

Event Hosting Grants provide financial support to support local sports, recreation and cultural organizations seeking to host provincial, inter-provincial, Western-Canadian, national and/or international competitions in North Vancouver.

The purpose of the grant program is: (1) to build community pride and spirit by enabling the hosting of championship events; (2) to foster the creation of opportunities for participants, volunteers and spectators; (3) to celebrate local talent; and (4) to promote the benefits of a healthy, active lifestyle.

Please read the Event Hosting Grants Guidelines, including eligibility and evaluation criteria before completing this application: <https://www.nvrc.ca/event-hosting-grants>

### GENERAL INFORMATION

#### 1. Name and Address of Applicant Organization

**ORGANIZATION**

**ADDRESS**

**CITY**

**POSTAL CODE**

North Vancouver, BC

#### 2. Name and Title of Primary Contact (*person completing application*)

**NAME**

**TITLE WITH ORGANIZATION**

#### 3. Contact Information

**E-MAIL**

**PHONE (1)**

**PHONE (2)**

#### 4. Event

**NAME OF EVENT**

#### 5. Dates of Event

**PREFERRED DATES**

**FROM:**

**TO:**

**ALTERNATE DATES**

**FROM:**

**TO:**

### EVENT DESCRIPTION

6. Brief Description of Event

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**125 WORDS**

7. Scope of Event

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**IS THIS A REGIONAL, PROVINCIAL, WESTERN-CANADIAN, NATIONAL OR INTERNATIONAL EVENT?**

**NUMBER OF PARTICIPANTS**

**NUMBER OF OUT-OF-TOWN PARTICIPANTS**

**ANTICIPATED NUMBER OF SPECTATORS**

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8. Sanctioning Body

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**ORGANIZATION**

**ADDRESS**

**CITY**

**PROVINCE**

**POST CODE**

9. Event Partners

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**ARE YOU WORKING WITH ANOTHER ORGANIZATION TO DELIVER THE EVENT?**

**YES**

**NO**



**IF YES, WHAT IS THE NAME OF THE PARTNER ORGANIZATION?**

**NAME OF THEIR CONTACT**

**TITLE WITH PARTNER ORGANIZATION**

**E-MAIL**

**PHONE**

10. When and Where was the Event Last Held?

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**CITY**

**YEAR**

### EVENT VENUE NEEDS

11. Where Will the Event Take Place?

ARENA – SPORT-SPECIFIC FACILITY – SPORTS FIELD – PARK – OTHER

HAVE THE EVENT VENUE(S) BEEN SECURED?      YES      NO  
     

IF YES, PLEASE ATTACH PROOF OF VENUE CONFIRMATION

IF NO, WHAT IS THE STATUS OF THE PROPOSED VENUE(S)?

DOES THE EVENT REQUIRE ROAD CLOSURES?      YES      NO  
     

IF YES, WHO IS YOUR STAFF CONTACT AT THE CITY OF NORTH VANCOUVER OR THE DISTRICT OF NORTH VANCOUVER?

NAME	TITLE	PHONE NUMBER
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12. Other Event and/or Venue Requirements

OPENING/CLOSING CEREMONIES – BANQUET LOCATION – MEETING SPACE

### ELIGIBILITY CHECK

13. Applicant Eligibility

PLEASE CONFIRM THAT THE APPLICANT ORGANIZATION ...

- is a not-for-profit organization, registered under the Society Act
- has charitable status, as recognized by the Canada Revenue Agency
- is a recognized North Vancouver organization or club, affiliated to a regional, provincial or national association

- has been incorporated for a minimum of one year at the time of application
- is in good standing (under the requirements of the Society Act / with the Canada Revenue Agency / with its affiliated association)

**PROVIDE YOUR SOCIETY NUMBER**

**AND/OR CHARITABLE NUMBER (IF APPLICABLE)**

**APPROXIMATELY, WHAT PERCENTAGE OF YOUR MEMBERSHIP RESIDES IN NORTH VANCOUVER?**

**PLEASE SUBMIT A COPY OF YOUR ORGANIZATION'S MEMBERSHIP LIST**

#### 14. Event Type

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**SELECT THE FOLLOWING STATEMENTS THAT DESCRIBE YOUR EVENT:**

- it is an amateur championship event
- it is an invitational event
- it is a professional event, or permits participation by professional competitors
- it is sanctioned by the applicant's provincial, Western Canadian, national or international governing body
- it is composed solely of amateur participants

### EVALUATION CRITERIA

- #1: Potential to generate a measurable economic benefit to the community
- #2: Capacity of the applicant group to successfully host and promote the event
- #3: Leveraged income from other sources and evidence of financial need
- #4: Community benefit
- #5: Evidence of public support from the community
- #6: Integration of best practices with respect to environmental sustainability

## Grant Application Form

15. Provide clear, measurable targets in respect of economic benefit to the community

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**HOTEL STAYS – ROOM NIGHTS – SPACE RENTALS – BANQUETS – HOSPITALITY EVENTS – VISITS TO TOURIST ATTRACTIONS – LOCAL ATTENDANCE**

*BE AS SPECIFIC AS POSSIBLE (125 WORDS)*

16. Describe the benefits that will accrue to the community from hosting your event

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**COACHING & OFFICIATING CLINICS – LOCAL DEVELOPMENT OF THE SPORT OR ACTIVITY – LEGACY EQUIPMENT – VOLUNTEER CAPACITY – PROMOTION OF LOCAL CLUBS – INCREASED AWARENESS &/OR PARTICIPATION**

*BE AS SPECIFIC AS POSSIBLE (125 WORDS)*

17. Speak to your organization's capacity to successfully plan and host the event

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**DO YOU HAVE A BUSINESS PLAN FOR THE EVENT?    YES                      NO**

  

**IF YES, PLEASE ATTACH A COPY TO THIS APPLICATION**

**ATTACH A DRAFT EVENT BUDGET, SHOWING REVENUES AND EXPENSES**

**ATTACH A COPY OF THE SOCIETY'S FINANCIAL STATEMENTS FOR THE LAST COMPLETED FISCAL YEAR, INCLUDING AT MINIMUM A BALANCE SHEET AND AN INCOME STATEMENT**

**IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU USE THE FUNDING?**

# Event Hosting Grants

Sports, Recreation & Cultural Events  
Grant Application Form

## 18. Marketing and Communication Strategies

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**OUTLINE YOUR KEY MARKETING AND COMMUNICATION STRATEGIES TO ATTRACT PARTICIPANTS AND SPECTATORS TO THE EVENT (100 WORDS)**

## 19. Social Media

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**FACEBOOK:** [www.facebook.com/](http://www.facebook.com/)

**TWITTER:** @

**EVENT HASHTAG:** #

**INSTAGRAM:** @

**SNAPCHAT:**

**YOU TUBE CHANNEL:**

## 20. Environmental Sustainability

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**DESCRIBE ANY ENVIRONMENTAL SUSTAINABLE EVENT PRACTICES YOU ARE PLANNING TO INCLUDE IN THE PRODUCTION OF THE EVENT (100 WORDS)**

### DECLARATION & SIGNATURES

*I, the undersigned, certify that, to the best of my knowledge, all information provided in this application is accurate and true and is endorsed by the organization I represent.*

**SIGNATURE OF PERSON FILING THE APPLICATION**

**NAME**

**DATE**

### SUBMISSIONS & ENQUIRIES

Application Forms are available on the NVRC website at:

<https://www.nvrc.ca/event-hosting-grants>

The Event Hosting Grants Guidelines, including submission requirements, eligibility and evaluation criteria can be found at:

<https://www.nvrc.ca/event-hosting-grants>

Applications must be received a minimum of eight (8) weeks prior to the first day of the event.

Enquiries about the Event Hosting Grant Program can be directed to:

Email: [event-hosting-grants@nvrc.ca](mailto:event-hosting-grants@nvrc.ca)

Phone: (604) 983-6466

Deliver completed grant application package to:

***Event Hosting Grants Application***

***Delbrook Community Recreation Centre***

***851 West Queens Road***

***North Vancouver, BC V7N 4E3***

### POST-APPROVAL REQUIREMENTS

If funding is approved, recipients must:

- ✓ provide recognition to the North Vancouver Recreation & Culture Commission, as well as the City of North Vancouver and the District of North Vancouver
- ✓ submit a Final Report, demonstrating your use of the grant funds and highlighting the community, economic and sporting benefits of the event; the report must include the number of participants and spectators and be submitted within 60 days of completion of the event
- ✓ provide a copy of the event program (if applicable) as well as the final results of the competition

### APPLICATION CHECKLIST

- a completed Application Form  
**APPLICATIONS MUST BE SUBMITTED ON THE APPLICATION FORM PROVIDED  
MAKE SURE YOU ANSWER ALL QUESTIONS AND FOLLOW ALL INSTRUCTIONS  
INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED**
- a signed letter on letterhead from the affiliated governing body, confirming that the event is a bona fide competition/championship
- a certificate or signed letter on letterhead from the governing body, to confirm that your organization is an affiliated member
- a high-resolution scan of your organization's incorporation certificate as a society and/or charitable organization (*see page 3*)
- a Membership List, with names and addresses of current members  
**ALL INFORMATION PROVIDED WILL BE TREATED IN ACCORDANCE WITH PROTECTION OF PRIVACY REGULATIONS**
- an Event Budget, showing revenues and expenses
- Financial Statements for the last completed fiscal year
- a copy of your Business Plan for the event, if applicable
- confirmation of venue, if available