

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:**

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**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:**

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**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](mailto: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<br><b>If you require assistance obtaining a copy of your organization’s current Profile Report, contact ICS, Corporate Registry at 1-888-275-4721 <a href="mailto:corporateregistry@isc.ca">corporateregistry@isc.ca</a> or go to <a href="http://www.isc.ca/corporateregistry">www.isc.ca/corporateregistry</a></b> |
|  | 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 Kristen Christensen, Recreation Services Manager by email at [Kristen.Christensen@saskatoon.ca](mailto:Kristen.Christensen@saskatoon.ca) or by phone at 306-975-7977.

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

**Send completed application to [grants@saskatoon.ca](mailto:grants@saskatoon.ca) with City of Saskatoon Special Event Application in the subject line.**

# Special Event Grant Application Form

<b>Name of organization:</b>		
Address:		
Postal Code:	Website:	
Contact Person:	Position:	
Email Address:	Phone Number:	
<b>Alternate contact for your organization (required):</b>		
Name:	Position:	
Email Address:	Phone Number:	
<b>Which event category would you consider your event? (check one)</b>		
<p><b>Sport</b> - an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition (e.g. provincial, regional, national or international) is determined.</p> <p><b>Arts</b> - an event that showcases or determines outstanding achievement in the arts (e.g. music, drama, dance, visual arts, literary arts, etc.)</p> <p><b>Multicultural</b> - an event in which ethnic similarities and differences are respected and exchanged.</p> <p><b>Heritage</b> - an event which has as its primary focus, the promotion of the understanding and appreciation of our heritage as citizens of Saskatoon, Saskatchewan, or Canada.</p> <p><b>Festival</b> - an event which includes a significant performing arts or demonstrations component. It actively celebrates a theme, is primarily non-competitive, and provides fun and enjoyment for the public. 2.1.2 Defined Term Events – Special Events and Profile Events that occur for a defined term of no greater than 3 years may be eligible for funding if the defined term is identified in advance as part of the negotiations or bid to host the event.</p> <p><b>Profile (business)</b> - An event held in Saskatoon occurring with a frequency no greater than once every two years, lasting a minimum of two consecutive days that puts the city in a position of prominence as a destination location, provides exposure within a specific industry to the city and/or region, and attracts industry-specific attention through national or international media forms.</p>		
<b>Event Title:</b>		
<b>Event Date(s):</b> ___ / ___ / ___ <b>to:</b> ___ / ___ / ___ <span style="display: block; text-align: center; font-size: small;">Day   Month   year    Day   Month   year</span>		
<b>Total number of Athletes/Competitors and/or Presenters:</b> _____	<b>Total number of Audience/Spectators and/or Participants:</b> _____	<b>Total number of Volunteers:</b> _____  <b>Total number of Staff</b> _____

**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	
<b>Other:</b>	
<b>Total</b>	

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

	Athletes/Competitors/Participants	Spectators/Audience/ Participants
<b>International</b>	%	%
<b>National</b>	%	%
<b>Provincial</b>	%	%
<b>Local</b>	%	%

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.

<b>REVENUE</b>	<b>AMOUNT REQUESTED</b>	<b>REQUEST SUBMITTED</b>		<b>REQUEST CONFIRMED</b>	
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	
<b>Other:</b>	\$	n/a		n/a	
<b>Total Revenue</b>	\$				

**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).

<b>EXPENSES:</b>	<b>Amount</b>
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> :	
	\$
	\$
<b>Total Expenses:</b>	\$

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

**28. How will an event budget surplus be utilized?**

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

## 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 wherever, 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.

Member Signature	Print Name	Month	Day	Year

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