

Richmond Incentive Grant Program
Application Form Questions

Please note the following is a list of all questions that you will be required to answer. This form is not acceptable as a submission. The online version as posted during each intake cycle is the only admissible version.

Section 1: General Information

1. Name of Applicant Organization
2. Contact Name at Applicant Organization
3. Contact Person's Email
4. Contact Person's Phone Number
5. Name of sport event / meeting
6. Dates of event

7. Name of Sanctioning Organization (Provincial/National/International Sport Organization)
8. Is the Applicant Organization a member of the Richmond Sports Council?
9. Have you secured the host venue for this event?
Please provide venue name.
10. Have you secured the host hotel for this event?
Please provide hotel name.
11. How many room nights in total are you expecting for this event? (e.g. If you think you will need 20 rooms for 3 nights, you would select 50-100)
 - a. Less than 50 room nights
 - b. Between 50-100 room nights
 - c. Between 101-450 room nights
 - d. More than 450 room nights
12. How many participants in total are you expecting for this event?
 - e. Less than 100
 - f. Between 100-500
 - g. Between 501-1500
 - h. Between 1501-5000
 - i. More than 5000

13. How many spectators in total are you expecting for this event?

- j. Less than 100
- k. Between 100-500
- l. Between 501-1500
- m. Between 1501-5000
- n. More than 5000

Section 2: Eligibility Check

14. Please check the category of organization you are applying on behalf of:

- a. Registered Richmond not-for-profit society*
- b. Registered BC or Canadian not-for-profit society (outside of Richmond)*
- c. Recognized Richmond Community Association or Society
- d. Richmond School District No. 38 Athletic Association
- e. Richmond Olympic Oval Corporation
- f. Other*: please provide name of organization

** Must be in good standing and have been in existence for at least one year prior to submission date*

15. If you have a Society #, please provide it here.

16. If you have selected "Other", please upload your letter of support from the Richmond organization relevant to your sport. If you do not have this step completed, RSH staff will be in contact.

Accepted document formats: .doc, .docx, pdf

Section 3: Business Plan

To be eligible for receiving funds through the Richmond Sport Hosting Grant Program, a brief understanding of the key objectives and planning for the event is required. The following questions must be answered for the application to be considered by the Task Force for approval. For any uploads, accepted document formats: **.doc, .docx, pdf, .xls, .xlsx**

17. Identify the objectives of the event.

18. Provide a high level timeline / action plan for the event. If you have a document created with this information, you may choose to upload it or provide the information below.

19. Provide the event's organizational structure you are planning for. Please list the names and roles for anyone currently in. If you have a document created with this information, you may choose to upload it or provide the information below.

20. Provide a high level draft event budget showing revenues and expenses. If you have a document created with this information, you may choose to upload it or provide the information below.

21. If you are approved, how would you use the funding?

22. Should your event obtain a revenue surplus, please indicate how this would be used. Please ensure to outline any impact on legacy opportunities.

23. Describe the arts/cultural components of the event. For example, entertainment, performances, exhibitions, medal/trophy presentations, opening/closing ceremonies, graphics/web design, and/or other celebration components.

Richmond Sport Hosting is a proud partner with the City of Richmond and the Richmond Olympic Oval in promoting sustainable event practices. This is an area that we are encouraging all of our event organizers to continue developing. You can find information on the key areas the Richmond program at www.richmondsustainableevent.ca including information on creating a Sustainable Event Commitment Statement and some areas to include in your event planning as requested below. By completing the questions below, you will be setting in place the potential for your event to achieve Champion status.

24. Please provide your event's Sustainable Event Commitment Statement

25. Describe the sustainable event practices you are planning to include. If you plan on obtaining the City of Richmond Sustainable Event Champion status, please indicate this as well.

Section 4: Criteria Assessment

26. Criteria #1: Scale of Event

Please select the **one** answer that best reflects the expected participant group for your event. Note that national and international events will be requested to provide a registration report indicating home towns of participants as part of your post event report.

- The event will have international participants that will qualify for one of the following:
- at least 30% of the participating athletes must be from outside Canada with a minimum of 4 nations, including Canada, participating
 - at least 40% of the participating athletes must be from outside Canada with a minimum of 3 nations, including Canada, participating
 - at least 50% of the participating athletes must be from outside Canada with a minimum of 2 nations, including Canada, participating

- The event participants will come from across Canada that will qualify for one of the following:
 - at least 30% of the participating athletes must be from outside BC with a minimum of 4 provinces/territories, including BC, participating
 - at least 40% of the participating athletes must be from outside BC with a minimum of 3 provinces/territories, including BC, participating
 - at least 50% of the participating athletes must be from outside BC with a minimum of 2 provinces/territories, including BC, participating

- The event participants will mostly come from across BC (i.e. Provincial Championship, tournament with a small number of participants from another province or country)

- 75% or more of the event's participants reside within the boundaries from (and including) Richmond to Abbotsford, Squamish and Bellingham

27. Criteria #2: Ability to leave a legacy in Richmond

The City of Richmond and our local sport clubs have greatly benefitted from legacies developed by hosting sporting events of all sizes. A legacy is defined as "anything handed down from the past" and can be accomplished through a number of ways including, **but not limited to:**

- Large events often require the purchase of sport specific or event equipment that can be given free of charge or at a significant discount post event to a local club or facility for use by the community
- A financial legacy can be seen through the creation of grants or trust funds or through the donation to a Richmond based non-profit society
- Organizing committees and onsite event volunteers gain experience and develop capacity that can be valuable for securing future events
- Organizing a coaching, officiating, or other appropriate clinic in conjunction with the event that local sport clubs are eligible to register for
- The ability to utilize national or world elite athletes in outreach to the local athletes/coaches through school/team visitations, clinics or active participation
- The opportunity for club organizations to promote their sport and/or have access to secure additional memberships from the spectators attending the event leads to the overall growth of the sport

Please explain all manners of how your event is planning to leave a legacy to the community of Richmond.

28. Criteria #3: Potential to generate measurable economic impact and tourism benefits

- a. Other than by staying in a hotel and using a local facility for your event, please outline all the ways in which your event will be positively impacting City of Richmond businesses. Some examples are holding a banquet for all participants in a Richmond facility, renting space for team building or social activities, pre-booking a planned visit to a Richmond tourist attraction, etc.

Please be as specific as possible where known (i.e. provide name of locations, tourist attraction, etc)

- b. For events that are expecting over 450 room nights, in order to receive the highest rating in this category, you must be willing to conduct and share the results with Richmond Sport Hosting of a Sport Tourism Economic Assessment Model (STEAM) economic impact assessment which will require additional volunteers (between 2-5) who will engage with your participants and spectators to complete a short survey. The RSH staff will work with the event organizer in advance to explain and ensure the process is fully understood and accessible.

If your event is expecting over 450 room nights, would you be willing to conduct a STEAM assessment of your event? Please only indicate yes if you are able to commit to this endeavour.

29. Criteria #4: Opportunity for continuation of this event or hosting potential for future new events

- a. Is this an event that occurs on a regular cycle (annual, bi-annual, quadrennial, etc) in the City of Richmond each time? Yes or No

Please indicate if annual or how often the event occurs in Richmond

- b. With the understanding that some events do prefer to move to different locations, when would the next opportunity for the City of Richmond to be the potential host location in the future?

- in the next 2 years
- in the next 5 years
- in the next 10 years
- not likely to return

- c. Are there any other events your organization would consider hosting in Richmond? Yes or No

If yes, please provide name of event(s)

Section 5: Signature

By typing your name below, you hereby attest that:

- The information on this form is accurate and complete
- The event will comply with all City of Richmond regulations, environmental requirements, health and safety requirements, policies and bylaws including the Richmond Event Approval Coordination Team (REACT) for major events occurring in City run facilities.
- The applicant organization agrees to recognize and incorporate the Richmond Sport Hosting logo as per the Richmond Sport Hosting Incentive Grant Information and Guidelines
- The applicant organization will complete a post event report and acknowledge that the allocated grant may be altered if information provided on that form changes the category or criteria assessment that I may achieve if approved based on the information on this application form

Type Name in box