

The City of Saskatoon requires the following in order to consider your application.

If all information is not included, the application will be considered incomplete and deemed INELIGIBLE.

ORGANIZATION NAME:

Please Note: The organization must be registered under the Saskatchewan Non-Profit Corporations Act or, for professional sporting events, be a provincial or national non-profit entity.

EVENT TITLE:

Non-Profit Incorporation Number: _____
Applicants must be "active" and in good standing.

EVENT DATES: ____/____/____ to ____/____/____
Day Month year Day Month year

Please Note: Event must be a minimum of two consecutive days.

Applications are accepted quarterly for the 12-month period following December 31 each year (January 1 to December 31)

Event applications received outside of these annual intake periods will be accepted in situations in which bid timing requirements need to be met. Applications for national and international events shall be submitted a minimum of one year in advance of the event start date.

Has this event taken place in Saskatoon in the past? Yes No

If Yes, what year(s)? _____

Please note: Eligible events occur with a frequency of no greater than once every two years and must take place in Saskatoon.

Grant amount being requested: \$ _____

Please indicate below if grant funding (to a maximum of 75% of eligible grant) is requested to be released in advance of the event taking place. Note: advance funding is not guaranteed.

Yes No

Total event expense budget: \$ _____

Please note: Only events with an expense budget greater than \$100,000 will be considered for funding. The maximum grant amount cannot be more than 25% of the overall event expense budget. Funding levels will be determined using the Event Evaluation Rating Tool.

If the post-event actual expenses are lower than what is provided in the application, the grant amount to be paid out will be adjusted accordingly to align with policy

Please initial beside each item enclosed with your application prior to emailing completed application package and required documents to grants@saskatoon.ca:

INCLUDED

ITEM

Applicant Initial

- | | |
|--|---|
| | Economic impact assessment – this can be obtained from Tourism Saskatchewan through Discover Saskatoon. They can be reached at 306-931-7583 |
| | A copy of organization’s Corporate Registry Profile Report
If you require assistance obtaining a copy of your organization’s current Profile Report, contact ICS, Corporate Registry at 1-888-275-4721 corporateregistry@isc.ca or go to www.isc.ca/corporateregistry |
| | The “Information Certification” page of application form must be signed by <u>two</u> Board Members. |

Important Information:

The maximum grant amount cannot be more than 25% of the overall event expense budget and will be determined using the Event Evaluation Rating Tool.

If the post-event actual expenses are lower than what is provided in the application, the grant amount to be paid out will be adjusted accordingly to align with policy.

Applications are accepted quarterly (dates listed on website) for the 12-month period following December 31 each year (January 1 to December 31).

Event applications received outside of the annual intake dates will be accepted in situations in which bid timing requirements need to be met.

Applications for National and International events shall be submitted a minimum of one year in advance of the event start date.

If the date falls on a weekend, the deadline is the following Monday.

An additional application deadline will be arranged if required based on volume of inquiries.

Please note: Applicants are encouraged to review the application with City of Saskatoon Administration prior to Submission. Please contact Recreation Services Manager by email at eventgrants@saskatoon.ca

Paper copies can be obtained and submitted, if requested, through the Recreation Services Manager.

Send completed application eventgrants@saskatoon.ca with City of Saskatoon Special Event Application in the subject line.

Event Location(s) eligible events must be held within the City of Saskatoon

Is this event confirmed or is it in the bid process? Confirmed In Bid Process

If in the bid process, when is it expected to be awarded? _____

Source of the organization's liability and participants insurance:

Name of Insurance Company: _____

Policy No.: _____

Applicants are required to carry a minimum of \$5,000,000 in liability insurance.

1. Organization Mandate and Primary Activity

2. Provide a brief description of the event (i.e. What is the event)?

3. **What are the goals and objectives of hosting this event? (i.e. What does your organization wish to achieve by hosting this event)?**

4. **How will you accomplish the event goals and objectives (i.e. what will you do and when will you do it)?**

5. **For Special Event category applications EXCEPT Profile Events:** Check below all City of Saskatoon outcomes that your event meets:

Quality of Life: This event contributes to enhancing the experience of people that live, work and play in Saskatoon

Diversity: This event values and celebrates diversity and strengthen opportunities for cultural interaction and representation.

Special Events and Celebrations Connect Citizens in Saskatoon: This event encourages citizens to connect to all aspects of the Saskatoon community beyond their own neighborhood community.

Local Community Groups Thrive in Saskatoon: Local community groups benefit from opportunities in leadership training and skill development, for example, as a direct result of this event.

Residents will Experience, and are Motivated Through, Local Sporting, Arts, and Cultural Events: Community identity, spirit, and pride are fostered through the opportunity to experience this event and citizens are motivated to participate more often in activities.

Social Interaction Connects Citizens of Saskatoon: This event develops community cohesion through the social interaction opportunities provided to citizens as participants/spectators of the event.

6. Explain how your event is meeting the outcomes checked above.

7. For Profile Saskatoon Event category applications only: In what way does your event meet the City of Saskatoon Strategic Goal of “Economic Diversity and Prosperity”?

For all applicants.

8. Describe how the community will be able to participate in this event:

9. **How will you make the community aware of your event?** – *Describe media exposure (type and specifics, example which newspapers, tv stations, websites, etc.) for local, provincial and national levels for special events – profile events also include industry specific exposure opportunities. Please submit copies of your awareness/media/marketing tools for submission in the Post Event Evaluation Report.*

10. **Which of the above awareness tools are an expense in the event expense budget?**

11. **Which of the above awareness tools are being provided as In-Kind donations?**

12. **Is there a fee for spectators/audience to attend and/or participate in this event?**

No Yes If yes: fee/person \$

13. **Is there a fee for competitors/athletes/participants to participate in this event?**

No Yes If yes: fee/person \$

14. **Summarize the economic impact assessment/report and highlight the main benefits (eg. direct spending impact of hotels, restaurants, car rentals, etc.) to Saskatoon and region as well as how many hotel rooms will be booked as a result of this event taking place. This information is obtained from Discover Saskatoon and/or Tourism Saskatchewan.**



15. What results and/or benefits will those in attendance receive as a result of this event (competitors/athletes, spectators/audience, participants, volunteers, officials, other)?

Type	Estimated Number
Competitors/Athletes/Participants	
Spectators/Audience	
Staff	
Volunteers	
Officials	
Other:	
Total	

16. Event Scope - Indicate the percentage of involvement from International, National, Provincial or Local Participants:

	Athletes/Competitors/Participants	Spectators/Audience/Participants
International	%	%
National	%	%
Provincial	%	%
Local	%	%

17. What are the above estimates based on (ie. Previous years, expressed interest, (etc.)?)

18. How will you measure and evaluate that your event has achieved your objectives and/or outcomes?

19. How will you publicly acknowledge the *City of Saskatoon* as a source of funding for your event? Check all that apply.

- | | | | |
|----------|------------|----------|---------------|
| Posters | Newsletter | Radio | Newspaper |
| Banners | TV | Website | Word of Mouth |
| Facebook | Twitter | Speeches | |

Other: _____

_____ Initial that copies of acknowledgement have been acquired and will be submitted in the Post Event Evaluation Report.

Please note: please obtain official copy from the Recreation Services Manager as required for print recognition.

20. Prize Purses - Identify any prize purses (monetary prizes) involved in this event and how they will be funded.

Please note: For professional sporting events, the event-endorsing organization must be a provincial or national non-profit entity and must demonstrate budget allocations for prize purses awarded for the event.

21. **Requested City Services** - Detail what City services (ex. Road closures, etc.) are being requested during the event. Include the costs of these civic services in the event operating budget.

Please note: Assistance provided will be in the form of a grant. Where City of Saskatoon services are requested for an event (e.g. bus service), the cost of this service is to be identified in the event operating budget and grant funding used for the cost of such service

22. Event Operating Budget

Provide complete revenues for the entire event. Add additional rows as needed.

REVENUE	AMOUNT REQUESTED	REQUEST SUBMITTED		REQUEST CONFIRMED	
Funding requested from this City of Saskatoon grant	\$	n/a		n/a	
Federal Government Funding	\$	Yes	No	Yes	No
Provincial Government Funding	\$	Yes	No	Yes	No
Sport Governing Body/Other Governing Body Funding	\$	Yes	No	Yes	No
Contribution from your Organization	\$	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	
Merchandise Sales	\$	n/a		n/a	
Cash Donations	\$	n/a		n/a	
Other Funding Sources – list all below:					
	\$	n/a		n/a	
	\$	n/a		n/a	
Other:	\$	n/a		n/a	
Total Revenue	\$				

23. Provide further explanation of event revenue sources below.

24. Provide complete expenses for the entire event. Add additional rows as needed.
 Indicate **expenses** that the grant will be used for with an * (asterisk).

EXPENSES:	Amount
Event Facility Rental Fees - list:	
	\$
	\$
Civic Services (ex. Transit buses, road closures, etc) - <i>list</i> :	
	\$
	\$
Event Hosting Fees – <i>list</i> :	
	\$
	\$
Contractors – <i>list</i> :	
	\$
	\$
Equipment Rental Fees - <i>list</i>	
	\$
	\$
Audio Visual – <i>list</i> :	
	\$
	\$
Event Supplies – <i>list</i> :	
	\$
	\$
Marketing & Promotional Materials - <i>list</i>	
	\$
	\$
Merchandise - <i>list</i> ;	
	\$
	\$
Food and Beverage - <i>list</i> :	
	\$
	\$
Lottery License for 50/50 draws	
	\$
Other event expenses - <i>list</i> :	
	\$
	\$
Total Expenses:	\$

**25. Provide further explanation of event expenses below:
 Note: Legacy funding is no longer part of the Special Event application.**

26. What event expenses will the grant funding requested be used for? Please note that, if applicable, grant funds must be used for costs associated with City facilities/services.

27. 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	\$	

28. How will an event budget surplus be utilized?

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

