



SPORT TOURNAMENT GRANT

GUIDELINES

AND

APPLICATION FOR FUNDING

Application Criteria.

- Applicants must be able to demonstrate a broad community participation or significant potential audience.
- Applications will be considered on the following criteria:
 - ◆ Evidence of benefit to the community.
 - ◆ Demonstration of community support for the tournament as measured by volunteer participation, membership, and/or audience participation. Secured commitment from other funding sources.
 - ◆ Involvement from other community partners.
 - ◆ Evidence of management and fiscal responsibility (e.g. business and marketing plan, sound financial controls and performance).
 - ◆ Level of event profile and media exposure.
 - ◆ Potential financial impact (e.g. number of visitor days created and how this information might be tracked).

How Funds are Distributed.

- The amount requested cannot be more than 25% of the total budget for the festival or tournament.
- Any unallocated funds in a given year will be carried over to the next budget year.
- Regardless of funding approval, if City of Nanaimo facilities are used these facilities are provided to non-profit and community organizations at subsidized rates.

Review Process.

The Recreation Committee screens applications and makes recommendations to the Parks, Recreation and Culture Commission which then makes recommendations to City Council for the distribution of funds.

What Does Your Organization Need to do to Apply For Funds?

- Your organization needs to complete the attached application form.
- For an application to be considered, it should not be longer than six pages in length, including the application form and budget.
- Did you submit your event evaluation from last year (if applicable)?

Appeals

Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal:

- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation and Culture Commission), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?



SPORT TOURNAMENT GRANT APPLICATION FORM

Legal Name of Organization: _____

Mailing Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

Contact Person: _____ Position: _____

Society Registration Number: _____ (If not registered, please leave blank)

Total Budget:	Grant Total Requested:
----------------------	-------------------------------

Date Submitted: _____

Has your organization applied for other City of Nanaimo funding related to this event?

Yes ___ No ___? If so, please list the type and amount of funds requested.

Name of Grant	Amount	Approved

What events in the past have your organization produced/sponsored?

	Year	Event and Location	# Attending
1.			
2.			
3.			

Please provide information requested:

1. Name of Event: _____
2. Type of Tournament (please circle): Local Regional Provincial National
3. Times & Dates of Event: _____
4. Location (s): _____
5. Age range of participants (please circle): 0-18 / 19-44 / 45+ / All Ages
6. From where will participants/spectators come? (Please provide a projected estimate of numbers attending your event. If your event was held previously, please include actual numbers for the previous year).

PARTICIPANT INFORMATION	Estimated # Attending	Previous Year's Attendance
From Mid Vancouver Island (from Duncan to Courtenay)		
From other areas of Van. Is. (north of Courtenay, south of Duncan)		
From BC Mainland		
From other provinces		
From US or other international destinations		
TOTAL PARTICIPANTS FROM ALL AREAS:		
SPECTATOR INFORMATION	Estimated # Attending	Previous Year's Attendance
From Mid Vancouver Island (from Duncan to Courtney)		
From other areas of Van. Is. (north of Courtney, south of Duncan)		
From BC Mainland		
From rest of Canada		
From US or other International destination		
TOTAL SPECTATORS FROM ALL AREAS:		

6. Is this a new event? Yes / No
7. How long has your organization existed in Nanaimo? _____ Years
8. Please provide a summary of your event in one or two typed pages (minimum size 10 font), including:
 - Purpose of the event
 - Scheduled activity
 - How your event will be marketed.
 - How you will provide public recognition of municipal contribution
 - How you will evaluate the success of the event
 - Has your event created any new components from previous year?
9. The information in this application is a true and accurate representation of our event.

Signature: _____ Print Name: _____

Phone #: _____ Date: _____

Note: Your submission should only include two-page application form, two-page budget form, and one or two-page summary of your event.

Event Revenue Budget

Name of Event: _____

Hosted by: _____

- Please provide your best estimate of the revenues and costs of the event for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by an event and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR Actual 20 ____ (Previous Year if applicable)	Revenue Item	YEAR Projected 20 ____ To be completed for application
	<i>Earned Revenue</i>	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	Total Earned Revenue	
	<i>Fundraising Revenue</i>	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	Total Fundraising Revenue	
	<i>Government Revenue</i>	
	Municipal Grants (list requested amount)	
	Provincial Grants	
	Federal Grants	
	Other	
	Total Government Revenue	
	Total Revenues	Line A

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

Source

\$ Value

Event Expenses

YEAR		YEAR
Actual 20____ (Previous Year if applicable)	Expense Item	Projected 20____ To be completed for application
	Administration and Communication Costs	
	Salaries, Fees and Commissions	
	Marketing- posters, ads, radio	
	Professional Services i.e. judges, referees, officials, instructors, technicians, drivers	
	On site communication - flyers, programs,	
	Financial Services- i.e. fundraising costs, ticketing, accounting	
	Event Insurance	
	Facility Rentals	
	Other Services- equipment rentals, set up costs, provide details:	
	Food & Beverages- Organizing Committee/Volunteers	
	Food & Beverages- Participants	
	Food & Beverages- Media/VIP	
	Accommodation Costs	
	Merchandise: Souvenirs, Awards, Prize Money	
	Travel	
	Transportation & Storage	
	Materials & Supplies	
	Other costs:	
	Total Production and Events Costs	
	Total Expenses	Line B
	Net (Line A minus Line B)	

PLEASE NOTE: successful applicants must submit a final report (max. 1 pg.) and financial statement **must be submitted within 60 days of the conclusion of the event.** This information is used to calculate the economic impact of awarded event within the community and will help in the determination of future applications. The failure to do so may result in rejection of any new application.

A list of successful applicants will be notified by Parks, Recreation and Culture staff.

Updated: 2012-Sept-11

File: B3-5-9

G:\GRANTS\SportTournamentGrant\2012\SportTournamentGrantGuidelinesAndApplicationForFunding.doc