program, please contact **sports@nanaimohospitality.ca**.