

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:

EVENT TITLE:

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. (Ensure you retain a copy of completed application form for your files)	_____
_____	One original and three copies of the Sport Tourism Economic (STEAM) Report for all SPORT events. This can be obtained from Saskatoon Sport Tourism: (306) 931-7583 or www.tourismsaskatoon.com/sports-tourism	_____
_____	The "Information Certification" form has been signed by two Board Members	_____
_____	One copy of your 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.	_____
Note: To discuss your application, contact 306-975-3339		

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

Major Special Event Grant
Community Services Department
Recreation and Community Development Division
Attention: Recreation Services Manager, Customer Service
2nd Floor, Saskatoon City Hall
222 - 3rd Avenue North
Saskatoon SK S7K 0J5

**Applications are accepted annually on
March 1st, June 1st, October 1st
(if date falls on a weekend, deadline is the prior or following weekday).**

Special Event Grant Application Form

Name of organization:		
Address:		
Postal Code:	Website:	
Contact Person:	Position:	
Email Address:	Phone Number: - -	
Alternate contact for your organization:		
Name:	Position:	
Email Address:	Phone Number: - -	
Which event category would you consider your event? (check one) SPECIAL EVENT - Identify category (check one): SPORT ARTS MULTICULTURAL HERITAGE FESTIVAL PROFILE SASKATOON		
Event Title:		
Event Date(s): ____/____/____ to ____/____/____ <div style="text-align: center;"> Month day year month day year </div>		
Total # Athletes and/or Competitors : ____	Total # Spectators and/or Audience: ____	Total # Volunteers: ____
Has this event taken place in Saskatoon in the past? Yes What Year? <input type="checkbox"/> No		
Event Location(s):		
Is this event confirmed or is it in the bid process? Confirmed <input type="checkbox"/> In Bid Process If in bid process, when is it expected to be awarded?		
Source of the organization's liability and participants insurance: Name of Insurance Company: _____ Policy #: _____		
<i>Applicants are required to carry a minimum of \$5,000,000 in liability insurance.</i>		

Non-Profit Incorporation Number: _____

Applicants must be in good standing.

NOTE: Attach a copy of your organization's Corporate Registry Profile Report to this application.

Grant amount being requested: \$ _____

Total event expense budget: \$ _____

Note: 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 significantly lower than what is provided in the application, the grant amount to be paid out may be adjusted accordingly to align with policy.

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/business-development/planning/strategic-plan>

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.
- *maximum 150 words*
Note: Refer to the Major Special Event Evaluation Rating Tool for a description of outcomes.

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/business-development/planning/strategic-plan>

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.

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

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

10. Describe how the community will be able to participate in this event - *maximum 150 words*

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
- ☐ brochure
- ☐ other _____

NOTE: It is required that copies of awareness tools 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 met

Other _____

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

Athletes/Competitors - *maximum 100 words*

Spectators/Audience - *maximum 100 words*

Volunteers - *maximum 100 words*

16. How will you publicly acknowledge the *City of Saskatoon* as a source of funding for your event - check all that apply

- | | | | |
|--------------------------------------|-------------------------------------|----------------------------------|--|
| <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 _____ | | | |

Note: It is required that copies of acknowledgement be submitted in the Post Event Evaluation Report.

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 - *maximum 150 words*

Note: 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 (ex.. Globe and Mail): _____
- ☐ National TV Stations (ex. CTV, CBC Global National): _____
- ☐ National Websites: _____
- ☐ National Radio Stations: _____
- ☐ Provincial Websites: _____
- ☐ Local Newspapers (ex. Star Phoenix, Planet S, etc): _____
- ☐ Local TV Stations (CTV, CBC, or, Global Local News): _____
- ☐ Local Websites: _____
- ☐ Local Radio Stations: _____
- ☐ Other - please describe: _____

19. Event Scope: Indicate 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 (ex. 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.

REVENUE (* indicate if confirmed)	Amount
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:	
Total Revenue:	\$

Provide further explanation of event revenue sources below.

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

EXPENSES: (* indicate if confirmed)	Amount
Event Facility Rental Fees:	
Civic Services (ex. Transit buses, road closures, etc) - <i>list</i> :	
Event Hosting Fees – <i>list</i> :	
Equipment Rental Fees - <i>list</i> :	
Marketing & Promotional Materials - <i>list</i> :	
Merchandise:	
Event Supplies - <i>list</i> :	
Other event expenses - <i>list</i> :	
Total Expenses:	\$

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	\$ _____	

Provide further explanation of event expenses below:

Please indicate below if grant funding (to a maximum of 75% of eligible grant) is to be released in advance of the event taking place.

☐ **Yes** ☐ **No**

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.

How will an event budget surplus be utilized?

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.

_____ Signature	_____ Print Name	_____ Board Member	_____/_____/_____ Month Day Year
_____ Signature	_____ Print Name	_____ Board Member or Executive Director or Event Manager	_____/_____/_____ Month Day Year