

APPLICATION - Civic Hospitality to Professional Gatherings

Council Policy - C01-005 – Civic Hospitality to Professional Gatherings (Policy)

The City of Saskatoon (City) may extend assistance in the form of grant funding from the Civic Hospitality Account to non-profit organizations to host Professional Gatherings in Saskatoon, subject to compliance with the criteria and conditions outlined in the Policy. City Administration oversees the administration of this Policy, and funding allocated.

City Administration receives the application packages and evaluates them in batches four times per year in accordance with the principles and criteria in the Policy and using the Funding Level Evaluation Model. They will provide the approval or denial of an application package and if approved, the amount of grant funding recommended for each business event.

The following information is to be completed in full. If all information is not included, the application will be considered incomplete and deemed INELIGIBLE.

Intake dates are January 1, March 1, June 1 and October 1 of each year.

Purpose:

- To attract professional gatherings to Saskatoon that will provide an economic benefit;
- To attract professional gatherings to Saskatoon for the benefit of showcasing the strength of Saskatoon's economic sectors and enhance Saskatoon's image;
- To enhance Saskatoon's profile as a Professional Gathering destination;
- To develop a structured and fair framework to consider applications for grant funding under the Civic Hospitality Account; and
- To facilitate, enhance and showcase Saskatoon's hosting capacity as a destination of choice for professional gatherings

Completed applications can be submitted to City Administration by emailing this form and supporting information to grants@saskatoon.ca by 5:00 p.m. on the intake date. When the intake date falls on the weekend of a statutory holiday, applications will be accepted until 5:00 p.m. on the next business day.

Please read the [Policy](#) for full details and definitions.

For questions related to the application, please contact City of Saskatoon :

Kristen Christensen, Recreation Services Manager

Kristen.Christensen@saskatoon.ca

(306) 975.7977

Organization Name: _____

PLEASE NOTE: Organization must be a registered non-profit organization.

Organization Website: _____

Organization Mailing Address: _____

Please list two contacts for your organization's event:

PRIMARY CONTACT: _____

Title: _____

Phone number: _____

Email address: _____

SECONDARY CONTACT: _____

Title: _____

Phone number: _____

Email address: _____

Do you know if you have a current Business Partner Number with the City? Yes No

If yes, what is your Business Partner Number? _____

If no, a vendor set up will be provided to complete the process of setting up the organization once funding is approved.

Please provide a brief description of the organization hosting the Convention/Business Event (i.e. date of establishment, mandate of organization, member profiles, etc.). Please note similar event hosting experience.

Professional Gathering Name/Title:

Event Date: / / to / /
 Day Month Year Day Month Year

PLEASE NOTE: An event must occur a minimum of 12 months after the intake date and no more than 5 years in the future.

Events occurring less than 12 months in advance of the first scheduled day of the professional gathering may be considered under special circumstances. The applicant must provide a detailed written explanation of any special or extenuating circumstances as a separate document with the application.

Professional Gatherings are defined as a structured, large scale gathering of individuals or organizations, typically lasting several days, to exchange expertise, strengthen brand presence, advance education or achieve collective decision-making objectives. Professional Gatherings encompass seminars, conventions, conferences, trade shows, summits, and other strategic assemblies. These events foster economic impact, facilitate knowledge sharing, and enhance the visibility of Saskatoon as a destination for professional and industry-driven gatherings.

Has this event occurred in Saskatoon in the past? Yes No

If yes, when? _____

How frequently is this event hosted? _____

How frequently is this event hosted in Saskatoon? _____

Event Location in Saskatoon:

PLEASE NOTE: Eligible events must be held fully in Saskatoon.

Have you applied for other grant funding from the City? Yes No

If yes, please list:

PLEASE NOTE: Applicants must not have applied for or received assistance for the same Professional Gathering under any other grant program or policy of the City, including the Special Event Grant.

Under which category does your event fall?

Seminar

Convention

Conference

Tradeshow

Summit

Other Strategic Assembly to:

Exchange Expertise

Strengthen Brand Presence

Advance Education

Achieve Collective Decision Making

Please provide a brief description of the Professional Gathering for which you are requesting funding, including the target audience and the benefits of the Professional Gathering to the community/participants.

What are the goals and objectives of hosting this Professional Gathering and how do they match up to the purpose statements of the Civic Hospitality to Professional Gatherings Policy noted on the first page of this application?

Delegate Profile

Anticipated number and percentage of in-person delegates:

Attendees	Numbers	Percentage (office use only)
Local		
Provincial		
National		
International		
Total:		

If virtual attendance is an option, please capture anticipated virtual numbers here: _____

PLEASE NOTE: These attendees will not be counted in the in-person attendees.

How has attendance been estimated?

Should you receive Civic Hospitality Funding, what will it be used toward?

PLEASE NOTE: Eligible expenses include:

- Facility rental;
- Equipment rental;
- Audio visual equipment fees
- Guest speaker/presenter fees;
- Transportation;
- Food costs; and
- Expenses related to territorial protocol and economic reconciliation, or Indigenous inclusion related to TRC Call to Action No. 92.

PLEASE NOTE: Ineligible expenses include alcohol, cannabis and staff costs.

1. Event Operating Budget.

Provide complete revenues for the entire event.

REVENUE	AMOUNT REQUESTED	REQUEST SUBMITTED	REQUEST CONFIRMED
Funding requested from this City grant	\$	n/a	n/a
Contribution from your Organization	\$	Yes No	Yes No
Other Internal Contributions/Partner Organization Contributions:			
	\$	Yes No	Yes No
	\$	Yes No	Yes No
Sponsorships – list all below:			
	\$	Yes No	Yes No
	\$	Yes No	Yes No
Registration Fees	\$	n/a	n/a
Ticket Sales	\$	n/a	n/a
Other Funding Sources – list all below:			
	\$	n/a	n/a
	\$	n/a	n/a
	\$	n/a	n/a
	\$	n/a	n/a
	\$	n/a	n/a
Total Revenue:	\$		

2. Provide further explanation of event revenue sources below.

3. Provide complete expenses for the entire event.

Indicate expenses that the grant will be used for with an * (asterisk).

Expenses:	Amount
Event Facility Rental Fees – list:	
	\$
	\$
Equipment Rental – list:	
	\$
	\$
Audio Visual Equipment Fees – list:	
	\$
	\$
Guest Speakers/Presenters – list:	
	\$
	\$
Transportation – list:	
	\$
	\$
Food Costs – list:	
	\$
	\$
Truth and Reconciliation Items – list:	
	\$
	\$

Expenses cont'd:	Amount
Other event expenses – list:	
	\$
	\$
	\$
	\$
	\$
Total Expenses:	\$

4. List In-kind items separately here (do not include in the project budget):

	\$	An in-kind donation is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. Volunteer hours are not considered in-kind donations.
	\$	
	\$	
Total In-Kind:	\$	

5. How will any event budget surplus be utilized?

6. How will the event manage an event budget deficit?

7. How will you acknowledge the City of Saskatoon?

8. Please include the following with your application package:

A copy of your organization's Corporate Registry Profile Report

Two Board Members must sign the "Information Certification" page of the application form

Important Information:

The grant amount will be determined using the Funding Level Evaluation Model.

The amount of grant funding will vary, with the maximum amount available to any one organization being \$7,500 in a calendar year.

Following the Professional Gathering, the organization shall submit a post-event evaluation report.

The post-event evaluation report shall be reviewed for compliance with the Policy, and the final grant amount will be confirmed following a review of the post-event evaluation report. Grant funding shall only be released upon confirmation of compliance with this Policy and the applicant's commitments.

The City does not assume any obligations, financial or otherwise, except to provide the agreed upon grant funding.

Recipients of grant funding must acknowledge the financial support provided by the City in the marketing and promotional tools developed for the Professional Gathering. City logos shall be provided to recipients for this purpose.

PLEASE NOTE: Applicants are encouraged to connect with City Administration prior to submission.

Applicant's Acknowledgement

Freedom of Information and Protection of Privacy

The City of Saskatoon (City) is committed to protecting the privacy and confidentiality of people's personal information. All personal information that is collected by the City is done in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected on this application will be used to administer the *Civic Hospitality to Professional Gatherings Program*. De-identified, aggregate information will be used by Community Services for program planning and evaluation. The release of information shall be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* or otherwise as required by law.

City Obligations

The City does not assume any obligations, financial or otherwise, except to provide the agreed upon grant funding.

Incident Notification

The Organization shall notify the City of any incident that it becomes aware of that may result in a claim against either the Organization or the City, including, but not limited to such losses as property damage to City assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third-party bodily injury. The Organization shall provide the notification to the City within 7 days of the Organization becoming aware of the incident.

Indemnity

The Organization hereby agrees to save harmless and indemnify the City of Saskatoon, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action wherever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided to the Organization pursuant to the *Civic Hospitality to Professional Gatherings Program*.

Accuracy of Information

In making this application, we the undersigned Board Members hereby represent to the City of Saskatoon and declare that to the best of our knowledge and belief, the information provided in this application is truthful and accurate and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this application for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

The applicant acknowledges that they have read and understand this form and by their signature agree.

_____ Signature of Board Member	_____ Print Name	_____/_____/_____ Month Day Year
_____ Signature of Board Member	_____ Print Name	_____/_____/_____ Month Day Year