

## Incentive Grant Program - Applicant Guide

Final applications must be submitted through the online form.

1. **Name of Applicant Organization**

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2. **Contact Name of Applicant Organization**

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3. **Contact Person's Email**

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4. **Contact Person's Phone Number** (must be in format xxx-xxx-xxxx)

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5. **Name of Sporting Event/ Meeting**

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6. **Start Date**

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7. **End Date**

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8. **Name of Sanctioning Organization** (Provincial, National, International Sport Organization)

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9. **Is the Applicant Organization a member of Richmond Sport Council?**

- ☐ Yes
- ☐ No
- ☐ Not Sure

10. **Have you secured a host venue for this event?**

- ☐ Yes
- ☐ No

11. **Please provide Venue name**

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**12. Have you secured a host hotel for this event?**

- ☐ Yes
- ☐ No

**13. Please provide hotel name(s)**

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**14. 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)

- ☐ Less than 50 room nights
- ☐ Between 50-100 room nights
- ☐ Between 101-450 room nights
- ☐ More than 450 room nights

**15. How many participants are you expecting for this event? (athletes, coaches, officials, staff, etc)**

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**16. How many spectators are you expecting for this event? (spectators, parents/families, etc)**

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

- ☐ Registered Richmond not-for-profit society\*
- ☐ Registered BC or Canadian not-for-profit society (outside of Richmond)\*
- ☐ Recognized Richmond Community Association or Society
- ☐ Richmond School District No. 38 Athletic Association
- ☐ Richmond Olympic Oval Corporation
- ☐ Other

**18. If other, please specify (NSO, PSO, other LSO, etc)**

- ☐ If you have selected "other", you may be required to submit a letter of support from the Richmond organization relevant to your sport. Please email this letter to [information@richmondsporthosting.ca](mailto:information@richmondsporthosting.ca) if you have it available. RSH staff will contact you if this step is relevant but not complete.

**19. If you have a society number, please provide it here:**

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## 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. Any documents you wish to share must be emailed to [information@richmondsporthosting.ca](mailto:information@richmondsporthosting.ca) with the Event Name and the File Name you are sharing in the subject title.

**20. Identify the objectives of the event.**

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**21. Provide a high-level timeline / action plan for the event.** If you have a document created with this information, you may choose to email the document as instructed above, or provide the information below.

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**22. 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 email the document as instructed above, or provide the information below.

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**23. Provide a high level draft event budget showing revenues and expenses.** If you have a document created with this information, you may choose to email the document as instructed above, or provide the information below.

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

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

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26. **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.**
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## Sustainability in Sport Hosting

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](http://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.

27. **Please provide your event's Sustainable Event Commitment Statement**
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28. **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.**
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29. **Richmond is committed to making events more sustainable. Of the following actions/initiatives, which services would your event most likely benefit from?**

- ☐ Recycling Bins and Food Scrap Bins (Reduce Waste and Recycle)
- ☐ Forest Steward Council Paper Use (If you have to print, print on this!)
- ☐ Mobile Water Fill Stations (Helping eliminate disposable water bottles)
- ☐ Volunteer Richmond (Have a sustainable work force, and a positive local impact)
- ☐ Bike Valet/Wheel Watch Program (Safe, green alternatives to driving)
- ☐ Electric Vehicle Charging Stations (Public and clean transportation)
- ☐ Translink Promotion (Public and Clean Transportation)
- ☐ Richmond Food Bank (Smart Food Choices)
- ☐ Sustainable Hotel List and Green Key Program (Sustainable Accommodation)
- ☐ Green Ambassador Volunteers

## Criteria Assessment

This section of the application provides critical information that helps the grant approval committee understand the impact of your event. Each response will be scored on a scale of 1-4. The total awarded points will impact the funding amount awarded. Please be sure to provide as much information as possible, including specific examples and evidence to support your application. Point form is acceptable.

### 30. Criteria #1: Scale of the 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.

Categories are defined as the following:

#### ☐ International Event

- 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 4 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

#### ☐ National Event

- at least 30% of the participating athletes must be from outside of BC with a minimum of 4 provinces/territories, including BC, participating
- at least 40% of the participating athletes must be from outside of BC with a minimum of 3 provinces/territories, including BC, participating
- at least 50% of the participating athletes must be from outside of BC with a minimum of 2 provinces/territories, including BC, participating

#### ☐ Provincial Event

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

#### ☐ Local Event

75% or more of the event's participants reside within the boundaries of the Lower Mainland and Fraser Valley

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

The City of Richmond and our local sport clubs have greatly benefited 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 and please be specific as this is an important component of the funding decision.

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

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, working in partnership with Tourism Richmond or Richmond Sport Hosting to promote restaurants, tours and activities to event participants, etc.

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

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

Is this an annual re-occurring event in the City of Richmond? Please reply YES or NO. If YES, please indicate the frequency (annual, bi-annual, quadrennial, etc)

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

With the understanding that some events do rotate host cities throughout the country, when would be 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

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

Are there any other events that your organization would consider hosting in Richmond? Please provide specific event names or opportunities.

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**36. Signature of the Applicant. 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
- The event will obtain any required sanctioning from the BC Commission office, or designated sanctioning organization.

Signature

Date

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If you would like to receive a copy of your RSH Incentive Grant application form, please email [information@richmondsporthosting.ca](mailto:information@richmondsporthosting.ca) to request a copy.