



## 2017 Nanaimo Hospitality Grants – Program Information

**Purpose of the Nanaimo Hospitality Grants Program:**

The purpose of the Municipal and Regional District Tax (MRDT, or accommodation tax) and the associated Nanaimo Hospitality Grants Program is to support the growth of overnight visitation to Nanaimo through the development of festivals and events, including sporting events. The Nanaimo Hospitality Grants Program provides support as follows:

- 45% of tax revenues are allocated to the development of festivals and events,
- 35% of tax revenues are allocated to supporting sport tourism initiatives,
- 20% of the tax is allocated to support marketing initiatives for the aforementioned two priorities.

The primary objectives of the Nanaimo Hospitality Grants Program are to:

- Increase the number of new festivals and events, including sporting events, which drive new visitation to Nanaimo (*under the Nanaimo MRDT Business Plan this does not include conferences and conventions*).
- Augment the capacity, length and/or quality of existing festivals and events, including sporting events, which drive incremental visitation to Nanaimo.
- Support minor capital projects that will allow an organization to augment the capacity, length and/or quality of a sporting event that drives overnight visitation to Nanaimo.

Organizations wishing to develop new festivals, events, or sporting events, or augment existing festivals, events or sporting events in Nanaimo that will bring new overnight visitation to the city are encouraged to apply. The information within this document outlines the program criteria, application process, evaluation and disbursement processes.

**Application evaluation and notification schedule:**

Event organizers who are planning to develop and host a festival or event (including sporting events), or to undertake minor capital upgrades or a feasibility study for sporting facilities, are eligible to apply. Grant applications will be accepted on an ongoing basis and evaluated three times per year on the following schedule:

<b>Application Review/Evaluation</b>	<b>Notification Date</b>
February 28, 2017	March 31, 2017
June 30, 2017	July 31, 2017
Oct 31, 2017	Nov 30, 2017

## Program Eligibility and Criteria:

### ***Applicant Eligibility Requirements:***

Any non-government organization interested in developing new, or enhancing existing festivals or events, including sporting events that will attract new overnight visitors to Nanaimo, are eligible to apply. Applicants must also meet the following three minimum eligibility requirements:

1. Be a legal entity registered with the BC Corporate Registry or a Registered Society.
2. Maintain current and sufficient levels of liability insurance (proof of insurance to be provided upon request).
3. Possess all required operating licenses and permits, and meet any necessary regulatory requirements to execute the proposed event.

### ***Eligible Projects:***

The following projects are eligible to receive Nanaimo Hospitality funding:

- New festivals and events, including sporting events, that will drive new, overnight visitation to Nanaimo (*under the Nanaimo MRDT Business Plan this does not include conferences and conventions*).
- Enhancements to existing festivals and events, including sporting events, that will drive incremental overnight visitation to Nanaimo.
- Minor capital projects that allow a sport organization to augment its capacity to host higher level competition, increase the length of its event, and/or enhance the quality of its event so that the project attracts incremental overnight visitors to Nanaimo.
- Feasibility studies related to the improvement, expansion or development of sporting facilities that will drive future overnight visitation to Nanaimo.

Applicants will be asked to demonstrate how their festival, event or sport initiative will contribute to accomplishing three key desired outcomes:

- Attracting more overnight visitors to Nanaimo
- Diversifying the appeal and competitive positioning of Nanaimo as a destination to visitors
- Generating economic impact for the city

Applications will be accepted for festivals and events that take place from August until June. However, in the evaluation process, *preference* will be given to festivals, events and sport initiatives that take place, or drive overnight visitation between October to May. Applications will **not** be accepted for festivals and events that take place in July due to accommodations already being at capacity.

Applications should demonstrate the following:

- That grant funding is not the only source of planned event income
- That the organization has the experience and capacity to successfully host the event for which the funding is being requested
- That the event will be hosted within 12 months of the grant award
- That an event budget has been prepared and can be shared

Eligible Expenses	Ineligible Expenses
<b>Capital Projects</b>	
<ul style="list-style-type: none"> <li>Any minor capital costs that will allow the organization to augment the capacity, length and/or quality of a sporting event in a manner that will drive overnight visitation to Nanaimo in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Land purchases</li> <li>Construction equipment</li> <li>Ongoing operating &amp;/or maintenance costs</li> <li>Regular, ongoing staffing costs</li> <li>Municipal fees &amp;/or permits</li> <li>PST/GST</li> <li>Costs incurred prior to funding award or funding shortfalls</li> </ul>
<b>Festivals &amp; Events (including sport)</b>	
<ul style="list-style-type: none"> <li>Any costs associated with developing and executing the proposed event will be considered as eligible, with the exception of those listed in the ineligible column. If the organization exists for the sole purpose of putting on the event, and all ongoing costs of the organization are associated 100% with putting on the event, the applicant may put forward a case for these costs to be considered as eligible.</li> </ul>	<ul style="list-style-type: none"> <li>Organizational overhead and administration costs, including regular ongoing staffing costs, office equipment, supplies, and professional fees required as part of the ongoing operation of the organization, ongoing website hosting/maintenance, etc.</li> <li>Any accommodation costs related to the event (e.g. costs to accommodate officials, artists, referees, judges, etc.)</li> <li>PST/GST</li> <li>Costs incurred prior to funding award or funding shortfalls</li> </ul>

**Supplementary Marketing Funding**

Applicants requesting and receiving funding for eligible projects through the Nanaimo Hospitality Grants Program may also apply for supplementary marketing funding up to, but not exceeding 20% of the project funding awarded. *For example, organization ABC requests \$20,000 in project funding for a new festival and they may also request up to \$4,000 in supplementary marketing funding.*

Applicants requesting supplementary marketing funding must provide a marketing plan, marketing budget and demonstrate how the Nanaimo Hospitality Marketing Funding will be spent to drive overnight visitation. Marketing funding is not guaranteed with the award of a project grant. Marketing funding requests are evaluated on their own merits. Marketing funding may not be applied for as a stand-alone request. Requests for supplementary marketing funding will be reviewed and evaluated by the Nanaimo Hospitality Association committee through the same process and timeline.

## **Funding Levels**

- The awarding of Nanaimo Hospitality grants funding is subject to funding availability.
- Applicants may apply for a maximum of \$50,000 per year, per festival or event, or up to a maximum of \$15,000 for a feasibility study.
- Although an exception could be made, all Nanaimo Hospitality funding will be awarded to a maximum of a 50/50 cost share basis for eligible expenses.

## **Submitting an Application:**

Applicants must submit their application online. Please visit <http://www.nanaimohospitality.ca> for current application links and program documents.

## **Grant Evaluation Process:**

Applications will be evaluated by the Nanaimo Hospitality Association executive according to the published evaluation and notification schedule. Applicants will be notified within 30 days of application review about the status of their request for funding. Grant award decisions are final and may not be appealed. Applications are evaluated based on the event's ability to generate overnight visitation, economic impact, the overall quality of the application submission and the other criteria outlined in the *Application Evaluation Criteria* section of this document.

The Nanaimo Hospitality Association requests that applicants not call regarding the status of their application, unless they have not been contacted by the time the published notification date passes.

## **Administration and Requirements for Awarded Grants:**

- All applicants will be informed by email of the outcome of their Nanaimo Hospitality grant application as per the published schedule.
- Funding will only be provided to the organization that made the grant application.
- Applicants receiving funding for any kind of an event will be required to provide a project budget to the Nanaimo Hospitality Assoc. and event attendance/participation statistics for the event. The purpose of this process is to estimate the event's economic impact.
- Recipients will receive two payments for the awarded amount, paid by cheque. The first payment will be for 80% of the grant award upon signing of the disbursement agreement. The second payment will be issued for the remaining 20% upon receipt and acceptance of a final event/project report.
- Applicants will receive a grant disbursement agreement to be signed and returned to the Nanaimo Hospitality Association before a cheque will be issued for the grant. Disbursements not returned within 30 days may result in forfeiture of the grant award.
- In the case of an event cancellation, repayment of the Nanaimo Hospitality Grant is required.
- Grant recipients' names may be published on the Nanaimo Hospitality Association's website, in a press release, or through other means of communication.
- Award recipients are required to provide a final report within 60 days of event/project completion. Failure to provide the final report within 60 days may result in forfeiture of the remaining 20% of the grant award and may impact future grant awards.