

EVENT & PARTICIPANT DETAILS

If applying for bid support, what is the deadline date for the bid submission:	
Has this event been secured/confirmed?	Is the event venue booked?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the expected total number of local participants? (coaches, officials, players)	What is the expected total number of out-of-town participants travelling from over 80 km away? (coaches, officials, players)
What is your current volunteer base and describe how this event will be managed?	
What is the number of nights participants will be staying in Kelowna?	
The event type is:	
<input type="checkbox"/> Invitational <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International	
What governing body sanctions this event? Contact person?	
Describe general media coverage expected for this event:	
<input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> TV <input type="checkbox"/> Other _____	
Explain:	
How will the community of Kelowna benefit from this exposure?	
If you are successful in receiving support from the Event Hosting Program Grant, how will your organization recognize the City of Kelowna in promotional materials/efforts?	
Describe the potential the sport or tournament might realize in subsequent years of operation, if applicable.	
In the event this sports event realized a financial surplus, describe how that surplus could be used to benefit the community?	
Please comment on any other event needs (accommodation, transportation, event kit, volunteers)	

STATEMENT

I declare the information in this application is accurate.

Representative Completing this form:

Name (print):	Address:	Signature:	Date:

Two Board Members of the Organization:

Name (print):	Address:	Signature:	Date:

Please complete the application form and submit to:

Sport Kelowna Centre
Attention: Athletic Excellence Review Team
645 Dodd Road Kelowna, BC V1X 5H1
Fax: 250 862-3327

BUDGET

Revenue	Projected	Actual
Earned Revenue		
Registration fees		
Concession sales		
Fundraising (gross)		
Donations		
Other		
Grants		
Event development funds		
Provincial funds		
Federal funds		
Other		
Total Revenue (Line A)		

Expenses	Projected	Actual
Operating		
Salaries		
Rent		
Insurance		
Accounting		
Office supplies/equipment		
Postage/freight		
Telephone		
Other		
Event		
Officials fees		
Officials travel		
Venue rental		
Venue preparation		
Publicity/promotion		
Fundraising expense		
Concession - cost of sales		
Security		
Traffic Control		
Honoraria		
Other		
Total Expenses (Line B)		

Difference between Revenues & Expenses		
Grant Application Amount		