

**CIVIC  
HOSTING  
GRANT**

## WHAT IS THE CIVIC HOSTING GRANT

The purpose of the **Civic Hosting Grant** is to provide funds from the City of Lethbridge to help Lethbridge organizations bid and/or host conferences, conventions, meetings, cultural events or sport events. It is the intention that the **Civic Hosting Grant** will contribute to the social and economic well-being of our community, which in turn will add to the quality of life.

Support for bidding and event sponsorship may come in the form of one or more of the following: direct grants, gifts in kind (city services), minor capital investment in facilities, and/or equipment that provides a legacy that can be utilized for other events.

### Criteria

Criteria were established based on the **Civic Hosting Policy** as set out by the City Council appointed Ad Hoc Grants Committee. These criteria will be re-evaluated prior to each grant year to assess their current relevance. Extraordinary events that are deemed to be beyond the scope of this policy will be addressed on a case-specific basis by City Council.

Applications for support will be evaluated and approved by the administration. Recipients will be required to supply a post-event report.

### General Guidelines

#### Who/What Qualifies?

In order to apply, the following general conditions must be met, in addition to the specific event criteria as indicated on the application form:

- .the applicant/sponsoring organization must be incorporated as a not-for-profit entity, or be a local professional group affiliated with a national or provincial entity.
- .the applicant is not a public institution, or related foundation.
- .the event will attract spectators and/or participants from outside Lethbridge.
- .the event must occur within Lethbridge.

#### How is it Decided?

In assessing the information, the level of support will be weighted by the magnitude of the event, including the following:

- .the number of spectators/participants
- .the scope of the competition ie a higher level of support will be considered for national/international events than for local or regional events.
- .the duration of the event
- .does it contribute to the economic/social well-being of our community?

Due to limited funds and the anticipated large volume of applications, all requests meeting the established criteria might not obtain Civic Hosting funding, or the maximum amount which your organization might otherwise be eligible.

The maximum level of funding per event is \$2500.00.

If funding has been advanced and that event does not occur, the money must be refunded within 30 days of the date of the intended event.

**To be eligible, events must meet conditions and criteria.**

### APPLICATION PROCEDURE

City Council will establish an annual budget. Based on that budget, applications will be accepted and reviewed twice a year. Approved applications will receive a maximum of 75% of the recommended grant award within two weeks of completion of the review process. The final grant payment will be made to the applicant within another two weeks following the submission of the required final report.

### Grant Application Requirements

- a completed application form
- the projected operating budget for the event, including details of expenditures, revenues and projected gifts-in-kind
- an itinerary for the event that demonstrates the planning inherent to the event
- a letter of endorsement by applicant organization's provincial, western Canadian, national or international body (if applicable)
- late applications will not be accepted

Funding will be released twice yearly. Completed application forms must be received on the second Friday of June or November by 4:30 p.m. at:

**City of Lethbridge  
Community Services Department  
910- 4 Ave. S.  
Lethbridge, Alberta  
T1J OP6**

**APPLICATION FOR CIVIC HOSTING  
EVENT INFORMATION**

**(Please type or print all responses)**

1. Name of Event: \_\_\_\_\_
2. Date: \_\_\_\_\_ 3. Location: \_\_\_\_\_
4. Primary Contact Person \_\_\_\_\_ 5. Position/Title \_\_\_\_\_
6. Phone Number (403) \_\_\_\_\_ (h) Fax: (403) \_\_\_\_\_ E-Mail \_\_\_\_\_
7. Name of Local Hosting Organization: \_\_\_\_\_ Name of Local Contact: \_\_\_\_\_
8. Indicate the type of Event:

**Conference, Convention, Meeting**

- Is this... .endorsed/sanctioned by the applicant organization's provincial, western Canadian, national or international body? (letter attached ) \_\_\_YES \_\_\_NO  
 .a special one-time event for the Lethbridge organization? \_\_\_YES \_\_\_NO

**Cultural Events**

- Is this... . a new, or inaugural event ? \_\_\_YES \_\_\_NO  
 . of regional, provincial, western Canadian, national or international scope and significance? \_\_\_YES \_\_\_NO  
 . open to the public? \_\_\_YES \_\_\_NO

**Sport and Recreation Events**

- Is this... . an amateur competition? \_\_\_YES \_\_\_NO  
 . endorsed/sanctioned by the applicant organization's provincial, western Canadian, national or international body? (letter attached) \_\_\_YES \_\_\_NO  
 . determining the champion for the respective level of competition (ie, provincial, western Canadian, national or world champion) \_\_\_YES \_\_\_NO  
 . open to the public \_\_\_YES \_\_\_NO

**ADDITIONAL DETAILS:**

SCOPE	X	SIZE	DURATION	X
International		Anticipated # of participants	1 week or more	
National			4-6 days	
Western Canada		Anticipated # of spectators	2-3 days	
Provincial			1 day	
Regional		Anticipated # of volunteers	Other (explain)	

  

TYPE OF ASSISTANCE REQUESTED				DESCRIPTION OF EVENT
	X	Details	Cost	
Bidding Costs				
Facilities rental				
Equipment rental				
Event Advertising				
Special Services				
.Policing				
.EMS				
.Transit				
.City labor				
.Other				
Capital Improvements				
Cash				

**APPLICANT INFORMATION**

1. Formal/Legal Name of Applicant (if applicable), as it appears on the Certificate of Incorporation.

\_\_\_\_\_  
(Cheque will be made payable to the name of the organization as it appears here).

2. Incorporation Number: \_\_\_\_\_ 3. Act Incorporated Under: \_\_\_\_\_

Organizations that are not incorporated, may apply under the auspices of an affiliate or sponsoring organization. If this is your situation, complete the following information regarding Affiliate Organization. (lines 5-11)

4. (Affiliate Organization)

Legal Name of Affiliate \_\_\_\_\_  
(if applicable as it appears on the Certificate of Incorporation).

5. Incorporation Number of Affiliate \_\_\_\_\_ 6. Act Incorporated Under: \_\_\_\_\_

The undersigned officer of the affiliate organization hereby give permission for the above named applicant to utilize our incorporation number for the purpose of obtaining funding through the Civic Hosting Program.

7. \_\_\_\_\_ / \_\_\_\_\_ 8. \_\_\_\_\_  
name of affiliate officer (please print) signature position

9. \_\_\_\_\_ 10. \_\_\_\_\_  
phone number mailing address (cheque will be mailed to this address)

**APPLICANT AGREEMENT:**

**I DECLARE THAT:**

**. I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE ORGANIZATION.**

. The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.

. The event will benefit the general public, and not specific individuals/families.

. An accounting and spending, showing compliance with conditions of the grant shall be provided at completion of the event.

. Any grant awarded shall be used solely for the purposes stated within this application and according to the Civic Hosting Policy unless otherwise agreed to by the City of Lethbridge.

.As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the City of Lethbridge representatives

Signature		
Mr./Mrs./Ms.		
(print Name	First Name	Surname
(Title)		
(Mailing Address:		
work		home
(Phone Number)		
Date	M	D Y

**FINAL REPORT**

Within 60 days following the event or the announcement of the successful host city (where assistance was provided to bid for host-city status), your organization must provide the following information to the Community Services Department:

- a completed follow-up report form, which includes the requested statistical information.
- a program of events, if one is produced
- a statement of total revenue and expenses for the event signed by two executive officers or an audited financial statement for the event

**Follow-Up Report Form:**

The purpose of the report is two fold:

- to ensure that the funding was used as agreed upon
- to estimate the local *economic activity* associated with the event. Economic activity includes spending to organize and run the event, as well as personal spending by the attendees. It does **not** include indirect and induced effects connected to the initial activity (*multiplier effect*)

The report will include:

**1. EXECUTIVE SUMMARY:**

to include a brief summary of:

- date(s) of event
- actual attendance
- estimate of *economic activity* based upon questions asked to participants and spectators about length of stay, accommodation arrangements, and eating arrangements.
- Final budget
- general comments

Name of Event:

Summary:

**2. METHOD:**

An explanation of how the information was collected. (ie) questionnaire collected by volunteers at registration desk

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**3. RESULTS:**

(a) # of Attendees, broken down by participants, volunteers, officials, spectators

Participants \_\_\_\_\_ Volunteers \_\_\_\_\_ Officials (local) \_\_\_\_\_ (out of town, requiring accommodation) \_\_\_\_\_

Spectators \_\_\_\_\_

(b) how many nights would most out of town attendees stay? \_\_\_\_\_

(c) types of accommodation:

Billiting (#) \_\_\_\_\_  Hotel/Motel # \_\_\_\_\_  Camping # \_\_\_\_\_  Friends/Family # \_\_\_\_\_  Other# \_\_\_\_\_

**Freedom of Information and Protection of Privacy Act**

The information collected to support your Civic Hosting Grant Application is for the use of the City of Lethbridge in assessing your grant request. It is collected under the authority of Section 33C of the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact the City of Lethbridge at (403) 329-7383.