

Organization Information

Date: _____

Name of Organization: _____

Contact Name Position: _____

Mailing Address: _____

Contact: Work: _____

Home: _____

Fax: _____

Email: _____

Registered Society? (Choose one) YES NO

If not, please describe the organization's non-profit status:

Date Organization was established: _____

Total revenue projected for the event: \$ _____

Total expenses projected for the event: \$ _____

Grant dollars requested: \$ _____

Name and position of the person filling out this application:

Name: _____

Signature: _____

Name, address and signature of two (2) board members of the organization:

1. Name: _____

Address: _____

Signature: _____

2. Name: _____

Address: _____

Signature: _____

Event Details**Event Description**

Name of Event: _____

Date: _____ Location: _____

Please provide a brief description about the event.

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

Has the event been secured/confirmed? (Choose one) YES NO

This event is: (choose one)

Invitational Regional Provincial National International

Participant Information

How many participants total do you expect? _____

What is the expected total number of out-of-town participants travelling from more than 80 km away? (including coaches, officials and players): _____

What is the number of nights' participants will be staying in Leduc? _____

Is there a host hotel(s) for this event? YES NO

If yes, which hotel(s) are being used? _____

What is the estimated number of spectators? _____

Event Promotion/Marketing

Indicate the general media coverage expected for this event. (Choose all that apply)

Radio Newspaper TV/Broadcast Social Media Other

If you circled other, please explain: _____

Please briefly describe your events marketing plan

How will the community of Leduc benefit from this exposure?

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

What is the intended use of the Sport Tourism Development Grant? (Choose one)

Bid preparation and presentation

Operating expenses

Bond or holding fees

Matching funding

Start-up costs

Hosting AGM

Facility and equipment legacy

Other: _____

What other sources of funding/revenue are you pursuing?

If you are successful in receiving support from the Sport Tourism Development Grant, how will your organizations recognize the City of Leduc in promotional material/efforts?

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

BUDGET		
Projected	Revenue Item	Actual
	Earned Revenue	
	Registration fees	
	Concession fees	
	Fundraising (gross)	
	Donations	
	Other:	
	a.	
	b.	
	c.	
	Grants	
	Event Development funds	
	Provincial funds	
	Federal funds	
	Other:	
	a.	
	b.	
	c.	
	TOTAL REVENUE (Line A)	

Projected	Expense Item	Actual
	Administration Expense	
	Salaries	
	Rent	
	Insurance	
	Accounting	
	Office Supplies/Equipment	
	Postage/Freight	
	Telephone	
	Other:	
	a.	
	b.	
	c.	
	Event Expense	

	Officials: a. Fees b. Travel	
	Venue Rental	
	Venue Preparation	
	Publicity/Promotion	
	Fundraising Expense	
	Concession – cost of sales	
	Security	
	Traffic Control	
	Honoraria	
	Other: a. b. c.	
	TOTAL EXPENSES (Line B)	
	Difference between revenue and expenses (Line A – Line B)	

Grant Application Amount _____

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