



Eligibility guide for an EventHostBC Grant

The following eligibility criteria will be used to assess your grant application. Please ensure that all criteria are addressed in your application form and/or your accompanying documentation. Incomplete applications will not be considered for funding.

BEFORE YOU START

- Please complete the Application Form, attach supporting documents and submit it by email to: eventhostbc@gov.bc.ca.
- Please include your region in the subject line of your email.
- The Application Form must be signed by two members of the board of your organization. If access to email and/or a scanner to attach your application is a problem for your organization, please contact your local Service BC Centre for assistance submitting your application
- You may attach additional information sheets to your application.
- **Applications may be submitted from 9am on May 19, 2015 to 4.30pm on June 30, 2015**

SECTION 1: ORGANIZATION INFORMATION

To be eligible for this grant, applicants must be a BC based non-profit organization that has a voluntary and broadly based membership involved in the management of the organization. In addition;

- The Board/Executive Council of the organization must be democratically chosen by its voting membership.
- The Board/Executive Council must consist of a minimum of 3 members.
- The organization does not need to be incorporated or registered but must be able to provide a constitution, by-laws and financial statements.

SECTION 2: EVENT INFORMATION

To be eligible for this grant, the organization must be hosting an event in British Columbia that will engage the local community and attract visitors from elsewhere. In addition;

- The event must be volunteer driven and volunteer run.
- Organizations may charge a fee for entry to the event or admissions for cost recovery but the event may not serve the organization as a fundraiser.
- The event must be open to the broader community, be suitable for all community members and include provisions for accessibility and inclusion.
- All Provincial and Municipal regulations relating to public events must be adhered to including, but not limited to, public safety considerations, emergency planning and the sale of food and beverages.
- The Organization must demonstrate support for the event from the local community.
- The Organization cannot have applied for or received funding for this event through other provincial government sources
- The event must take place prior to September 15, 2016.

SECTION 3: GRANT INFORMATION

Organizations may request funding to cover the following expenses;

- Costs related to the recruitment and training of volunteers, food, beverages (non-alcoholic), distinctive clothing and safety equipment for volunteers
- Fees and expenses relating to the event such as; facility rental & equipment, fees for officials, professional artists and/or professional exhibitors, fees for permits (with the exception of liquor licensing costs), publicity costs, logistics, insurance and any environmental assessments required by the municipal, provincial or federal government.

Other information relating to grants:

- Organizational expenses not directly related to the event are not eligible.
- The maximum grant per organization is \$5000.
- Organizations may apply for up to 75% of the total cost of the event.
- Eligible organizations may receive less than the full amount of their request.
- Expenses incurred prior to the grant application will not be covered.
- Applications will be considered on a first come, first served basis for organizations and events meeting the stated criteria.
- There is no reconsideration or appeal process for this program.
- Organizations are required to submit a budget detailing the anticipated revenues and expenditures relating to the event.



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- Organizations must acknowledge the financial support of the Province in promotional materials relating to the event.

SECTION 4: DECLARATION AND ACCEPTANCE OF LIABILITY

The application must be signed by two serving members of the board/executive council.

SECTION 5: DOCUMENT CHECKLIST

Documents listed in the checklist are required for the application to be considered complete. These documents must be submitted in addition to the completed application form.

You will be asked to include:

<input type="checkbox"/>	Constitution/By-Laws
<input type="checkbox"/>	Financial Statements
<input type="checkbox"/>	List of Board of Directors/Executive Council (include addresses and contact information)
<input type="checkbox"/>	Event Plan (for the topic event)
<input type="checkbox"/>	Event Budget (Include anticipated revenues and expenditures. Please indicate clearly which expenses will be covered by this grant)

SECTION 6: RESOURCES FOR APPLICANTS

- For information relating to the recruitment and engagement of volunteers, visit the Volunteer Canada website: <http://volunteer.ca/engagement>
- To check the municipal regulations regarding public events contact your local government offices. Contact information for your local government is available through Civic Info: <http://www.civicinfo.bc.ca/11.asp>
 - Many Municipalities will require the organizers to have special event liability insurance. This can be obtained through most insurance brokers.
- To check on any special requirements relating to policing, contact your local police department or your local detachment of the RCMP: Contact information is available through the Ministry of Justice: <http://www.pssg.gov.bc.ca/policeservices/contactpolice/>
- If you are intending to serve liquor at your event, please follow the instructions provided by the Liquor Control and Licensing Branch: <http://www.pssg.gov.bc.ca/lclb/apply/special/index.htm>
 - Please note: Costs associated with serving liquor at your event are not eligible expenses under this program.
- You may require first aid services on site at your event. Many venues will provide first aid services, however, other useful contacts for first aid services include;
 - Regional health authorities: <http://www.health.gov.bc.ca/socsec/>
 - St John’s Ambulance Service: <http://www.sja.ca/English/Community-Services/Pages/Community-services-home.aspx>
- If submitting your application online is challenging due to computer access, please contact your local service bc office for assistance: <http://www.servicebc.gov.bc.ca/>
- The application form requires you to identify which of the six regional tourism districts the event is located in. If you are unsure which region you are in, please check the Destination BC Website: http://www.destinationbc.ca/BC-Tourism-Industry/Regional-Partners.aspx#.VT_P5SFVhBc