SPORTS HOSTING PROGRAM
APPLICATION FORM

APPLICANT CONTACT INFORMATION:

Name of Applicant Organization: _____

Mailing Address: _____

Contact Person: _____

Home Phone Number: _____   Work Phone Number: _____

Email: _____   Fax Number: _____

PROJECT INFORMATION:

Name of Sporting Event: _____

Dates of event: Start Date: _____

                      End Date: _____

Have you secured the host venue for this event? Yes / No

Venue Name and Location: _____

Facility Operator/Leaseholder: _____

Name of Sanctioning Organization (Provincial/National Sport Organization):
_____

Have you secured the host hotel or hotels for this event? Yes / No

Please provide hotel name: _____

How many room nights in total are you expecting for this event? (ex. If you think you will need 20 rooms for 3 nights, you would select 50-100):
- ☐ Between 50-100 room nights
- ☐ Between 101-200 room nights
- ☐ More than 200 room nights

How many participants in total are you expecting for this event?
- ☐ Less than 50
- ☐ Between 50-100
- ☐ Between 100-200
- ☐ Between 200-300
- ☐ More than 300

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

- □ Less than 100
- □ Between 100-300
- □ Between 300-600
- □ Between 600-800
- □ Between 800-1000
- □ More than 1000

To be eligible for funding through the Whitecourt Sports Hosting Grant Program, a brief understanding of the key objectives and planning for the event is required. The following checklists must be included with supporting documents as needed:

□ **Event Description/Details:** Provide a detailed description of the event to be carried out including a timeline and/or outline for the event. Be sure to include information on opening/closing ceremonies, exhibitions, entertainment, and/or celebration components. If you have a document created with this information, you may choose to include this with your application.

□ **Budget:** Provide an event budget showing revenues and expenses. If you have a document created with this information, you may choose to attach this with your application.

□ **Hosting Objectives and Marketing**: A summary of the project objectives and details on how project activities will be implemented and promoted to meet the identified goals. If the Sports Hosting Program application is approved how will you use the funding? Should your event obtain a revenue surplus, indicate how this would be used. Identify how you will market your event in a detailed plan or overview to attract an additional audience to the event.

□ **Financial Statement:** Provide your organization's latest financial statement. Please ensure the statement is dated and signed.

□ **Proof of Non-Profit Status:** Please enclose proof of non-profit status with your application form.

Submit your completed application to:
Town of Whitecourt
Sports Hosting Program
Box 509, 5004 52nd Avenue
Whitecourt, AB T7S 1N6
Attn: Whitecourt Economic Development Officer
Email: economicdevelopment@whitecourt.ca

I DECLARE THAT:

· **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION.**

· The information contained in this application and supporting documents is true and accurate and endorsed by the above-mentioned organization.

· An accounting of spending, showing compliance with donations of the grant shall be provided (including a project assessment and financial accounting summary) no later than 90 days following the project completion date.

· Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.

· As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Town of Whitecourt.

Signature: _____

Date: _____

Print Name: _____

Title: _____

Contact Phone Number: _____