



Event Hosting Grant Application Form

Return To: Department of Community Services
 Cariboo Memorial Recreation Complex
 525 Proctor Street
 Williams Lake, BC V2G 4J1
 P:250.398.7665 | F: 250.392.7884
 E: eventhosting@williamslake.ca

Application Instructions

1. Please review the City of Williams Lake Event Hosting Grant Policy prior to filling out your application. This policy is available on the Cariboo Memorial Recreation Complex website, www.activewilliamslake.com.
2. Before submitting your application please ensure that all questions are answered and all blanks are filled with true and accurate information. When necessary attach additional, clearly labeled pages to this document.
3. Once you have completed your application, initial each section of the following table to confirm that all information is included. Applications will not be considered if it is incomplete, including this checklist.

Application Checklist		Initial
Application	All sections are accurately completed. When necessary additional material, that is clearly labeled, is attached.	
Measuring the Event	A description of how participant numbers and travel distance will be accurately recorded is included. This can be accomplished by providing a comprehensive explanation or by including a sample (ie. a registration form.)	
Event Information	The application includes a layout of planned activities during the event.	
Budget	A budget including all income, expenses and potential funding sources is attached.	
Letters of Support	Any letters supporting your event are attached to this application form.	
Supporting Material	Any additional supporting material that may enhance your application is included in this submission.	

Organization Information		
Name of Organization		
Type of Organization	Registered Non-Profit <input type="checkbox"/>	Registered Society #:
	Other <input type="checkbox"/>	Non-Profit Partner Society Name:
		Registered Society #:
Mailing Address:	City:	Postal Code:
Main Contact Name:	Title:	
Phone:	Email:	
Secondary Contact:	Title:	
Phone Number:	Email:	

Event Information

Event Description:

Event Location, list all venues:

What is the intent of the Event Hosting Grant, please circle: Development Growth Travel

Event Dates:

Event Times:

Set Up & Tear Down Dates:

Set Up & Tear Down Times:

yyyy

mm

dd

yyyy

mm

dd

Expected Attendance of the following:

Participants:

Organizers:

Volunteers:

Spectators:

Additional Comments:

Is your event:

Regional

Provincial

National

What is the expected number of participants travelling over 80 km

Over 19 years of age:

What is the expected number of participants travelling over 80 km

Under 19 years of age:

What is the expected number of night stay for Participants:

Are you providing accommodations?

What percentage of out of town participants do you expect to use the following types of accommodations:

Hotel/Motel:

Camping/RV:

Billeting:

Other:

Describe the media coverage you will arrange for this event:

How will the community of Williams Lake benefit from this exposure?

What other sources of revenue are you pursuing?

If you are successful in receiving an Event Hosting Grant, how will you recognize the City of Williams Lake?

List any events that your group has hosted in the last 5 years:

List all organizations and businesses you plan to collaborate with for this project:

Explain how you intend to measure and evaluate this event:

Explain how you intend to gather accurate participant numbers and travel distances:

As the duly authorized main contact for the event, I hereby apply for the Event Hosting Grant and affirm the above understanding as well as those stated in the City of Williams Lake Event Hosting Grant Policy. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature:

Date:

Thanks you for applying for the Event Hosting Grant.