

## SPECIAL EVENT GRANT

### Special Events and Profile Saskatoon Events Application Checklist

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.**

Please note: It is not necessary to provide copies of this checklist.

ORGANIZATION NAME: \_\_\_\_\_

Please initial beside each item enclosed with your application:

SENT (Applicant Initial)	ITEM	RECEIVED (C of S Initial)
_____	One original and three copies of the completed application form.	_____
_____	One original and three copies of the STEAM (Sport Tourism Economic Assessment Model) Report for all <b>SPORT</b> events. This can be requested from Saskatoon Sport Tourism at (306) 931-7583 or <a href="http://www.tourismsaskatoon.com/sports-tourism">www.tourismsaskatoon.com/sports-tourism</a>	_____
_____	The "Information Certification" form has been signed by two Board Members_____	_____
_____	One copy of your organization's Corporate Registry Profile Report. <b>(If you require assistance obtaining a copy of your organization's current Profile Report, contact ICS, Corporate Registry at 1-787-2962, <a href="mailto:corporateregistry@isc.ca">corporateregistry@isc.ca</a> or go to <a href="http://www.isc.ca/corporateregistry">http://www.isc.ca/corporateregistry</a>).</b>	_____
_____	<u>Other:</u> You have retained one copy of the completed application form for your files.	_____

**Deliver One *Original* and Three Copies of the completed application,  
addressed to:**

**Major Special Event Grant**

**Community Services Department  
Attention: Customer Service Section Manager  
2<sup>nd</sup> Floor, Saskatoon City Hall  
222-3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5**

**Applications must be received by  
OCTOBER 2nd , 2017.**

Page 1

**Organization Mandate and Primary Activity** (*maximum 150 words*):

**1. Provide a brief description of the event.** (i.e. what is the event? – *maximum 150 words*)

**2. What are the goals and objectives of hosting this event?** (i.e. what does your organization wish to achieve by hosting this event? – *maximum 150 words*)

**3. How will you accomplish the event goals and objectives?** (i.e. what will you do and when will you do it? – *maximum 150 words*)

4. For Special Event category applications only: In what way does your event meet the City of Saskatoon Strategic Goal of “Quality of Life”? (maximum 150 words) Note: Reference the City of Saskatoon Strategic Plan at <https://www.saskatoon.ca/.../2013-2023%20Strategic%20Plan.pdf>

5. For Special Event category applications only: Identify which of the five City of Saskatoon Outcomes your event meets and explain how they are being met. (Note: Refer to Major Special Event Evaluation Rating Tool for description of outcomes). (maximum 150 words)

6. 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”? (maximum 150 words) Note: Reference the City of Saskatoon Strategic Plan at <https://www.saskatoon.ca/.../2013-2023%20Strategic%20Plan.pdf>

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

☐ No ☐ Yes If yes: fee/person \$\_\_\_\_\_

8. Is there a fee for competitors/athletes to participate in this event?

☐ No ☐ Yes If yes: fee/person \$\_\_\_\_\_

9. a) Estimate numbers of athletes, spectators, volunteers, etc.

	Number
Competitors/Athletes	
Spectators/Audience	
Volunteers	
Officials	
Other (describe below):	
Total	

**b) What are the above estimates based on?** (e.g. previous years, expressed interest, etc.)

**10. Describe how the community will be able to participate in this event .**

**11. How will you make the community aware of your event?** (check all that apply)

- ☐ newspaper ads—specify which newspapers: \_\_\_\_\_
- ☐ TV ads—specify which TV stations: \_\_\_\_\_
- ☐ online communications—specify website(s): \_\_\_\_\_
- ☐ radio ads
- ☐ Facebook ☐ Twitter
- ☐ posters ☐ brochures
- ☐ other \_\_\_\_\_

**NOTE:** Copies of awareness tools will be required to be submitted in the Post Event Evaluation Report.

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

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

**14. How will you measure and evaluate that your event has achieved your objectives?** (check all that apply)

- ☐ Number of Participants ☐ Attendance
- ☐ Quality of the event ☐ Revenue and expense budget is met
- ☐ Other \_\_\_\_\_

**15. What results and/or benefits will those in attendance receive from this event?**

**Athletes/Competitors:**

**Spectators/Audience:**

**Volunteers:**

**16. How will you publicly acknowledge the *City of Saskatoon* as a source of funding for your event?** (check all that apply) **Note:** Copies of acknowledgement will be required to be submitted in the Post Event Evaluation Report.

- |                                   |                                     |                                  |                                        |
|-----------------------------------|-------------------------------------|----------------------------------|----------------------------------------|
| <input type="checkbox"/> Posters  | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Radio   | <input type="checkbox"/> Newspaper     |
| <input type="checkbox"/> Banners  | <input type="checkbox"/> TV         | <input type="checkbox"/> Website | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Speeches | <input type="checkbox"/> Facebook   | <input type="checkbox"/> Twitter | <input type="checkbox"/> Other _____   |

**17. Describe the economic benefit (eg. Direct spending impact of hotels, restaurants, car rentals, etc.) to Saskatoon and region that will be garnered from this event taking place.**  
For all **SPORT** events, attach a copy of the STEAM (Sport Tourism Economic Assessment Model) Report to this application.

**18. Media Exposure: Identify the specific type of media exposure that will be garnered from this event.**

- ☐ National Newspapers (eg. Globe and Mail): \_\_\_\_\_
- ☐ National TV Stations (eg. CTV, CBC Global National): \_\_\_\_\_
- ☐ National Websites: \_\_\_\_\_
- ☐ National Radio Stations: \_\_\_\_\_
- ☐ Provincial Websites: \_\_\_\_\_
- ☐ Local Newspapers (eg. Star Phoenix, Planet S, etc): \_\_\_\_\_
- ☐ Local TV Stations (eg. CTV, CBC, Global Local News): \_\_\_\_\_
- ☐ Local Websites: \_\_\_\_\_
- ☐ Local Radio Stations: \_\_\_\_\_

**19. Event Scope: Describe the percentage of involvement from International, National, Provincial or Local participants.**

	Athletes/Competitors	Spectators/Audience
International		
National		
Provincial		
Local		

**20. Prize Purses—Identify any prize purses (monetary prizes) involved in this event.**

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

**22. Event Operating Budget**

Provide complete revenues and expenses for the entire event. Add additional rows as needed. Do not complete the grey areas unless you are submitting a *Follow-Up Report*.

REVENUE: (* indicate if confirmed)	Amount	Follow-up Actual
Funding requested from this City of Saskatoon grant		
Federal Government Funding Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Provincial Government Funding Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sport Governing Body Funding Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contribution from your organization Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sponsorships: List all below.		
Registration Fees		
Ticket Sales		
Merchandise Sales		
Cash Donations		
Other Funding Sources: List all below		
Other:		
<b>Total Revenue:</b>	\$ _____	

**Provide further explanation of event revenue sources below.**

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

<b>EXPENSES: (* indicate if confirmed)</b>	<b>Amount</b>	<b>Follow-up Actual</b>
Facilities:_____		
Civic Services (list):_____		
Fees (list):_____		
Equipment and Supplies (list):_____		
Marketing (list):_____		
Staffing:		
Merchandise:		
Other event expenses:		
<b>Total Expenses:</b>	<b>\$ _____</b>	

**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.
<b>Total In-Kind</b>	<b>\$ _____</b>	

**Provide further explanation of event expenses below.**



## Information Certification

### **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 on this application will be used to administer the *Special Event Grant Program*. 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 application or to the use of any money or services provided to the Organization pursuant to the *Special Event Grant Program*.

### **Signature**

In making this application, we the undersigned Board Members/Executive Director/Event Manager hereby represent to the City 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.

### **Warning**

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.

<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Signature	Print Name	Board Member	Date
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Signature	Print Name	Board Member or Executive Director or Event Manager	Date