

Application Form

Organization Details

Legal Name of Organization _____

Contact Person* _____ Position _____

** Must be available to be contacted in December 2026*

Address _____ Postal Code _____

City _____

Phone Number _____ Email _____

How many years have you been an organization? _____

BC Society Registration No. _____

Is your society in good standing with the BC Registrar?

☐ Yes

☐ No

Is this a first-time project?

☐ Yes

☐ No

Grant Request Details

Grant Period (eg. Jan 1 - July 31, 2026) _____

Indicate the start and end date for your project (your final report will be due 90 days after the end date)

Request Amount \$ _____

(maximum allowable request is 25% of total project budget)

Total Project Budget \$ _____

Project Details

Please specify the type of project (check all that apply):

- ☐ **Activity / Event** (tournaments, competitions, exhibitions, showcases, training camps).
- ☐ **Equipment / Infrastructure** (the purchase of equipment, facility upgrades, that will increase the organizations ability to host activities or events in the future, where they are currently unable due to constraints in this area)
- ☐ **Collaborations and Partnerships** (i.e. special projects that involve collaboration and partnership with other organizations, including non-profit and for-profit businesses)
- ☐ **Organizational Capacity Building** (i.e. initiatives that seek to increase the capacity and long-term sustainability of the organization); "Capacity building" refers to intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of non-profits to improve performance and impact. This can include activities such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.

Project Title _____

Location _____

Does your project already receive (or have you applied) for other sources of City funding?

- ☐ Yes
- ☐ No

Pending Application: Grant Type _____ Amount Requested \$ _____

Does your project already receive (or have you applied) for other the Tourism Nanaimo Sport Hosting Grant?

- ☐ Yes
- ☐ No

Amount Requested \$ _____

A1. Applicant Profile (Up to 1 pg / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

Input a brief summary of your organization

- What is your mandate? How does your mandate align with section C.4 – *An Empowered Nanaimo* of the [Nanaimo City Plan](#)?
- Does your organization have paid staff or is it volunteer-run?
- Who are your board members and what are their roles? If not a registered not for profit, list the members of the project committee and their titles/roles.

A2. Description of Project (up to 3 pgs / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

Attach a description of the project, the context in which the project will take place, the objectives of the project and how these objectives will be carried out.

Respond to these questions:

A2.1 Where does your activity take place?

A2.2 Who is involved?

A2.3 List any partners who will be involved in the project outside of your organization.

A3. Activity Timeline (up to 2 pgs / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

Summarize your schedule of activities in a timeline format, (include research and planning).

A4. Community Impact (up to 2 pgs / single sided / no staples / font: Arial or Calibri / font size: 11pt)

Describe the intended impact of the project on the communities served and describe your target audiences. Provide details about how you will promote your project. Provide information on projected attendance, and the economic impact of the project. Where relevant, refer to actual attendance numbers if event was held previously. For new activities, provide an estimate of attendance.

A5. Financial Information

- ☐ Use the [Sport Project Grant Budget Form](#) to list all revenues and expenses of your project. Include this with grant request. *Note: your budget must balance.* An excel version of this form can also be requested by contacting us directly.

Final Report on Previous Year Funding

- ☐ Applicants who have received funding in previous years must submit a Final Report on your most recent project, 90 days after the project end date. If your previous project is not yet complete at the time of application, please submit an interim report along with your application. **Failure to provide a Report will render new applications ineligible.**

Signature & Declaration

I hereby acknowledge that the information included with my application is complete, true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors (if representing an organization or society) to make this declaration and to submit this application on behalf of the above-named organization.

By signing this document I formally agree that my organization will accept the terms and conditions of this Grant as outlined in the guidelines. I acknowledge that the awarding of a grant is at the sole and absolute discretion of the City of Nanaimo. The City of Nanaimo retains the right to rescind or reduce any grant previously awarded if terms and conditions of funding are not met.

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Sport Project Grant, that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter and the Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.