

City of Moncton: GRANT FOR EVENT HOSTING

DEFINITION – An event is a one-time non-reoccurring activity, sport or cultural in nature, designed to stimulate public participation and enhance the quality of life for Moncton citizens, while serving as an economic generator for the City by drawing spectators regionally (Maritime Provinces), nationally or internationally. The event must profile the community, be a minimum of three days in length, and have a tie to the community through an affiliation with a local community non-profit organization. The event must have been obtained through a bid process and be sanctioned by the appropriate coordinating/governing body.

GRANT PROCESS

1. Staff review all applicants that meet criteria and bring forward recommendations to budget process for approval of required funding.
2. Following approval, Letter of Understanding entered into between City and Committee clearly outlining responsibilities of both parties.

BASIC TERMS

One time funding from City of Moncton, as event is a stand-alone, one-time function.

Applicant will receive 50% of funding pre-event, with balance to be paid following receipt of event report and financial statement.

City to be recognized as Event Sponsor and entitled to appropriate benefits.

Application for event may be made once every three calendar years

In a situation where host accepts a longer term contract as event host, the City may consider expanded support pending discussion with host organization.

In the case of sporting events, activity must be sanctioned and designated as the championship for the appropriate level by the appropriate recognized sport governing body.

FUNDING LEVELS – DEFINITION OF TERMS FOR EVENT FUNDING:

International - A minimum of one third of participants shall be from outside Canada.

National - More than six Canadian Provinces represented with a minimum of one third of participants from outside New Brunswick.

Regional - Up to six Canadian Provinces represented with a minimum of one third of participants from outside New Brunswick.

	< 250 participants	> 250 participants
Regional	up to \$2,000	up to \$5,000
National	up to \$10,000	up to \$20,000
International	up to \$25,000	up to \$50,000

Funding levels are all inclusive and take into account rental fees associated with municipal facilities.

CITY OF MONCTON: GRANT APPLICATION – EVENTS

Name of organization: _____

Contact:

Name: _____

Address: _____

City/Town: _____ Postal code: _____

Telephone: _____ (Residence) _____ (Business)

Fax: _____ E-mail: _____

Name of event: _____

Dates: _____

Facility: _____

Type of event: _____(regional) _____(national) _____(international)

Provide brief description: _____

Number of participants: _____

Event budget: *Please attach a detailed event budget outlining revenue, including sources of revenue and detailed expense list.*

Which type of support are you requesting from the City of Moncton? (*check appropriate category*)

_____ Financial _____ Facilities _____ Services

Amount requested to the City of Moncton: _____

Outline how the event will be beneficial to Moncton: _____

- ALL EVENTS:** Attach detailed projected budget for event

 - FOR SPORTING EVENTS ONLY:** Attach sanction letter from provincial or national sport governing body sanctioning event as a bonified regional, national or international championship.
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ON BEHALF OF _____, I HEREBY MAKE APPLICATION TO THE CITY OF MONCTON FOR GRANT SUPPORT FOR THE EVENT AS NOTED IN THIS APPLICATION.

SHOULD THE CITY OF MONCTON PROVIDE A GRANT TO THIS EVENT, I ACKNOWLEDGE OUR ORGANIZATION WILL ENTER INTO A LETTER OF UNDERSTANDING WITH THE CITY AS TO THE TERMS AND CONDITIONS OF FUNDING AND THIS GRANT SHALL BE THE TOTAL AMOUNT OF FUNDS PROVIDED BY THE CITY OF MONCTON.

SIGNATURE

POSITION

DATE

RETURN TO:

City of Moncton – Events Division
655 Main Street
Moncton, NB E1C 1E8
liveendirect@moncton.ca
Tel: 506-877-7700