

## Organization Information

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Municipal Grant. The information collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and may become public information. Questions regarding the collection of this information can be directed to the City Clerk at (780) 980-7177, #1 Alexandra Park, Leduc, AB T9E 4C4

### Guidelines

Purpose: To provide financial support for eligible sport tourism events

Funds support

- A sporting event that takes place over more than one (1) day and requires hotel rooms to be booked
- No more than 25% of the event's operating budget

Funds do not support

- Arts, culture, heritage or community events
- Travel to compete in events elsewhere

Eligibility

- Must be in good standing and not be in arrears with the City of Leduc
- Applications must be received no less than eight (8) weeks prior to the scheduled event date

Please see the Sport Tourism Grant Application Guidelines to assist in completing the application.

Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Contact Name & Position \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Contact: Work \_\_\_\_\_

Other Phone \_\_\_\_\_

Email \_\_\_\_\_

Is the organization a registered society or corporation (Choose one)  Society  Corporation  Other

Date Organization was established \_\_\_\_\_

Has the organization received funding from another City of Leduc grant valid for the same

calendar year?  YES  NO

## Event Details

Name of Event \_\_\_\_\_

Events Dates \_\_\_\_\_ Venues \_\_\_\_\_

Provide a brief description of the event:

This event is: (choose one)

<input type="radio"/> Sport meeting/AGM	<input type="radio"/> Regional	<input type="radio"/> Provincial	<input type="radio"/> Western	<input type="radio"/> National	<input type="radio"/> International
<input type="radio"/> Training Camp or Conference	<input type="radio"/> Sport Festival	<input type="radio"/> Development Sport	<input type="radio"/> Niche/Non-traditional	<input type="radio"/> Major Sport	<input type="radio"/> Multi-Sport Games

### Participant Information

How many participants are expected? \_\_\_\_\_

What is the estimated number of spectators? \_\_\_\_\_

How many participants will be travelling from more than 80 km away? (including coaches, officials and players) \_\_\_\_\_

How many nights will participants be staying in Leduc? \_\_\_\_\_

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

Which hotels are being booked?

How many rooms are being block booked per night? \_\_\_\_\_

How many volunteers will be required to host this event? \_\_\_\_\_

Anticipated number of volunteer hours that will be worked to host this event

How will the City of Leduc be recognized in promotional material/efforts?

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

<input type="radio"/> Start-up costs	<input type="radio"/> Operating expenses	<input type="radio"/> Facility Rental
<input type="radio"/> Matching funding	<input type="radio"/> Equipment Legacy	<input type="radio"/> Other:

Will local businesses have the opportunity to provide quotes and earn the events business

Yes  No

Which local business categories (i.e. print shops, catering, promotional companies etc.) are being approached to provide quotes?

Will the event provide the opportunity to showcase local arts and culture?

Yes  No

How will local talent be incorporated into the event?

How will the broader community and other community groups be engaged?

Are any environmentally sustainable initiatives being implemented? (Explain)

In the event this event generates a financial surplus, describe the plans for using the legacy funds including any philanthropic plans to support charities or not-for-profits in the Leduc region.

## Event Finances/Impacts

Please review funding levels outlined in the Sport Tourism Grant Guidelines.

Total revenue projected for the event    \$ \_\_\_\_\_

Total expenses projected for the event    \$ \_\_\_\_\_

Grant dollars requested                      \$ \_\_\_\_\_

Please attach a copy of the City of Leduc booking contract.

Attach the event budget or complete the budget template in the appendices.

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

\_\_\_\_\_  
Signature of Chair/President

\_\_\_\_\_  
Signature of Vice-Chair/President or Treasurer

Appendices: Budget Template

Projected	Revenue Item
	Earned Revenue
	Registration fees
	Concession fee/merchandise revenue
	Sponsorship
	Fundraising
	Donations
	Grants a. Municipal Grants b. Provincial Grants c. Private/other grants
	Other Revenue Sources:
	<b>Total Revenue</b>

Projected	Expense Item
	Administration Expense (Event Specific)
	Salaries
	Insurance
	Accounting
	Office Supplies/Equipment
	Postage/Freight
	Other:
	Event Expense
	Officials
	Venue Rental (For city facilities, please include a copy of the contract)
	Venue Preparation
	Publicity/Promotion
	Fundraising Expense
	Concession – cost of sales
	Security
	Traffic Control
	Honoraria
	Other:
	<b>Total Expenses</b>