



Sports Event Development Grant Application Form



Date: _____

Name of Organization: _____

Contact Name: _____

Position: _____

Mailing Address: _____

Contact numbers: Phone (W): _____ Phone (H): _____

Fax: _____

E-Mail: _____

Registered Society? Yes No (if no, please describe organization's Non-Profit status.)

Date Organization was established: _____

Total \$ Revenue projected for event: _____

Total \$ Expenses projected for event: _____

Grant \$'s requested: _____

NAME AND POSITION OF PERSON FILLING OUT THIS APPLICATION:

Name: _____

Signature:

NAME, ADDRESS AND SIGNATURE OF TWO (2) BOARD MEMBER OF THE ORGANIZATION:

Name: _____ Name: _____

Address: _____ Address: _____

Signature:

Signature:

EVENT DETAILS:

Name of Event: _____

Date of Event: _____

Location of Event: _____

Event Description:
 (50 to 100 words) _____

1. If applying for bid support, what is deadline date of the bid submission?

2. Has the event been secured/confirmed? Yes No

3. This event is:
 Invitational
 Provincial
 National
 International

PARTICIPANT DEFINITION INCLUDES:

4. What is the expected total number of local participants? (coaches, officials, players)

5. What is the expected total number of out-of-town participants travelling from over 80 km away? (coaches, officials, players)

6. What is the number of nights participants will be staying in Kelowna?

7. Describe general media coverage expected for this event.
 Radio
 Newspaper

 TV
 Other
Explain: _____

8. How will the community of Kelowna benefit from this exposure?

9. What is your current volunteer base and describe how this event will be managed?

10. What is the intended use of the Event Development Grant?

- (a) Bid preparation and presentation
- (b) Bond or holding fees
- (c) Start-up costs
- (d) Facility & equipment legacy
- (e) Operating expenses
- (f) Matching funding
- (g) Hosting AGM

Other: _____

11. What other sources of funding/revenue are you pursuing?

12. If you are successful in receiving support from the Sports Event Development Grant, how will your organization recognize the City of Kelowna in promotional materials/efforts?

13. Describe the potential the sport or tournament might realize in subsequent years of operation, if applicable.

14. In the event this sports event realized a financial surplus, describe how that surplus could be used to benefit the community?

BUDGET:

Projected	Revenue Item	Actual
	Earned Revenue	
	Registration fees	
	Concession Sales	
	Fundraising (gross)	
	Donations	
	Other	
	a)	
	b)	
	c)	
	Grants	
	Event Development funds	
	Provincial funds	
	Federal funds	
	Other	
	a)	
	b)	
	Total Revenue Line A	
Projected	Expense Item	Actual
	Salaries	
	Rent	
	Insurance	
	Accounting	
	Office Supplies/Equipment	
	Postage/Freight	
	Telephone	
	Other	
	a)	
	Officials	
	a) Fees	
	b) Travel	
	Venue Rental	
	Venue Preparation	
	Publicity/Promotion	
	Fundraising Expense	
	Concession – cost of sales	
	Security	
	Traffic Control	
	Honoraria	
	Other	
	a)	
	b)	
	Total Expenses Line B	
	Difference Between Revenue & Expenses	
	Grant Application Amount	