

### 1. Program Purpose

Event Hosting Grants foster efforts to build community pride and spirit and encourage participation in sport, recreation and culture by providing financial support to local sports, recreation and cultural organizations that seek to host provincial, Western-Canadian, national and/or international championships in North Vancouver.

### 2. Levels of Available Support

The maximum level of funding per event is as follows:

International	\$ 5,000
National	\$ 3,000
Western Canadian	\$ 2,500
Provincial	\$ 2,000

Applications to the grant program may result in the award of full, partial or no funding.

Approval of a grant in any one year is not to be regarded as an ongoing source of funding or support for future events.

Organizations will be eligible for a maximum of one grant per calendar year.

### 3. Who Can Apply?

To qualify for funding, applicants **may** be:

- a not-for-profit society, incorporated under the BC Society Act, OR
- a charitable organization, registered with the Canada Revenue Agency, OR
- a recognized club or group in the community with registered membership in or affiliation to a regional, provincial or national governing body.

In addition, applicants **must**:

- be based in North Vancouver, and their membership must consist of at least 75% North Vancouver residents
- have been incorporated for a minimum of one year at the time of application
- be considered in good standing with the municipalities of the City and District of North Vancouver – i.e. have no outstanding accounts such as unpaid taxes, utilities, tickets, permits, etc.
- be aligned with the NVRC mission, vision and values to support healthy individuals, families and communities.

#### 4. Eligible Events

To qualify for funding, the event must:

- be a championship, sanctioned by the applicant's provincial, western Canadian, national or international body, whichever is deemed appropriate and applicable by NVRC staff.
- be designated as the sole event where a provincial, western Canadian, national or international champion will be determined
- be composed solely of amateur participants
- be open to public spectators, and
- occur within the boundaries of the City or District of North Vancouver  
*(consideration may be given to events that take place in multiple jurisdictions, although support will be restricted to that portion of the event that takes place in North Vancouver)*

#### 5. Ineligible Requests

Grants will not be awarded to:

- events that qualify for funding under other North Vancouver grants programs or that otherwise receive financial support from either the City or the District of North Vancouver
- City or regional championships
- invitational tournaments or competitions
- competitions that are restricted to members of a specific vocation (e.g. Police Games) or to specific service clubs
- professional combat sports events, including but not limited to boxing, wrestling, mixed martial arts, and ultimate fighting  
*(consideration may, at the discretion of the Director of Recreation & Culture, be given to amateur combat sports events which are sanctioned by a recognized national sporting organization and that can be shown to be consistent with the NVRC's mission and values).*

All licensed functions and events must conform to Liquor Control and Licensing Branch regulations.

#### 6. Submitting a Grant

Applicants are encouraged to submit their grant request as early as possible in the planning process leading up to the event for which funding is being requested.

Grant applications **must** be submitted a minimum of eight (8) weeks prior to the event, and may be submitted up to nine (9) months prior to the event.

### 7. Application Materials and Requirements

#### (a) Application Forms

Application forms are available from North Vancouver Recreation & Culture and will be posted online at [www.nvrc.ca/event-hosting-grants](http://www.nvrc.ca/event-hosting-grants). Applications must be submitted on the forms provided.

#### (b) Complete Applications

All applications must be complete, including all forms, attachments and/or support information required.

#### (c) Required Information

In addition to completing the application form, applicants **must** also provide:

- an Event Budget, showing sufficient detail of revenues and expenses
- their Financial Statements for the last completed fiscal year
- a signed letter, on letterhead, from the affiliated governing body, confirming that the event is sanctioned and that it is a championship event
- all other attachments as requested on the Application Form.

#### (d) Ineligible Applications

Applications that are not received on the forms provided will be deemed ineligible.

Incomplete applications, including applications that fail to provide all the support materials required, may be considered ineligible. Your group may be contacted for further information, and a meeting with staff to discuss details of the submission may be required.

Applications that are submitted later than eight (8) weeks prior to the event will be considered ineligible.

Ineligible applications will not be considered for review.

#### (e) Exceptions

Staff has the authority to consider exceptions if they believe there is merit.

### 8. Digital Submission

The application form and all application materials **must** be submitted digitally. Digital submissions should include the complete application package, including **all** required attachments and support materials identified.

Applications may be submitted as email attachments, sent to:  
[event-hosting-grants@nvrc.ca](mailto:event-hosting-grants@nvrc.ca)

Alternately, submissions may be provided on USB drive or CD-R disc and submitted by hand or by mail to the attention of:

NVRC Event Hosting Grants Program  
Delbrook Community Recreation Centre  
851 West Queens Road  
North Vancouver, BC V7N 4E3

Under certain circumstances hard copy submissions may be accepted. In such cases it is the responsibility of the applicant to provide three (3) full copies of the entire application package.

Applications submitted by fax will **not** be accepted.

### 9. Venue Availability and Allocation

It is the sole responsibility of the applicant to secure an appropriate venue in North Vancouver at which the proposed event can be accommodated.

The award of an Event Hosting Grant should in no way be interpreted as confirmation that the proposed venue has been secured.

It is highly recommended that grant applicants should have secured and confirmed a venue prior to making their grant request, or that they be in an advanced stage of negotiation for the right to use the preferred venue at the time of making the application.

Payment of a grant may be deferred until such time as the applicant can provide confirmation of a secured venue.

Applicants are directed to North Vancouver Recreation & Culture Policy 403 on the '**Rental of Facilities for Social Functions and Special Events**'

To support applicants in identifying possible venues NVRC shall ensure that an up-to-date schedule for the allocation of arenas, fields, and other venues is posted on the website at [www.nvrc.ca/grants/event-hosting-grants](http://www.nvrc.ca/grants/event-hosting-grants).

### 10. Evaluation Criteria

The following is a list of criteria that the Grant Review Team will consider when assessing the application:

- (a) community benefit
- (b) potential to generate a measurable economic benefit to the community
- (c) the experience and capacity of the hosting organization to successfully host the event
- (d) other sources of income for the event and financial need
- (e) evidence of public support from the community, and
- (f) extent to which best practices of environmental sustainability are integrated into the event

### 11. Eligible and Ineligible Use of Funds

Eligible expenses include most typical event production and promotion costs, including specifically:

- facility and equipment rentals
- officiating costs
- printing and promotion costs
- ceremonies, excluding food and beverages

Grant support will **not** be awarded for:

- any costs related to the internal operations of the applicant organization
- retroactive expenses for events or activities that had already taken place at the time of submitting the application
- costs related to fundraising, fundraising events or activities that contribute to endowments
- cash prizes or awards

### 12. Payment of Grant

#### (a) Timing of Payment

Successful applicants will receive 75% of the grant award as soon as possible following approval of the grant. The remaining 25% will be issued once all post-event reporting requirements have been met.

#### (b) Notification

Successful applicants will be informed in writing (e-mail) within two (2) working days of the final decision regarding their grant request.

#### (c) Statement of Acceptance

A Statement of Acceptance form must be signed by an officer of the applicant organization and returned to the NVRC before payment of the grant can be processed.

### 13. Recognition

Recipients **must** provide recognition to the North Vancouver Recreation & Culture Commission and to the City and District of North Vancouver if funding is approved.

### 14. Post-Event Reporting

A follow-up report demonstrating the benefits of the event must be submitted. The report must include the number of participants and spectators, how the funding was used for the event, and any legacy achieved.

The report must be received within 60 days after the final day of the event.

A copy of the event program (if applicable) and final results of the competition should be included.

Payment of the 25% remainder on the awarded grant will be subject to submitting an acceptable Post-Event Report, including proof of the provision of recognition.

## 15. Repayment of Grant

Grants recipients will be required to repay their grant either in part or in whole if:

- the event does not take place
- the recipient is found to have knowingly provided false information as a part of their grant application
- the recipient uses the grant for purposes not outlined in the grant application, not approved by the Commission, or not permitted under the terms of this policy, OR
- the organization ceases to operate as a non-profit society or ceases to be deemed eligible as a grant applicant, or if it ceases its activities or dissolves as an entity

## 16. Enquiries

Please direct enquiries by e-mail to: [event-hosting-grants@nvrc.ca](mailto:event-hosting-grants@nvrc.ca)

For phone enquiries, please contact the Grants Program Officer at: 604.983.6466