

## Nanaimo Hospitality Feasibility Study / Tourism Project Grant Application

This application form is for a **Feasibility Study Grant**, for new tourism ventures or sport initiatives. If you wish to apply for funding for a multi-day festival or sporting event, please use one of the other two applications on the [Nanaimo Hospitality Association website](#).

Please read the Nanaimo Hospitality [Grants Program Information](#) document BEFORE completing the application form so you are aware of the eligibility requirements and evaluation criteria for the feasibility study grant.

**Please note that the Nanaimo Hospitality Association is no longer able to provide funding for sport infrastructure improvements.**

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. You will be able to change your answers while completing 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.

All submitted applications will be emailed to you after the grant deadline so that you have a copy for your records.

For questions regarding the application and the Nanaimo Hospitality grants program, please contact [grants@nanaimohospitality.ca](mailto:grants@nanaimohospitality.ca).

### Applicant Information

\* 1. Legal Name of Organization (that the grant cheque should be made out to)

\* 2. Legal Business Address (where the cheque should be mailed)

Address

City

Province

Postal Code

\* 3. Contact Person

\* 4. Position in Organization

\* 5. Email Address

\* 6. Primary Phone Number

7. Alternate Phone Number

8. Society Registration Number (only if applicable)

## Project Description

\* 9. Feasibility Study or Project Name

\* 10. Dates the feasibility study or project will take place

Anticipated start date

Anticipated end date

\* 11. Please provide a description of the feasibility study or project for which you are requesting funding (300 words or less).

Include information describing:

- Purpose of the feasibility study or project
- How the eventual tourism venture or sport initiative will bring new, overnight visitation to Nanaimo.

\* 12. What is the total budget for the feasibility study or project? Please email your budget to [grants@nanaimohospitality.ca](mailto:grants@nanaimohospitality.ca)

\* 13. Please list the amount of funding requested. Please note that the funding awarded will be up to a maximum of 50% of the cost of the project. After the completion of the project you will be required to email copies of receipts amounting to double the amount of your grant.

\* 14. Has your organization applied for other sources of funding for this feasibility study (or it plans to)?

- Yes
- No

Sources of funding

\* 15. Please describe your anticipated external sources of funding for your feasibility study/project. Please include any donations, cash sponsorships, other grants, and in-kind support. Please identify the donor and include an estimate of the dollar value of the contribution. Please do not include the grant funding you are applying for.

**Funding Source 1**

Amount

Type of funding

Confirmed? Other comments

**Funding Source 2**

Amount

Type of funding

Confirmed? Other comments

**Funding Source 3**

Amount

Type of funding

Confirmed? Other comments

**Other**

Project Budget & Financial Need

**Please email a copy of your feasibility study budget to [grants@nanaimohospitality.ca](mailto:grants@nanaimohospitality.ca). Your budget should include all expected revenues and expenses.**

\* 16. Please explain why you are applying for a grant and specifically, why you are requesting the amount you have.

Increased competitive positioning

\* 17. Briefly tell us how you feel your eventual tourism project, event, or sport initiative will add to Nanaimo's appeal and competitive position with potential out of town visitors?

Application Received

Thank you for your application. For your records, a copy of this application will be emailed to you following the application deadline.

Applications will be reviewed by the Nanaimo Hospitality Association evaluation committee and awards will be announced within 4 weeks. We kindly request that applicants not contact the Nanaimo Hospitality Association to inquire about the status of their application.

**PLEASE NOTE:** Within 60 days of the conclusion of the project applicants must submit a final report (provided by the Nanaimo Hospitality Assn), including a copy of the completed feasibility study, outcomes of the project, and a financial break down with copies of project receipts.

To submit any additional application documents, such as your budget, please email them to **grants@nanaimohospitality.ca**.

\* 18. Have you emailed a copy of your budget to grants@nanaimohospitality.ca?

Yes

No