



2016/17 Sport Hosting Grants – Program Information

Purpose of the Grants:

The purpose of sport event hosting grants is to provide funding to organizations hosting multi-day sporting events, recognizing that these events increase the economic impact and overnight visitation from sport tourism to Nanaimo and Region while promoting the development of local athletes, coaches and volunteers.

Application intake dates:

Sport event organizers who are hosting a sporting event within a 24 month period of their application are eligible to apply for a sport event hosting grant through Tourism Nanaimo. Grant applications will be accepted and evaluated on the following schedule:

For Events taking place:	Application Intake Deadline	Grant Notification Date
November- May	Oct. 27, 2016	Dec. 1, 2016
June – October	April 14, 2017	May 19, 2017

Please note: your application may be accepted at Tourism Nanaimo’s discretion if your event takes place outside of the suggested event period, i.e. if your event is in early May you may apply in the April intake, but Tourism Nanaimo cannot guarantee if you will be awarded any funds prior to the posted notification date.

Program Details and Criteria:

Event hosting grants are primarily intended to support sport organizations hosting smaller-scale events at a local, regional and inter-regional level, or for open / invitational events, that are hosted in Nanaimo & Region¹.

For sporting organizations bidding on events at a Provincial, Inter-Provincial, or National level, or for sport event organizers (for-profit or non-profit) interested in creating new sporting events in Nanaimo and Region, please contact Tourism Nanaimo prior to creating the event or during the bidding/creation phase to discuss eligibility for assistance (financial and otherwise) through other grants funding opportunities.

¹ The geographic boundaries of Nanaimo and Region that fall within Tourism Nanaimo’s area of responsibility extend from North Nanaimo to Cedar, including Gabriola, Protection, and Newcastle Islands.

The total amount of grant funding available annually is \$20,000. Individual grants will be evaluated and awarded based on the event's ability to generate overnight visitation, economic impact, sport and community development, and the overall quality of the application submission.

Applicants must be able to demonstrate the following in their application in order to be eligible for event hosting grant funding:

- the event must be 2 days or greater in length,
- the event will generate at least 1 overnight stay where a significant proportion of participants and officials will be staying in paid accommodation, including campgrounds, within Nanaimo & Region²,
- grant funding is not the only source of planned event income,
- that the sporting organization has the experience and capacity to successfully host the event,
- how the event will provide sport, community and economic benefit,
- the event will be hosted within 24 months of the grant award,
- the event will take place after the application was submitted to Tourism Nanaimo
- that an event budget has been prepared and can be shared with Tourism Nanaimo (please visit www.tourismnanaimo.com/sport-tourism-grants to access a budget template tool available for download).

Grant recipients must complete the application form in full, by the published intake deadline. Tourism Nanaimo is unable to accept late or incomplete applications.

Other criteria:

- Sport user groups may apply for one (1) sport hosting grant per intake.
- Sport organizations may only receive up to two (2) grants in a calendar year and the applications must be for separate events.
- Only one (1) application per event will be accepted regardless of applicant (sport organization or user group).
- Tourism Nanaimo is supported by City funds therefore the City's policy on grant awards is in effect. Applicants may not apply for City grants and Tourism Nanaimo grants for the same event.

Definition of sport organization vs sport user group: Sport user groups are clubs or associations that operate under the umbrella of a larger governing sport organization, e.g. Nanaimo Bantams, whereas Nanaimo Minor Hockey is a sport organization.

² The geographic boundaries of Nanaimo and Region that fall within Tourism Nanaimo's area of responsibility extend from North Nanaimo Cedar, including Gabriola, Protection, and Newcastle Islands.

Maximum grant amounts awarded:

The amounts below represent the maximum grant available in any category. Applicants may or may not be granted the maximum award available. Actual amounts awarded may be impacted by the number of grant applicants in that intake, the event’s anticipated economic impact, season/dates of the event for which the grant is being requested, the quality of the grant application and the ability of the applicant to demonstrate (e.g. from past event attendance) the anticipated room nights to be generated.

The maximum value of sport event hosting grants awarded annually will be \$20,000.

Total Room Nights Generated	<100 Room Nights	>100 <200 Room Nights	>200 <400 Room Nights	>400 Room Nights
Maximum Grant Available	\$500	\$1000	\$1,500	\$2,000

Submitting an Application:

Please ensure you have ALL of the required information BEFORE you begin to complete the application. Once you have started the online application process, you are required to fill out the entire application in one sitting, as you will be unable to save your progress. Until the time you submit your application, you will be able to change your answers within the application, but once you have submitted the application, you will not be able to go back and add or change any of the information on the online form.

A preview of the application questions can be found at <http://www.tourismnanaimo.com/local-sport-grants>

Late or incomplete applications will not be accepted or considered by the evaluation committee.

Grant Evaluation Process:

Applicants will be evaluated by a panel of reviewers. Grant award decisions are final and may not be appealed.

Tourism Nanaimo requests that applicants do not call regarding the status of their application. Applicants will be notified based on the published schedule.

Administration and Requirements for Awarded Grants:

- All applicants will be informed by email of the outcome of their sport event hosting application as per the published schedule.
- Tourism Nanaimo will provide grant funding only to the sporting organization that made the grant application.
- Successful applicants will be required to provide an event budget to Tourism Nanaimo.
- Recipients will receive one payment for the full amount of the grant awarded, paid by cheque, and can be paid within four (4) weeks of being notified that the grant has been awarded.
- Grant payments will only be issued in the calendar year in which the event takes place. For events taking place in the subsequent calendar year to the grant award, Tourism Nanaimo will provide the sport organization with a letter of commitment of the grant award, if needed.
- Successful applicants are required to provide Tourism Nanaimo with a complete and signed Disbursement Agreement no later than 30 days after grant award notification. Failure to meet this deadline may be assumed a forfeiture of the awarded Sport Hosting Grant.
- In the case of an event cancellation, repayment of the Tourism Nanaimo event hosting grant will be required.
- Grant recipients' names may be published/announced on the Nanaimo Economic Development Corporation &/or Tourism Nanaimo's website, in a press release, or through other means of communication.
- Award recipients are required to provide final, updated event information that will assist Tourism Nanaimo in calculating the economic impact of funded events. Failure to provide updated information, as requested by Tourism Nanaimo, may impact future grant awards.