

## YOUTH SPORT SUBSIDY—SPECIAL EVENT HOSTING GRANT

#### **POST-EVENT FOLLOW UP REPORT**

#### TO BE SUBMITTED WITHIN 180 DAYS OF EVENT COMPLETION

The City of Saskatoon requires the following information in order to process your City Council approved Special Event Hosting Grant. If all information is not included, the post-event follow up report will be considered incomplete and grant payment will not be processed.

## Complete all sections of this form.

## A. ORGANIZATION AND EVENT INFORMATION

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone Number:	
Email Address:	
Event Name:	
Event Dates:	
Event Location (eg. Facility used):	_
Actual Event Rental Costs : \$ (attach copy of paid rentacontract)	al
# of Spectators involved in event:	
# of Coaches involved in event:	
# of Volunteers involved in event:	
Total # of Athletes participating in event:	
# of Athletes 18 years of age and under:	

## B. **ECONOMIC IMPACT**

(Describe the economic impact to Saskatoon in hosting the event)

Participants—include	s athletes, coaches, of	ficials, spectators a	and volunteers:
# of participants from S	askatoon (or within 80 k	m radius):	
# of participants from o	utside Saskatoon (more	than 80 km away):	
# of participants from of	ther provinces:		
Number of hotel rooms / # of rooms /	used by participants: ( # of nights	= Total #	of rooms used
Number of meals purch # of meals X	ased by participants: # of days =	Total # of r	meals purchased
	ala coa ad fan tha access to		
Number of vehicle rental vehicle — # of rental vehicle Total cost of vehicle rental vehicle rent	nicles X # of	days X \$r	rental fee =
# of rental ver Total cost of ve	nicles X # of		
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# of rental veh Total cost of veh Other:  How did you publicly a event? (check all that	cknowledge the City of apply).	of Saskatoon as a s	source of funding for

Submit copies of materials in which the City of Saskatoon was acknowledged with this post-event follow-up report.

# C. <u>Benefits for Athletes, Coaches and Your Organization</u> (Describe how the event benefitted the sport and community)

How were your organization's goals/objectives in hosting this event met?
How were the short-term and long-term skill development goals/objectives of the athlete at local, provincial, and national levels in hosting this event met?
How were the goals/objectives in the development of coaches at local, provincial, and national levels in hosting this event met?
Describe how your organization was able to recruit and develop volunteers to assist in the success of this event and for future events:

## **EVENT BUDGET SUMMARY—ACTUALS**

#### **REMINDERS:**

- 1. Please use the same budget headings as submitted in the original grant application.
- 2. Please attach a Board approved, with signatures, financial statement from this event.
- 3. Ten percent of any event profits will be deducted from the YSSP Special Event Grant payment and returned to the Special Event Reserve for future events.

Revenues	Follow-up Report Revenues
	Actuals
Approved City of Saskatoon YSSP Grant	riotadio
Event Fees—provide a breakdown below; add lines if	
needed	
Registration Fees	
2. Programs/Merchandise	
3. Tickets/Passes	
Cash donations/fundraising	
Grants from other sources –complete chart on next page	
Other—provide a breakdown below	
1.	
2.	
Total Revenues	
Expenses	Follow-up Report Expenses Actuals
Facility Rental Costs—attach copy of final PAID rental contract	
Contract	
Equipment Costs	
Equipment Costs	
Equipment Costs Hospitality	
Equipment Costs Hospitality Advertising/Publicity	
Equipment Costs Hospitality Advertising/Publicity Awards	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security Other directly related expenditures—provide a	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security Other directly related expenditures—provide a breakdown below 1.	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security Other directly related expenditures—provide a breakdown below 1. 2.	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security Other directly related expenditures—provide a breakdown below 1.	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security Other directly related expenditures—provide a breakdown below 1. 2. 3. 4.	
Equipment Costs Hospitality Advertising/Publicity Awards Travel Costs Security Other directly related expenditures—provide a breakdown below 1. 2. 3.	

Other Sources of Income – Did you receive funding from other agencies for this event?  ☐ Yes ☐ No If yes, please provide contact information for every other funder to which you have applied for purposes of verification.					
Funder Name	Contact Person	Phone # and e-mail	\$ Amount Received		

#### **Information Certification**

Note: This post-event follow-up report package must be signed by two individuals who are Members of the Board of Directors for the Organization as listed on the current Corporate Profile Report.

#### Freedom of Information and Protection of Privacy

The City of Saskatoon is committed to protecting the privacy and confidentiality of people's personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act.* The information collected in your submission will be used to adjudicate and administer the *Youth Sport Subsidy Special Event Hosting Grant*. De-identified, aggregate information will be used by Community Services for program planning and evaluation.

#### **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 whatever, made or asserted by anyone arising out of or incidental to the submission or to the use of any money or services provided to the Organization pursuant to the *Youth Sport Subsidy Special Event Hosting Grant*.

#### Signature

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

#### Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this submission 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.

Signature	Print Name	Position with Organization	Date
Signature	Print Name	Position with Organization	Date

# Please mail or drop off the completed post-event follow up report package (including supporting documents) to:

Pam Listoe, Customer Services Supervisor Community Services Department C/O Lawson Civic Centre, 225 Primrose Drive, Saskatoon, SK S7K 5E4

Phone Number: (306) 975-3362

Revised April 2016