

<b>City of Portage la Prairie POLICY AND PROCEDURE MANUAL</b>		<b>POLICY NO: ECD-ED-AD</b>
<b>REFERENCE:  Economic Development</b>	<b>ADOPTED BY: Resolution No. 149/13</b>	<b>Page 1 of 7</b>
	<b>Date: May 27, 2013</b>	
<b>TITLE: HOSTING ASSISTANCE GRANT PROGRAM</b>		<b>DATE LAST REVIEWED BY MGMT: May 7, 2013</b>

**Purpose**

The City of Portage la Prairie provides this grant to encourage local organizations to host events in our City. It is accessible to non-profit groups to assist in offsetting their marketing and bid preparation costs to attract public festivals, special events, conferences, sport, art or heritage events or projects in the community of significant nature. These public affairs must attract widespread community involvement and/or participation, attract visitors to the community from outside an 80km radius of the City, and thereby generate significant economic or recreational benefit to the Community.

**Definitions**

- a. Arts Event – an event that showcases or determines outstanding achievement in the arts or promotes the understanding and appreciation of art (i.e.: music, drama, dance, visual arts, literary arts)
- b. Bid Package- the official application of a non-profit organization to host any events eligible for funding under this policy
- c. Capital Expenditure -Expenditures that result in the acquisition of or additions to assets of a permanent character and nature, having continued value. Includes land, buildings, machinery, furniture and any other equipment at the sole discretion of the City
- d. Conferences – an event focused on education and networking that lasts longer than one day and brings a significant number of people from outside Portage la Prairie to stay at least one night
- e. Festival – an event that includes a significant performing arts or demonstrations component. It actively celebrates a theme, is primarily non-competitive, and provides fun and enjoyment for the public
- f. For-profit group – a group whose purpose for being is financial gain
- g. Heritage event – an event which has as its primary focus, the promotion of the understanding and appreciation of our heritage as citizens of Portage la Prairie, Manitoba, or Canada

- h. Multicultural event – an event in which ethnic similarities and differences are respected, exchanged and/or celebrated.
- i. Non-profit group –an organization, whether or not incorporated, whose total resources are devoted to social, educational, health, charitable, or any other non-profit purpose. The members, contributors and other resource providers do not receive any financial return directly from the organization.
- j. Special event or Project – an event or project lasting for a minimum of two consecutive days, which provides a high profile and significant economic benefit for the City through the large number of estimated spectators and tourists, and through the expected extent of publicity generated.
- k. Sports event – a provincial, national or international event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition is determined

## **Hosting Assistance Policy**

### **Section 1: Event Assistance**

The City of Portage la Prairie may extend assistance to non-profit organizations hosting an event as defined in this policy. This portion of grant funding has a maximum allocation of \$1000.

### **Section 2: Bid Creation Assistance:**

The City of Portage la Prairie may also extend assistance to community groups or organizations wishing to host an event wherein a bid package must be created in order to submit the official request to host the event. This portion of grant funding has a maximum allocation of \$400.

### **Section 3: Grant Submission Process**

All grant requests must be supported by a fully completed application form and any required documentation. Grant applications will be accepted twice per year (Term 1 and Term 2) depending on the event / bid date. Grant application submission deadlines are outlined in Section 3.

Eligible organizations may apply for assistance in both categories of funding for the same event, however, may not receive bid creation funding and event assistance funding in the same calendar year.

Organizations that exist primarily for political purposes or for-profit are not eligible.

## **SECTION 1: EVENT ASSISTANCE**

### **1.1 Event Assistance Eligibility Criteria**

To be eligible for the Event Assistance portion of the Hosting grant, the event must be an Arts Event, Conference, Festival, Heritage Event, Multicultural Event, Special Event / Project or a Sports Event as defined in this policy. All of the following conditions apply:

- The event must be hosted by a local non-profit organization and held within the City of Portage la Prairie.
- Grant requests must be submitted according to the application submission process outlined in Section 3.
- Each organization may receive only one hosting grant per year to a maximum of \$1000.
- Organizations must demonstrate that they have exhausted other sources of funding
- Annual events occurring in Portage la Prairie are not eligible.
- Where applicable, proof of adequate liability insurance should be shown by the organization requesting the grant.
- The event must clearly demonstrate the potential to draw participants and spectators from outside Portage la Prairie to the sole satisfaction of the City
- The event must be officially sanctioned by the appropriate provincial, national or international organization that regulates the operation of the specific event. An official letter of endorsement from the respective association must accompany the hosting assistance grant application form. If such an association does not exist, such as with some festivals or multicultural events, letters of support and commitment from participating groups should be included in the application.
- A proposed statement of revenue and expenses for the event must be included in the application clearly identifying all expected sources of revenue.
- A proposed program of events or project outline, and a marketing plan identifying where and to whom the event will be promoted to must also be included in the application.
- Any group receiving a grant from the City of Portage la Prairie will recognize the City's contribution in any promotional literature or material which may be prepared by the organization.

### **1.3 Ineligible Event Assistance Expenditures**

This hosting grant does not provide funding for certain types of expenditures such as:

- Capital expenditures
- Transportation or travel costs of participants or officials
- Awards, trophies or prizes

- Purchase of alcohol
- Socials, banquets, accommodations or volunteer appreciation events

\*This listing is not all-inclusive and other expenditures may be deemed ineligible at the sole discretion of the City.

#### **1.4 Level of Assistance and Allocation Process**

The total amount of assistance is at the sole discretion of the City Manager and administered and evaluated within the guidelines of the program. The funding received will depend on the scope of the event and the impact on the community. Funding shall not exceed \$1,000 per year per applicant. Total funding for this grant will not exceed \$5,000 annually (\$2,000 in term 1 and \$3000 in term 2). Any excess funds from Term 1 can be carried over and used in Term 2.

Applications will be accepted according to the application submission process outlined in section 3 of this policy.

Organizations receiving financial assistance are advised that the grant being given should not be regarded as a commitment for future assistance.

#### **1.5 Final Report Guidelines for Event Assistance**

Within 30 days following the event, the successful applicant must provide the following documentation to the City of Portage la Prairie

- a. A certified correct detailed transaction record of total final revenue and expenses for the event signed by two executive officers
- b. A report outlining the projected economic impact of the project including:
  - The number of participants in the event
  - Number of visitors to the City including spectators and an estimate of families or number of people that came with participants

Failure to submit the report may result in denial of future requests.

**Please forward your completed report to:**

**City of Portage la Prairie  
Office of the City Manager  
97 Saskatchewan Ave E  
Portage la Prairie, MB R1N 0L8**

## **SECTION 2: BID CREATION ASSISTANCE**

### **2.1 Bid Creation Eligibility Criteria**

Up to \$400/ year is available for groups wishing to host an event wherein a bid package must be created in order to submit the official request to host the event. To be eligible for the Bid Package creation portion of the hosting grant, all of the following conditions must be met:

- a. The request for bid package hosting assistance must be submitted according to the application submission process outlined in Section 3.
- b. The bid package must include the City of Portage la Prairie's logo in a manner to be approved by the City of Portage la Prairie
- c. The following must accompany the request for funding for bid package funding:
  - A copy of the official bid package requirements
  - A copy of the expected revenues and expenses and in-kind services that will be realized in the bid package creation
  - An outline of the expected timelines of the host organization in the creation of the bid package
  - At least 3 letters of support from local businesses, organizations, or groups
  - A clear demonstration of the potential to draw participants and spectators from outside Portage la Prairie into the community to the sole satisfaction of the City
  - Each organization must include a detailed plan of the current annual marketing activities of the organization including expenses.

### **2.2 Bid Creation Ineligible Expenditures**

- Facility rental fees
- Personnel/staffing costs
- Postage fees
- Bid packages that were created but not successfully submitted to the appropriate bid selection committee within the required timelines
- Capital expenditures
- Transportation or travel costs for the purpose of presenting a bid package to participants, officials, or the respective bid selection committee

**\*This listing is not all-inclusive and other expenditures may be deemed ineligible at the sole discretion of the City.**

### **2.3 Level of Assistance and Allocation Process**

The total amount of assistance is at the sole discretion of the City Manager and administered and evaluated within the guidelines of the program. The funding received will depend on the scope of the event, the impact on the community, and the extent of the bid package requirements. Funding shall not exceed \$400 per year per applicant.

Applications will be accepted according to the application submission process outlined in Section 3 of this policy.

## **SECTION 3: GRANT SUBMISSION PROCESS**

### **3.1 Grant Application Deadlines**

Organizations that meet the eligibility criteria can complete the Hosting Assistance Grant application form and attach all required documentation. Grant Applications will be accepted twice per year on the following dates:

- Term 1 – Applications for events/bids occurring between January 1 and June 31 will be due on or before December 1<sup>st</sup>.
- Term 2 – Applications for events/bids occurring between July 1 and December 31 will be due on or before June 1<sup>st</sup>.

Applications received after the submission deadlines will not be considered.

### **3.2 Payment of Hosting Assistance Grant**

Grants will be paid to the organization upon approval of the City Manager. The grant budget will be distributed throughout the current City fiscal year, and disbursed between a variety of events and organizations depending upon available budget resources.

Applicants will be advised of the outcome of their grant request within 30 days of the submission deadline.

**Please forward your completed application to:**

City of Portage la Prairie  
Office of the City Manager  
97 Saskatchewan Avenue East  
Portage la Prairie, MB R1N 0L8  
Fax: 204-239-1532  
Email: [info@city-plap.com](mailto:info@city-plap.com)

**For more information regarding this grant program call 204-239-8334.**



Please estimate the number expected for each category:

a) Number of participants/competitors/delegates \_\_\_\_\_

b) Number of out of town visitors/spectators \_\_\_\_\_

Has this event realized a profit in previous years? YES NO

Approximately how much money was made? \$\_\_\_\_\_

Where were these profits directed? \_\_\_\_\_

If your event realizes a profit, where will these funds be allocated? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any outstanding accounts with the City of Portage la Prairie?

YES Which department? \_\_\_\_\_ What amount? \_\_\_\_\_

NO

Name all other grants applied for and place an (√) in the box if they are confirmed.

<input type="checkbox"/>	Amount \$
_____	_____
<input type="checkbox"/>	Amount \$
_____	_____

Venue(s) to be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Non-profit incorporation number \_\_\_\_\_

If you do not have an incorporation number, please explain why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Please indicate where this grant funding will be allocated if you are successful in this application: **\*THIS SECTION MUST BE COMPLETED**

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_

This organization hereby acknowledges that all above stated information and enclosed documents are accurate and correct.

\_\_\_\_\_  
Signature of President or Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

**Please make sure to include:**

- An official letter of endorsement from the respective association. If such an association does not exist, such as with some festivals or multicultural events, letters of support and commitment from participating groups should be included in the application.
- A proposed statement of revenue and expenses for the event
- A proposed program of events or project outline
- A proposed marketing plan for the event
- Where applicable, proof of adequate liability insurance

**\*\* If the application does not include the necessary information it may be ineligible for processing\*\***

For more information, contact The City of Portage la Prairie at 239-8334



**City of Portage la Prairie  
Office of the City Manager  
Bid Package Hosting Assistance Grant  
Application Form #2**

Please answer all questions completely and provide any additional information that will clarify your grant request. If the application does not include the necessary information it may be ineligible for processing.

<b>Event:</b> _____
<b>Date:</b> _____ <b>Amount of Grant Request \$</b> _____
<b>The event is:</b> _____ <b>Inter-National</b> _____ <b>National</b> _____ <b>Provincial</b>
<b>Length of Event:</b> _____

Name and address of Host Bid Committee Contact Person:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person #1: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

Contact person #2: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**The following must accompany this request for funding:**

- A copy of the official bid requirements
- A copy of the expected revenues and expenses and in-kind services (including City employee assistance) that will be realized in the bid package creation, and an explanation as to where this grant funding will be allocated
- An outline of the expected timelines of the host organization in the creation of the bid package
- Letters of support from local businesses, organizations, or groups
- A clear demonstration of the potential to draw participants and spectators from outside Portage la Prairie into the community to the sole satisfaction of the City (history of attendance, anticipated draw of tourists or spectators)
- A detailed explanation as to the reasons that your group wants to be host to this event and the volunteer commitment to the project
- Include your organization's resolution to bid for the event if available. If not, an explanation as to why a resolution has not been made must be submitted

***\*\* If the application does not include the necessary information it may be ineligible for processing\*\****

For more information contact the City of Portage la Prairie at 239-8334