

New Event Accommodation Tax Funding Application

(City of Brandon Accommodation Tax By-Law 7014)

Please provide the following information and attach additional information as required.

Application Date:

Funding Option: 1 Year Multi-year

Total Amount of Accommodation Tax Grant Requested:

Breakdown of multi-year funding:

(Must be an event that has never been held in Brandon. Funding cannot exceed 3 consecutive event years. See New Event Guidelines for additional information)

Event Year 1: Event Year 2: Event Year 3:

Year 1 Grant \$: Year 2 Grant \$: Year 3 Grant \$:

Organization Information

Name of Organization requesting funding

Contact Person:

Phone: Email:

Mailing Address including postal code:

Type of Organization (please select one)

Public Private Not-for-Profit Other

If Other explain:

Name of Organization that the accommodation tax grant, if approved should be made payable to:

Brief description of organization requesting funding:

Organization's annual budget:

Event Information:

Name of Event:

Duration of event:

Start date:

End date:

Describe the event:

Accommodations:

Estimated total number of room nights generated from event:

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

What method did you use to estimate the number of room nights generated for this event?

What percentage of projected overnight stays will pay in excess of \$31.00 per night for their lodgings? %

What local facilities other than accommodations will be used?

Event Attendance:

Estimated participants, officials and staff

Estimated spectators – non-residents (80 km or more away from Brandon)

Estimated spectators – city residents

Total estimated attendance

This event 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 Brandon previously? Yes No

If this event has been held in Brandon previously, has it been at least 3 consecutive years since it was last held in Brandon? Yes No

If yes, please explain when last hosted in Brandon:

If no, the event is not eligible for funding under the “New Event” category. Please review other application categories to determine suitability.

Is there a possibility of this event happening more than once in Brandon? Yes No

Please explain:

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

Please explain:

What is your organization's experience in hosting this or similar events? Please be sure to include a profile of your organizing committee / working group.

Please provide as much supporting information to aid in assessing your application. This information could include a business plan, a marketing plan, rationale / insight to support the information you supplied and / or your funding request, etc. The strength of information provided is the basis from which funding recommendations will be made.

The following items must accompany your application:

- If the funding application is being made for an event that is run by a subcommittee or league of a larger organization, include confirmation in writing from the Chair that they are aware of and support the event funding application.
- Most current year-end financial statements or best equivalency.
- Budget for the event
- Supporting information if applicable

Privacy Policy Statement and Application Certification

Your privacy is important to the City of Brandon. That is why we request that all applicants read the following privacy policy statement carefully.

Information about Accommodation Tax funding applicants, both current and past consists of data contained in their applications, information derived from interviews, and information gathered during the course of past experiences. The City stores this information in written and electronic form for a period of time. Information, which is described above, may be:

- Used by those evaluating the accommodation Tax funding application, City Staff and City Council;
- Used in the collection of data for general program evaluation;
- Used in public announcements relative to approved funding;

The City does not sell applicant current or past participant information.

I certify that the information given in this application is complete and accurate to the best of my knowledge and that I have carefully read and understand all notes and disclaimers provided therein. I understand that the City reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the application process for funding under the City of Brandon Accommodation Tax By-Law. I certify I am authorized to make this application on behalf of the organization herein described for the purpose of receiving City of Brandon Accommodation Tax Funding and the organization has no outstanding taxes, utility charges or other amounts owing to the municipal government and all properties owned by the Organization are free of any City of Brandon Building and Safety Department Orders to Maintain or other directives.

To check the dates of upcoming City Council Meetings, please visit www.brandon.ca/council-information/meeting-dates. All meetings are held in Council Chambers at 410 9th Street at 7:00 p.m. on the specified date.

This application with all supporting documents can be saved and emailed to accommodationtax@brandon.ca or printed and mailed or dropped off to

Economic Development Brandon, 410 – 9th Street, Brandon, MB, R7A 6A2.