

## Sport, Culture, Heritage and Tourism

### SPORT EVENT HOSTING GRANT PROGRAM – Application Form

(Note: The information collected using this form is required for the administration of the Sport Event Hosting Program. Information will not be disclosed to any third parties except as allowed by *The Freedom of Information and Protection of Privacy Act*.)

#### SECTION A

#### ORGANIZATIONAL INFORMATION

Registered Name: (please note payments will be issued in this name)

Sanctioning Provincial or National Sport Organization (**REQUIRED** if applicant is a PSO or affiliated with a PSO/NSO.) *Organizations not affiliated with a PSO/NSO should list the name of their insurance provider.*

Mailing Address:

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

#### Applicant Type:

- |  |  |
|--|--|
| <input type="checkbox"/> Provincial Sport Organization | <input type="checkbox"/> Amateur Club or Team          |
| <input type="checkbox"/> National Sport Organization   | <input type="checkbox"/> Professional Club or Team     |
| <input type="checkbox"/> Host/Organizing Committee     | <input type="checkbox"/> Other (please specify): _____ |

#### In what region(s) will your event take place?

- |                                  |                                    |                                   |                                  |
|----------------------------------|------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> NORMAN  | <input type="checkbox"/> INTERLAKE | <input type="checkbox"/> EASTMAN  | <input type="checkbox"/> WESTMAN |
| <input type="checkbox"/> CENTRAL | <input type="checkbox"/> PARKLAND  | <input type="checkbox"/> WINNIPEG | <input type="checkbox"/> BRANDON |

Has your organization applied for any other grant funding to support this event? If yes, please list sources (ex. Sport Manitoba, Manitoba Liquor and Lotteries, Tourism Winnipeg etc.)

## ORGANIZATIONAL STAFF/VOLUNTEERS

### Application Contacts:

	Primary Contact	Secondary Contact
Name		
Title/Position		
Phone Number		
E-mail		

## **SECTION B**

### EVENT DETAILS

Event Name	
Location (address)	
Start Date (yyyy-mm-dd)	
End Date (yyyy-mm-dd)	
Estimated Number of Athletes	
Estimated Number of Coaches/Officials/Staff	
Estimated Number of Spectators	
Estimated Number of Volunteers	

**TOTAL AMOUNT REQUESTED FOR EVENT (\$15,000 max as per sliding scale):**

\$ \_\_\_\_\_

## **SECTION C**

### EVENT DESCRIPTION

Describe your event. What will take place? (E.g. Events, categories etc.)

What event-hosting experience does your organization have that will ensure a successful event?

What are your organization's goals and/or desired outcomes for this event? How will you measure whether these goals and/or outcomes have been achieved?

What are the benefits of hosting this event for your organization, sport and/or the host community?

**OPTIONAL:** Will your event include any specific initiatives that align with Government Priorities, such as Diversity, Equity, Inclusion, Accessibility, Anti-Racism and/or Indigenous Reconciliation? If so, please describe the initiatives.

## **SECTION D**

### **FINANCIAL OVERVIEW**

Please provide an itemized Event Budget that includes eligible and ineligible expenses as well as both anticipated and confirmed revenues. You may use the budget template provided or provide your own document which clearly outlines eligible and ineligible expenses.

## **SECTION E**

### **DECLARATION**

We, the undersigned:

- have read and understood the program guidelines and understand that failure to comply with these guidelines may result in forfeiture of the grant and may jeopardize consideration of future grant requests;
- understand that if this application is successful, and that we receive a first instalment of the approved amount, and that by accepting this payment, we agree to:
  - spend the funds as proposed and approved (the Manitoba Government requires repayment of funds not used for the proposed and approved purposes);
  - notify the Sport and Tourism Branch as soon as possible to seek appropriate approval in the event of changes to the size, scope or dates of the event;
  - acknowledge the assistance of Manitoba Sport, Culture, Heritage and Tourism in all promotional materials for which support was provided; and
  - complete a final report using the form provided by the department and submit it within the deadline required.
- We certify the statements and information contained in this application are accurate and complete.

---

Printed Name and Title of Signing Officer 1

---

Signature of Signing Officer 1

---

Date of Signature 1

---

Printed Name and Title of Signing Officer 2

---

Signature of Signing Officer 2

---

Date of Signature 2

## **END OF APPLICATION FORM**

**Please submit completed application form and required documents to:**  
**[sporttourismpolicy@gov.mb.ca](mailto:sporttourismpolicy@gov.mb.ca)**

***Please keep a copy of this application for your records.***