

Applications must be completed in full and include all requested supporting documents. Incomplete applications may not be accepted. All applications are reviewed by Tourism Nanaimo and the Nanaimo Sport Tourism Committee. Application questions are available year round and organizations are encouraged to use this document to draft their responses before submitting in the official form.

Application Questions:

1. Organization Information

- Organization Name:
- Organization Address (in full):
- Organization Phone Number:
- Applicant Name:
 - Email:
 - Position:

2. Event Information

- Event Name:
- Event Start Date:
- Event End Date:

Type or Category of Sport

- Please indicate the type of sporting event/tournament:
 - ☐ Local (Primarily or totally Nanaimo participants)
 - ☐ Regional (participants from Duncan to Courtenay)
 - ☐ Vancouver Island (participants coming from all over VI)
 - ☐ Provincial (participants coming from across the province)
 - ☐ National (participants from across Canada)
 - ☐ International - participants coming from outside of Canada
 - ☐ Other (please specify):

Venue(s):

- Is this a new event or expansion or existing initiative?
 - ☐ If existing, how many years in operation?
 - ☐ If expansion, please describe the changes and upgrades to the event
- Event description and purpose:
 - ☐ Please attach an event schedule.
- How will this event be marketed/promoted?
- What legacies and sustainable benefits are generated by the event for the host city and region? (Event uniqueness, awareness of facilities, community pride, community awareness).

3. Attendance information

- Have you hosted this event previously? If yes, when?
- Total past attendance:
 - Total past out of town attendance if known:
 - Hotel Room Nights:
- Anticipated attendance for current event:
 - Total Attendance:
 - Total Out-of-Town Attendance:
 - Hotel Room Nights:
- Anticipated Partner Hotels:
- Describe room night tracking method (e.g room booking promo codes, online ticket sale tracking, CRM):
- Please describe how you will track your events attendance and origin of attendees:

4. Funding Information

- Requested Funding Amount:
- Have you received funding from the Nanaimo Hospitality Association in the past? If so, when and how much was received?
- Are you requesting funding through the Government, Municipal/City Grants/or other funding sources?

- If yes, please provide details (source, amount). Do not include funds allocated by your organization. Misrepresentation of funding could result in loss of funding and disqualification from any future funding.
- Provide an explanation of how funds will be allocated (detailed, attach additional sheet if required):

5. Recognition of Tourism Nanaimo

- Explain the sponsorship benefits that Tourism Nanaimo will receive for supporting your sporting event (detailed - attach additional sheet if required).

**Sponsorship benefits could include passes to the event, amplification of Tourism Nanaimo on organizing website, designated booth allotment for Tourism Nanaimo visitor staff, etc.*

Final Report

Below, Tourism Nanaimo has provided event organizers with a final event report template to be completed and returned within 30 days post-event wrap up. Once the report is submitted and reviewed, the final **50%** payment will be released according to the terms in the Partnership Agreement.

[Sport Hosting Grant Final Report Template](#)

Other Required Information

- A copy of your event budget ([Sport Hosting Grant Sample Budget Template](#))
- Proof of insurance with Tourism Nanaimo named as a third party (required if your application is successful)
- A copy of the [Tourism Nanaimo Supplier Non-Discrimination Policy](#) will be included in your partnership agreement. Please read over it and ensure your event can adhere to the policies therein.

Please feel free to provide relevant additional information as a separate attachment to this form.

Agreement

By submitting this form, I understand that upon approval of requested funds I will be required to sign a formal agreement. The Termination Agreement states in part: "Should the organizer alter, change or not deliver on these criteria, or should the event not take place in part or in whole as outlined on the application form and supporting documentation, the organizer is bound to refund all monies received from Tourism Nanaimo plus applicable taxes directly to Tourism Nanaimo within 30 days of written demand being given by Tourism Nanaimo."

Upon receipt of your application you will receive a confirmation email including a satisfaction survey. Please fill out the survey to improve our application process in the future.