

This application form is for a **Nanaimo Hospitality Association (NHA) Sporting Event Grant**. If you are applying for funding for a Festival or Event that is **not** sport-related, or for a feasibility study for a tourism or sport-related initiative, please use one of the other grant application forms available on the [Nanaimo Hospitality Association website](#).

Please read the **Program Information** found on the [Nanaimo Hospitality Association website](#) BEFORE completing this application form so you are aware of the eligibility requirements and evaluation criteria for this grant. As this grant is funded by the Nanaimo Hospitality Association, the intent is to fund multi-day sporting events that will bring overnight visitors to Nanaimo.

All applications must be submitted online under Step 3 on the [Nanaimo Hospitality Association website](#).

It is advisable to read the Grant Application Preview document so that you know what questions will be asked and you can gather all of the required information BEFORE you begin 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 within the application while you are completing it, but once you have submitted the application, you will not be able to go back and add or change any of the information in the online form.

For your records, you will be emailed a copy of your grant application following the grant application deadline.

Do you have an idea that might make your venue better able to host different types of events and/or larger events (e.g. minor upgrades and maintenance)? If yes, please reach out to grants@nanaimohospitality.ca.

Applicant Information

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

* 2. Business Address (where the cheque should be sent)

Address

Address 2

City

Province

Postal Code

* 3. Contact person for this grant application

* 4. Contact Person's Position in Organization

* 5. Contact Person's Email Address

* 6. Contact Person's Primary Phone Number

7. Alternate Phone Number

* 8. Business Number or BC Corporate Registry Number (applicants must be a registered business or non-profit organization)

Sporting Event Information

* 9. Sporting Event Name

* 10. What type or category of sport is this event for?

* 11. Does your sport have a governing body?

Yes

No

I don't know

* 12. What is the name of your sport governing body?

* 13. Location(s) of sporting event (please be specific with an address or description and list of facilities that will be used).

* 14. Does the venue you are using to host require upgrades or adjustments in order to host this event?
Please explain what changes / improvements are necessary.

* 15. Please list your sporting event dates. Please note that funding is more likely to be awarded for multi-day events, as they require overnight accommodations. Funding is less likely to be provided for events that take place in July and August, as Nanaimo accommodations are already at capacity.

First day of event

Date

Last day of event

Date

* 16. The event dates are flexible.

Yes

No

17. The event dates are not yet set, or we are considering July and August.

Not yet set

Considering July or August

Financial Need

18. Upload a copy of your total event budget (PDF, Doc or Docx format) here. If your budget has been prepared in Excel and you are unable to PDF it, please send the file directly to grants@nanaimohospitality.ca.

Choose File

Choose File

No file chosen

* 19. Please list the amount of funding requested. Please note that the Nanaimo Hospitality Grant only funds **up to** 50% of your eligible expenses. At the conclusion of your event, you will be required to complete a final report that includes submitting copies of your receipts that amount to double the amount of grant you received.

Other Funding Sources

* 20. Are you applying for funding from any other sources?

- Yes
- No
- Undecided

21. Please specify the type and amount of funds requested from external sources and whether they are confirmed. Please do not list the amount requested for the Nanaimo Hospitality Grant, or funding coming from your organization.

Name of Funding Source

1

Amount

Approval Date

Confirmed? Other comments

Name of Funding Source

2

Amount

Approval Date

Confirmed? Other comments

Name of Funding Source

3

Amount

Approval Date

Confirmed? Other comments

Sporting Event Information

* 22. Please provide a detailed description of the sporting event for which you are requesting funding. Include the purpose of the event and a description of scheduled / programmed activities that are planned. Feel free to provide a link to additional information.

23. Upload any supporting documentation (e.g. business plan, bid document)

Choose File

Choose File

No file chosen

* 24. How will you evaluate the sporting event's success? Please provide as many details as possible.

* 25. Is this a new sporting event (meaning this event has never been previously held in Nanaimo)?

- Yes
- No

Sporting Event Information

* 26. If this is an existing sporting event, please describe the changes / enhancements that are planned, why you feel the changes are necessary, and what the potential benefits of the changes are.

27. Upload any supporting documents (e.g. images, conceptual drawings, etc.).

Choose File

Choose File

No file chosen

Sporting Event Information

* 28. Has the sporting event confirmed or secured space (e.g. venues, sport fields, recreation centres, hotels)?

Yes

No

29. If no, what needs to happen for this sporting event to be confirmed?

* 30. Is this a regularly occurring event?

Yes

No

Not presently, but under consideration

Sporting Event Information

31. You indicated that this is not a regularly occurring event. Please indicate how often the sporting event may return to Nanaimo, or specify one-time if this is the only occasion on which it is likely to occur in Nanaimo within the next five (5) years.

* 32. Please indicate the type of sporting event / tournament.

- Local - Nanaimo participants only
- Regional - participants from Duncan to Courtenay
- Vancouver Island - participants coming from all over Vancouver Island
- Provincial - participants coming from across the province
- National - participants coming from across Canada
- International - participants coming from outside of Canada / other parts of the world
- Other (please specify)

* 33. How will this event provide benefit to athletes, sport and community development?

Participant Information

Event participants are individuals involved in the production of the sporting event (i.e. organizers, hired staff, judges, vendors, volunteers, athletes, coaches, etc.). This section is NOT about spectators that are coming to view the sporting event.

* 34. How many total event participants do you expect (e.g. organizers, hired staff, judges, vendors, volunteers, athletes, coaches, etc.)?

* 35. Will your sporting event attract out-of-town event participants who will stay in overnight paid accommodation (hotels and motels) in Nanaimo (e.g. officials, judges and technical staff)?

- Yes
- No

* 36. Please provide an estimate of the number of event participants (excluding spectators, ticket holders, etc.) from each of the listed geographic areas. The numbers you provide below should add up to the same number you provided in Question 34.

Local (from Duncan to Courtenay)	<input type="text"/>
Vancouver Island (north of Courtenay or south of Duncan)	<input type="text"/>
BC	<input type="text"/>
Other provinces	<input type="text"/>
USA	<input type="text"/>
Other	<input type="text"/>

* 37. What percentage of your event participants (excluding spectators, ticket holders, etc.) do you anticipate will stay in overnight paid accommodation (hotels and motels) in Nanaimo?

- 0 %
- 1-10%
- 11-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-75%
- 76%+

* 38. What is your estimate of the average number of nights of accommodation your event participants will need (excluding spectators, ticket holders, etc.)?

* 39. Where do you anticipate your event participants (excluding spectators, ticket holders, etc.) will stay? Please outline any agreements or special rates that have been set up with any Nanaimo hotels or motels.

Spectators

This section will ask the same questions as the previous section, but the information requested is on the estimated spectators to your event (i.e. people in the stands). These numbers should not include your event participants.

* 40. What is the total estimated number of spectators that you anticipate will come to watch your sporting event? This number should be a realistic estimate, not your wishful thinking. Please ensure this number does not include event participants.

* 41. Will the event attract spectators who are likely to stay in overnight paid accommodation (hotels and motels) in Nanaimo?

Yes

No

* 42. Please provide a projected estimate of the number of spectators attending your event from each of the listed geographic areas. The numbers should add up to the same number you provided in Question 40.

Local - from Duncan to Courtenay

Other parts of Vancouver Island (north of Courtenay or south of Duncan)

BC

Other provinces

USA

Other

* 43. Approximately what percentage of spectators do you anticipate will stay in overnight paid accommodation (hotels and motels) in Nanaimo?

- 0%
- 1-10%
- 11-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-75%
- 76%+

* 44. What is your estimate of the average number of nights of paid accommodation (hotels and motels) in Nanaimo your spectators will need?

Participant & Spectator Tracking

* 45. Please tell us how you plan to track and record you event's attendance, and the origin of your participants and spectators. Do you plan to collect participant and spectator information, such as a postal code or city of origin?

* 46. Would you use a ticketing system if it was available at little or no cost to your organization?

- Yes
- No

Please provide additional feedback (if applicable).

Event Budget & Financial Need

* 47. Please explain why you are applying for a grant and specifically, why you are requesting that particular amount. Please include mention of any funding shortfalls and / or other funding requests you have made.

Driving Overnight Stays

* 48. Briefly explain how your event will drive new, overnight visitations to Nanaimo. Be specific. For example, describe any timing aspects of programmed activities or competitions that will encourage spectators to stay overnight, aspects of your marketing plan that target spectators from more than 80 km away, etc.

49. Upload event schedule (if available).

Choose File

Choose File

No file chosen

Event Hosting Experience

* 50. Describe your organization's previous event hosting experience that demonstrates you have knowledge and capacity to develop and deliver the sporting event for which you are seeking funding.


Event Uniqueness

* 51. Briefly tell us how you feel this event will add to the diversity of sporting events available in Nanaimo.



Recognition

* 52. If you are awarded a grant, how are you able to provide public recognition to the Nanaimo Hospitality Association as a grant contributor?

A large, empty rectangular box with a thin black border, intended for the applicant to provide details on how they will provide public recognition to the Nanaimo Hospitality Association if awarded a grant.

Additional Information

* 53. How will this event be marketed / promoted?

* 54. Would you like to be considered for supplementary marketing funding to target overnight participants or spectators to your event? The Nanaimo Hospitality Association can provide an additional 20% on top of your grant to help increase overnight visitation. If you would like this additional funding, please upload a one-page Marketing Summary below outlining how the requested marketing funding will be used to increase overnight visitation and a breakdown of marketing tactics, including advertising spend.

Yes

No

If yes, how much are you requesting?

55. Please upload your one-page Marketing Summary.

Choose File

Choose File

No file chosen

Final Comments

56. Is there any additional feedback or information you would like to share with us?

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

We kindly request that applicants not contact the Nanaimo Hospitality Association to inquire about the status of their application. We will be in touch within four (4) weeks of the application deadline with the results of your application.

If you have questions regarding event proposals and bid submission or logistical event questions (NOT RELATED TO YOUR GRANT APPLICATION) please contact us at grants@nanaimohospitality.ca.

For questions about your grant application, please contact grants@nanaimohospitality.ca.