



City of Moncton Event Hosting Grant Program: APPLICATION FORM

Please review the City of Moncton [Event Hosting Grant Program Guidelines](#) before filling out this application.

Event Information

Event Name: _____

Event Dates: _____

Proposed Event Facility or Venue: _____

IMPORTANT: Event organizers are responsible for booking an event venue or facility for their event and are responsible for covering all costs associated with the booking. Please use this form to book a venue or facility: <https://www.moncton.ca/my-services/book-facility>

Event Contact Information

Name of Organization / Local Club: _____

Non-Profit Incorporation Number of Organization: _____

Name of Contact Person: _____

Address: _____

E-mail: _____

Telephone: _____

Local Organizing Committee

List committee members' names and their role(s).

--

Number of participants in the event

Athletes/artists: _____

Coaches: _____

Referees/Officials/Judges: _____

Volunteers: _____

Other (specify type and anticipated number): _____

TOTAL number of participants: _____

Anticipated number of spectators

Local spectators: _____

Out-of-town spectators: _____

Total number of anticipated spectators: _____

Anticipated hotel room nights generated by the event

Participants: _____

Spectators: _____

Event Description

Provide a description of your event or attach a separate file containing this information to this application instead.

Event Scope

Indicate the scope of your event.

Provincial Event:

- minimum of 250 participants;
- formally approved/sanctioned by the provincial sports or cultural organization that holds the event rights;
- minimum of ten villages/towns/cities represented; and
- at least one third of participants are coming from/living outside of Southeast New Brunswick (Southeast NB encompasses communities in Albert, Kent, and Westmorland counties).

Regional Event:

- minimum of 500 participants;
- formally approved/sanctioned by the national sports or cultural organization that holds the event rights;
- minimum of four provinces/territories/states represented; and
- at least one third of participants are coming from/living outside of New Brunswick.

National Event:

- minimum of 50 participants;
- formally approved/sanctioned by the national sports or cultural organization that holds the event rights;
- minimum of seven Canadian provinces and territories represented; and
- at least one third of participants are coming from/living outside of New Brunswick.

International Event:

- formally approved/sanctioned by the international or intercontinental sport federation or cultural organization that holds the event rights; OR international invitational event that does not belong to an international competition circuit, but that is nonetheless sanctioned by an international or intercontinental sport federation;
- minimum of two participating countries represented; and
- at least one third of participants are coming from/living outside of Canada.

Participant Information

- **Team-based events:** List the teams that are anticipated to take part in the event, and where they are from (towns/cities/provinces/territories/states/countries).

- **Individual participant events (non-team-based):** List the regions that will be represented and how many participants will be representing each of these regions.

Grant amount you are requesting from the City of Moncton: \$_____

Projected Event Budget

- Attach a **balanced** projected event budget that shows a **detailed** list of estimated expenses, revenues, other confirmed/targeted funding sources and sponsorships.
- You may use the [downloadable Event Budget Projections Template](#) if you wish.

Projected Economic Impact

Provide the projected economic impact of your event if you have this information. This can include economic impact assessments from previous editions of the same or a similar event.

- **Option to attach file:** You may attach a separate file containing this information instead.

Were these projections developed using actual data?

- Yes
- No
- I don't have information on the economic impact of this event.

Proposed Marketing Plan

Describe the proposed Event Marketing Plan or attach a file outlining the plan.

Will the event be broadcast on television?

- Yes
- No

Will the event be live streamed online?

- Yes
- No

Volunteer Recruitment Plan

Do you have a Volunteer Recruitment Plan in place to help ensure the successful execution of the event?

- Yes
- No

Describe the proposed Volunteer Plan or attach a file outlining the program.

Inclusion Plan

Does the event promote the participation and empowerment of marginalized and traditionally disempowered groups of persons who face challenges and barriers in everyday life? These groups include Indigenous Peoples, gender and sexual minorities (2SLGBTQ+), persons with disabilities, women, immigrants and racialized people.

- Yes
- No

Describe the proposed Inclusion Plan or attach a file outlining the program.

Does the event promote and/or showcase the cultures that make up Moncton, including the cultures of Moncton, Acadie, Indigenous communities and ethnocultural communities?

- Yes
- No

Describe how the event promotes and/or showcases the cultures listed above or attach a file outlining the program.

Legacy Plan

Do you have a Legacy Plan in place for your event?

- Yes
 No

Examples of legacy initiatives include:

- Transfer of Knowledge Program and Action Plan to enhance local event hosting capacity.
- Succession Planning Program and Action Plan to enhance local event hosting capacity.
- Officials Certification Program sanctioned by governing body.
- Volunteer Development Program and Action Plan (structured training and recruitment strategy with measurable goals).
- Significant purchase/donation of equipment to a local sport/art club (\$10,000+).
- Structured Program and Action Plan to further develop the sport/artistic discipline locally.

Describe the proposed Legacy Plan or attach a file outlining the program.

Event Green Plan

Do you have a Green Plan in place for your event?

- Yes
 No

Examples of green event initiatives include:

- Having an LOC member dedicated to the execution of the Event Green Plan.
- Garbage and recycling plan
- Single-use plastics mitigation plan
- Plan to provide on-site access to potable water
- Ordering ecological event-branded merchandise only
- Having event vendors be subject to the Event Green Plan
- Offering all event volunteers training on the Event Green Plan
- Having a Communications Plan to promote the Event Green Plan before and during event.

Describe the proposed Event Green Plan or attach a file outlining the plan.

Sanctioned Events:

- Attach a copy of the signed letter from the sport governing body formally confirming that your organization was awarded the event.
- **Note:** Electronic signatures are accepted, however typed signatures are not. In lieu of a signed letter, the governing sport or cultural authority may send an email directly to the City of Moncton Events Department to the attention of the Event Hosting Grant Program at events@moncton.ca confirming that your organization was awarded the event.

Submit your application:

Completed by: _____

Role within event organization: _____

- I have reviewed the City of Moncton's [Event Hosting Grant Program Terms and Guidelines](#) and I commit to following the specified terms and conditions.

Signature of applicant: _____

Date: _____