**Capital Enhancements Grant Funding Application**

Application Date: Click here for calendar

Please provide the following information and attach additional information as required. ***Note:*** *The request for capital enhancements must be directly related to a need identified in order to successfully host a specified event. The applicant must provide written proof that the capital enhancements are part of a bid requirement.*

**Organization Information:**

Name of Organization requesting funding: Click here to enter name.

Contact Person: Click here to enter name.

Phone: Click here to phone number. Email: Click here to enter email.

Mailing Address including postal code: Click here to enter address.

Type of Organization (please select one)

Private  Not-for-Profit  Other

If Other explain: Click here to enter explanation.

Name of Organization that the Destination Marketing Fund Grant, if approved should be made payable to if different than the organization named above: Click here to enter name.

Brief description of organization requesting funding, including history and composition: Click here to enter description.

Organization’s annual budget: $ Click here to enter amount.

Total Value of capital enhancements: $Click here to enter value.

Amount of Destination Marketing Fund Grant requested: $Click here to enter amount.

**Profile of Event(s) requiring the Capital Investment:**

Please supply the information below for the event for which capital enhancement are required in order to host the event.

Name of Event: Click here to enter name.

Duration of event: Start date: Click for calendar End date: Click for calendar

Describe the event: Click here to enter description.

If this Capital Investment is required to host more than one event bid, include additional event information here: Click here to enter additional event(s).

**Accommodations:**

Estimated total number of room nights generated from event: Click here to enter number.

*(Room nights limited to hotel/motel rooms, B&B rooms)*

What method did you use to estimate the number of room nights generated for this event? Click here to enter answer.

What local facilities other than accommodations will be used? Click here to enter answer.

**Event Attendance:**

Estimated participants, officials and staff: Enter number here.

Estimated spectators – non-residents Enter number here.

(80 km or more away from Prince Albert)

Estimated spectators – city residents Enter number here.

Total estimated spectators Enter total here.

**This event(s) is** (please select one)

Local  Provincial  Regional  National  International

**Media exposure** (please select one)

Local  Provincial  Regional  National  International

**Event History:**

Has the event been held in Prince Albert previously?  Yes  No

If this event has been held in Prince Albert previously, please explain when it was last hosted in Prince Albert: Click here to enter explanation.

Is there a possibility of this event(s) happening more than once in Prince Albert?   
  
  Yes  No

Please explain: Click here to enter explanation.

Is there potential of this event resulting in other events being hosted in Prince Albert?  
  
  Yes  No

Please explain: Click here to enter explanation.

**Capital Enhancement Information:**

Critical to the evaluation of your funding application is the provision of a detailed business plan and rationale for the capital enhancements for which funding is requested. The applicant must also include a long term plan as to how they will protect / maintain the capital assets once the investment is made.

Please provide as much supporting information to aid in assessing your application below or in a separate attachment. At a minimum the information included with your application should speak to the evaluation criteria set forth in the Capital Enhancements Guidelines, with a strong emphasis on:

* How will the capital enhancement(s) be a legacy to the City as a permanent structure or fixture to remain for future users.
* A detailed description of the capital investments required including associated costs.
* Rationale for making the capital investments for which funding is being requested. Why are capital enhancements required for the event?
* Comprehensive Business Plan, including total capital costs, % overall capital investment being requested, other funding sources being utilized, including amount per funder.
* Project timelines (start, key milestones and completion date).
* Experience in completing capital projects.
* Long term plan for sustaining funded capital asset as well as past experience maintaining capital assets long term.
* Other events / uses made possible through the capital enhancement for which funding is being requested.
* Who will own the capital asset.

Information requested in this application may be attached separately to your application if preferred. The strength of information provided is the basis from which funding recommendations will be made.

***The following items must accompany your application:***

* Estimates for the capital enhancements.
* Budget for the event for which capital enhancements are being proposed.
* Comprehensive business plan and associated items listed above.
* Supporting documents if applicable

*\* Please provide the most current year-end financial statements or best equivalency if available.*

**Privacy Policy Statement and Application Certification**

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of* *Information and Protection of Privacy Act (LAFOIP).*  Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

Section 91(1)(a) of the Cities Act states the following:

***“91****(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

1. *Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”*

This Grant Application with all supporting documents can be saved and emailed to [destinationlevy@citypa.com](mailto:destinationlevy@citypa.com) or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.