Sport Tournament Grant

Guidelines and Application for Funding

250-756-5200

CITY OF NANAIMO
THE HARBOUR CITY

nanaimo.ca

SPORT TOURNAMENT GRANT APPLICATION GUIDELINES

General Information.

The City of Nanaimo wants to work with community groups to attract visitors to our City. Sport tourism is a major economic generator for Nanaimo. The City's most effective role in the sport and recreation tourism initiative is one of facilitation. By working together with existing community groups, we can encourage visitors to stay longer in Nanaimo.

Nanaimo Parks, Recreation and Environment have a budget to assist groups hosting tournaments (defined below). When making your application, please remember that our objective is to assist as many groups as possible.

Tournament: a series of games or athletic contests

Any amateur non-profit organization is eligible for funding. Charitable status is not necessary. Private or commercial organizations are not eligible.

All applications for funding should be clearly marked "Sport Tournament Grant Application" and submitted to the Recreation Committee, c/o Nanaimo Parks, Recreation and Environment, 500 Bowen Road, Nanaimo, BC V9R 1Z7.

For further information, contact: Manager Recreation & Environment Services, 250-756-5200

Application Timelines

Applications should be submitted by: November 1 – for events from January 1 to June 30.
or
May 2 – for events from July 01 to December 31.

Applicants will receive written notification of Council's decision within 90 days of the application deadline date. Applications received following the submission deadline will be considered in the next evaluation review.

What Events Qualify?

- Only events being sponsored by local organizations, or having direct local economic impact, will be considered.
- This fund is designed specifically to assist tournaments that utilize services and facilities within the City of Nanaimo.
- Tournament applications for one day will be considered, however, events taking place over two or more consecutive days will be given higher priority.
- All tournaments will be considered.
- Organizations will not be eligible for funding if they have received other funding assistance through the City of Nanaimo for this event.
- If the applicant/organization has received funding from Sport Tournament grants in previous years, they must have submitted a completed application in order to qualify for further 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.

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.

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
	Earned Revenue	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	Total Earned Revenue	
	Fundraising Revenue	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	Total Fundraising Revenue	
	Government Revenue	
	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 Actual 20___ (Previous Year if applicable)	Expense Item	YEAR 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.