



The City of Richmond Sport Hosting Incentive Grant Application form is available from the Information Counter at Richmond City Hall or on the City's website: www.richmond.ca

Please read the attached Sport Hosting Incentive Grant Program outline and the instructions below before completing the application form.

Note: This application form consists of two tiers. Tier 1 is required for all grant applications and Tier 2 for all grant applications over \$1,000.

Who Can Apply?

- Richmond Olympic Oval Corporation.
- Registered Richmond not-for-profit society, in good standing, which has been in existence for more than one year prior to the submission date, and whose governance model reflects the scope of the event with appropriate financial and operational controls.
- Events hosted by Richmond community associations, societies and the Richmond School District No. 38 Athletic Association is also eligible. If a Richmond non-profit society does not exist, we will work with a host best suited to organize the sporting event ensuring that the needs of the local sport community are being met.

Submission Requirements

1. Please complete form thoroughly.
2. Please attach the following documents if necessary:
 - a) Organization information and non-profit society documents;
 - b) Event experience;
 - c) REACT event application;
 - d) Event bid document.
3. Please include documentation that specifically supports your grant application. DO NOT include information that does not pertain directly to your application (e.g. promotional brochures, annual reports).
4. Incomplete applications may result in a delay in the grant approval process.

Application Process

1. If you have general questions regarding your application, please contact Mike Romas, Manager Sport Hosting, Enterprise Services Division, City of Richmond at 604-247-4923.
2. As part of the review process, the Manager Sport Hosting may contact you for further information.
3. Decisions regarding funding allocations rest with the Sport Hosting Task Force.
4. Following Task Force approval of the grant, each applicant will receive notification of the decision pertaining to the application and 50% of the approved funding. The remainder of the funding will be allocated after the host organization completes the post event report.
5. Sport Hosting Incentive Grant applications will be reviewed on a monthly basis and there is no deadline for applications.
6. Please submit your application to:
Attn: Mike Romas
Manager, Sport Hosting
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1



Required for all grant applications.

1. Application Identification

Date of Application: _____

Name of Sport Event/Meeting: _____

Dates: From: _____ To: _____ inclusive

Host Organization Applicant: _____

Legal Status:

- Richmond Community Not-for-Profit Sports Society Society's # _____
- Richmond Community Association Society's # _____
- School District 38 Athletic Association Society's # _____
- Richmond Olympic Oval
- Other Society (if no Richmond Sport Organization exists): _____ Society's # _____

Sanctioning Organization/Governing Body: _____
(Provincial/National/International Sport Organization)

Host Organization Contact Name: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Address: _____

Member of Richmond Sports Council? Yes No

Hosting Facilities/Venues (list facilities you are using for the event):

2. Estimating the Grant Value

	No. of Visiting Participants	Days Each Competes		No. * Days * \$1
Visiting Participant Days (Non-Richmond Residents)			➔	Event Incentive: \$1 per participant day (Participant = Athlete, Coach, Delegate, Official only)
+				
	No. of Room Nights	Incentive		No. * Rate
Richmond Hotel Room Nights No. of Rooms * No. of Nights (Minimum of 20 in Richmond)			➔	Incentive: <ul style="list-style-type: none"> • International \$7 • National \$6 • All Other Events \$5 • Meetings \$3: minimum of 50 rooms/night
↓				
Amount Applied For Total of Above – Subject to Maximums				Maximums: <ul style="list-style-type: none"> • International \$7,000 • National \$5,000 • Western Canada \$3,500 • Provincial \$3,000 • Other Events \$3,500 • All Meetings \$1,000

Post-Event Reporting

Grant recipients will be awarded 50% on approval and 50% after the event report has been submitted. The final grant amount will be calculated based on the actual visitation and room nights, using the formula above. Registration lists or similar may be asked for. If the event is cancelled, or visitation does not meet the grant paid to date, repayment to the City of Richmond will be required.

Declaration

I attest that:

- The information on this form is accurate and complete.
- That information provided on this program may be accessible under the Access for Information Act and is protected under the Privacy Act.
- That I will comply with all city regulations, environmental requirements, health and safety requirements, policies and bylaws including REACT for major events.
- That I agree to recognize and incorporate the City of Richmond and Tourism Richmond wordmark and logo as per the City guidelines in print and on the event's web page.
- That I will complete a post event report to receive the remaining 50% of the grant.

Name: _____ Date: _____
(Please print)

Authorized Signature: _____ Host Organization: _____

If grant application is over \$1000, please complete the following pages.



Required for event grants over \$1,000.

1. Finance, Governance

Business Plan: Include objectives of event, organization (committee, etc.) number of participants and spectators, timelines, partnerships. (Attach copy of the event Bid and/or business plan.)

Budget: Outline expenditures and anticipated revenues. (Attach a copy of the anticipated budget.)

Other Funding: Outline funding other than the city grants including sponsorships and other grants. (List below.)

Surplus: Outline how the surplus if any will be used?

Experience: What other events has your organization produced? Describe relevant event experience of the group that gives the organization the technical ability to produce a high quality event. (List below.)

2. Sport and Community Development

Community Sport Development: Outline how the event will help the development and delivery of Richmond community sport. For example, fund raising to help finance community sport program, build participation, keep registration fees affordable, develop player and team ability, coaching, and facilities.

Building Community Capacity: Describe how the event will build the social and community strength of Richmond. For example, number of volunteers, promote awareness and reputation of the City, build capacity in sports organization, enhance the spirit of community or build volunteer skills and experience.

Cultural Component: Describe the cultural component of the event. For example, any entertainment, medals/trophies, presentations/opening/ closing ceremonies, other celebration components.
