

**COMMUNITY SPORT HOSTING GRANT PROGRAM**

**2025 APPLICATION**

**Submission Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application is for intake period (please select below):

|  |  |  |  |
| --- | --- | --- | --- |
| **Intake Period** | **Application Deadline** | ***City Council Review Date*** | **Select** |
| Spring 2025 | March 1, 2025 | *TBC* | **☐** |

**PLEASE NOTE:**

**Vancouver Community Sport Hosting Grants are not retroactive.**

**Please ensure you are applying in the correct intake – your event must take place after the City Council Review Dates.**

**ELECTRONIC SUBMISSION GUIDELINES:**

Submit ONE (1) electronic copy of the application and attachments to: [sporthosting.grant@Vancouver.ca](mailto:sporthosting.grant@Vancouver.ca)

* Applications and supporting documents (including budgets) must be submitted electronically

IMPORTANT: All applications require two (2) signatures. Please submit your signatures in one (1) of the following ways:

* Insert electronic signatures;
* Include a scanned copy of the signature page with your application;
  + Hand deliver or mail the signature page to:

City of Vancouver

Attn: Sport Hosting

453 West 12th Ave

Vancouver, BC, V5Y 1V4

\*\*If electronic submission is not possible, please contact Sport Hosting for an alternative solution - 604.871.6491 or [sporthosting.grant@Vancouver.ca](mailto:sporthosting.grant@Vancouver.ca)

**IMPORTANT: Please read the Vancouver Community Sport Hosting Grant Guidelines before completing this application form.**

*Information collected will be used solely to evaluate your eligibility under the Vancouver Community Sport Hosting Grant.*

**A – GENERAL INFORMATION**

|  |  |
| --- | --- |
| Name of Organization |  |
| Contact Person |  |
| Position Title |  |
| Phone (Daytime) |  |
| Phone (Secondary) |  |
| Fax: |  |
| Email |  |
| Mailing Address |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| Name of Event |  |
| Date(s) of Event |  |
| Location of Event |  |

**B – EVENT HOST ORGANIZATION**

The event must be operated on a not-for-profit basis by a registered BC Not-for-Profit Society in existence for more than 1 year. Please provide your organization’s BC Society Act information.

|  |  |
| --- | --- |
| Not-For-Profit Society /  Name of Organization: |  |
| Registration Number: |  |
| Date of Registration: |  |
| Contact Person responsible for organizing event: |  |

* Please attach a copy of the Certificate of Incorporation.
* Please attach a copy of Society’s Financial Statements.

Provide a description of your organization, including the skills and experience that qualify your organization to carry out the event. This should include past hosting efforts.

*(250 words max)*

**C – FINANCIAL REQUEST**

**Note:** organizers are eligible to apply for only one type of grant per event. This application is for

*(Please mark an X next to the grant type):*

**\_\_\_\_ LOCAL OR REGIONAL SPORT TOURNAMENT**

* For community based-events that have a smaller operating budget
* For sanctioned provincial or regional championships;
* Event will typically have a ‘tournament’ format (this is not for a league format);
* Funds a maximum of 30% of the total gross operating budget (max funding will not normally exceed $10,000);
* Grant covers operating costs only. It cannot be used for capital projects, prize money, or to advance a profit venture.

**\_\_\_\_ NEW SPORT EVENT INITIATIVE**

* New event ideas and first time projects that further sport hosting objectives including volunteer development, community engagement and sport development;
* The proposed sport event should serve the mission and objectives of the Vancouver Sport Strategy;
* Funds a maximum of 50% of the total gross operating budget to a maximum of $5000;
* Grant covers operating costs only. It cannot be used for capital projects, prize money, or to advance a profit venture.

**AMOUNT OF GRANT REQUESTED: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vancouver Sport Hosting Operating Grant funds must be used for operational expenses. Please describe the specific purpose within the operational budget for which the funds will be used:

**D – EVENT DETAILS**

|  |  |
| --- | --- |
| Proposed Event Date(s) |  |
| Load-in/Set-up Date(s) |  |
| Tear Down Date(s) |  |

**Brief Event Description:**

Proposed Facility(s)/Location(s):

*(Please provide detailed route maps for races; a map of proposed site layout with set up/takedown requirements)*

***NOTE****: Majority of the event must take part in Vancouver proper (City of Vancouver boundaries) to qualify.*

Address of Facility(s) if applicable:

Have you applied for use of facility(s)/location(s) listed above?

□ Yes - site confirmed

□ Yes – application pending

□ No

Is your event endorsed by a governing organization? Yes □ No □

*(If yes, please attach a letter providing proof of endorsement.)*

**Accessibility -** Is there a specific audience that you aim to each through your event? If you have identified a specific audience, please indicate how you plan to reach that audience and how barriers to participation will be overcome.

**E – EVENT ADMINISTRATION AND FINANCIAL INFORMATION**

**Budget -** Please attach a copy of the event budget to this application. Ensure the event budget includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.

Please outline what City support services are needed (such as special event permits, licenses, street closures, etc.):

***Note:***  *If permits or licenses have already been secured please provide copies.*

***Note:*** *Proof of insurance coverage is required as a condition of being granted permission to hold a special event on a City Park and/or use of City property. Please refer to City of Vancouver Special Event insurance requirements.*

What is the cost, if any, for members of the public to participate or spectate/watch the initiative or event?

**Surplus** - Outline how the surplus, if any, will be used:

**F – SUPPORT FOR THE EVENT**

Outline funding other than the City grant requested, including sponsorship, VIK and other grants:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sponsor (local/national)** | **Value of Support** | | **Aspects of sponsorship agreement which may affect City Services** |
| **Cash** | **In-Kind** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**G – ACKNOWLEDGEMENT OF CITY SUPPORT**

Please describe your plan to acknowledge support from the City of Vancouver and the Vancouver Park Board:

Please include a summary of opportunities for an elected official to participate in the event (opening, closing or medal ceremonies) - include date and times if available. Attach summary or list below:

**H – EVENT IMPACT**

Will the event be broadcasted? Yes □ No □

Will the event be streamed online? Yes □ No □

If yes, please include all coverage anticipated:

How many participants are anticipated for this event?

Please complete the following table by indicating the number and percentage of athletes, spectators and volunteers:

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL NUMBER** | **Athletes** | **Spectators** | **Volunteers** |
|  |  |  |
| **WHERE FROM** | **Local/Lower Mainland** | **Regional BC** | **Outside of BC** |
| % | % | % |

**Please describe how this event will contribute to the following:**

Sport Development (e.g. equipment legacy, coaching clinics)

Economic Development (e.g. anticipated hotel room nights, media coverage, and local business impact). Please quantify economic impact in dollar amount.

Social/Community/Cultural Development (e.g. volunteer opportunities, access to events, demonstration sport opportunities)

Environmental Benefits (e.g. recycling, reduced garbage)

Community Legacies (e.g. coaching development, equipment)

**I – CERTIFICATION AND SIGNATURES**

I certify that: To the best of my knowledge all the information contained in this application is true and complete. If this application is successful, I certify that:

A detailed report outlining the results of the event will be sent to the City of Vancouver Community Sport Grant Committee **within 90 days** of the completion of the event.

The financial records of this event will be made available for audit and on-site inspection by any person whom the Committee authorizes in writing.

The City of Vancouver and/or the Vancouver Park Board will be given appropriate recognition as a funding partner as per the Guidelines that will be provided.

City of Vancouver and Vancouver Park Board signage, which recognizes or announces to the public its participation as a funding partner, will be displayed as provided and in location(s) acceptable to the City of Vancouver and Vancouver Park Board. Signage installation and removal costs are the responsibility of the organizing committee.

I will provide proof of adequate and appropriate insurance coverage as required by the City of Vancouver and the Vancouver Park Board.

Two authorized members of the organization must sign the application. Unsigned applications will not be considered.

**Name (please print):**

**Position:**

**Date:**

**Signature:**

**Name (please print):**

**Position:**

**Date:**

**Signature:**

**Before you send this, have you…**

□ Completed all relevant section of the application

□ Had the form signed by two authorized members of the organization

Important Enclosures

Please attach the following (please ensure all attachments are clearly labeled and attached or with the application):

□ Certificate of Incorporation;

* Financial statements from your organization;
* Letter of Endorsement by Governing/Sanctioning Organization;

□ Copy of event budget showing revenues and expenditures;

□ Race routes &/or site layout maps;

□ Copies of any permits or licenses which have been secured

□ Any additional supporting materials you feel are necessary to support your application

Next Steps:

Submit ONE (1) electronic copy of the application and attachments to [sporthosting.grant@vancouver.ca](mailto:sporthosting.grant@vancouver.ca?subject=)

You will receive confirmation when the emailed application has been received. Applications will not be considered until a complete and signed copy is received. Please ensure you keep copies of all documents submitted.

If you have questions regarding this application please email [sporthosting.grant@vancouver.ca](mailto:sporthosting.grant@vancouver.ca?subject=).

Applications will be reviewed by the Sport Hosting Grant Panel at least two (2) times per year. Based on how well the applications meet the Assessment Criteria listed on the Application Assessment Guidelines, recommendation will be made to Vancouver City Council. Applicants will be notified as soon as possible after Council approval. See Council Decision Dates on page 1.