

PROGRAM TO SUPPORT  
INTERNATIONAL, NATIONAL  
AND METROPOLITAN  
**SPORTING EVENTS**

2017

APPLICATION FORM

Component 4 Bids for sporting events

Montréal 

Service de la diversité sociale et des sports

## 1. Organization

### Organization

Legal name:<sup>1</sup> \_\_\_\_\_ Legal status: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_ Québec enterprise No.: \_\_\_\_\_

Charitable organization registration No. (Revenue Canada): \_\_\_\_\_

Industry Canada corporation number: \_\_\_\_\_ Business number: \_\_\_\_\_

Representative (organization): \_\_\_\_\_ Title: \_\_\_\_\_

### Head office

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

### Mailing address (if different)

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

### Contact information

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

If you have ever received financial assistance from the city of Montréal, please indicate your 6-digit supplier number.

**Ville de Montréal supplier number:**

<sup>1</sup> The name indicated must correspond to that registered with legal authorities and in the list of supplier of the Ville de Montréal.

## 2. Event

Event name: \_\_\_\_\_

Sports discipline(s): \_\_\_\_\_

Date(s):

from:

to:

Day / Month / Year

Day / Month / Year

Event location: site(s) and address(es):

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## 3. Financial assistance requested

\$ \_\_\_\_\_

NB: Include the amount requested in the preliminary budget for the event or bid.

## 4. Purpose

Indicate for which eligible expense financial support is being requested:

## 5. Quantifiable objectives

### 5.1. Overall objectives

Number of athletes/participants expected

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Length of the event (number of days)

--

Type of event:

Annual

--

Recurring

--

One-time

--

Number of editions: \_\_\_\_\_

Year 1<sup>st</sup> edition held: \_\_\_\_\_

Level:

International

--

National

--

Calibre of athletes:

Espoir


Junior


Other

--

Senior

Master

Calibre of competition:

World	<input type="text"/>	North American	<input type="text"/>
International	<input type="text"/>	National	<input type="text"/>

Number of spectators expected: \_\_\_\_\_

Broadcast (audience expected): \_\_\_\_\_ Webcast (audience expected): \_\_\_\_\_

Number of Program objectives met: \_\_\_\_\_

Type of event:

Men's	<input type="text"/>	Women's	<input type="text"/>	Mixed	<input type="text"/>
Competitive	<input type="text"/>	Recreational	<input type="text"/>	Emerging sport	<input type="text"/>
Single sport / Single discipline	<input type="text"/>	Multisport / Multidisciplinary	<input type="text"/>	Adapted sport / Disabled sport	<input type="text"/>

**5.2. Specific objectives<sup>2</sup>**

Quantifiable specific objectives – International event	Quantity
Number of participating countries	
Indicate which ones: <sup>3</sup>	
Number of participating teams or clubs	
Proportion of athletes from outside Canada	%

Quantifiable specific objectives – national event	Quantity
Number or participating provinces and territories	
Indicate which ones: <sup>4</sup>	
Number of participating teams or clubs	
Proportion of athletes from outside Quebec	%
Proportion of athletes from outside Canada (if any)	%

**6. Description of the event**

**Please append** a description of the event you hope to hold in Montréal, including the following details: background; network of competitions of which the event is part; planned trials and competitions; broadcasting; expected benefits, spinoff and legacy for Montréal; etc.

<sup>2</sup> For adapted, emerging or less-popular sporting events, you must provide details regarding the sport concerned, the pool of potential athletes, where they are from, participation in previous editions or similar events (e.g. activity reports, final event reports, participation statistics, etc.).

<sup>3</sup> Attach a list, if necessary.

<sup>4</sup> Attach a list, if necessary.

## 7. Total contribution by the Montréal administration

**Please append** a preliminary estimate of all the resources (financial, human, material, expertise, communications, etc.) expected to be provided by the Montréal administration (the city of Montréal, its 19 boroughs and the 15 towns and cities on the island of Montréal) to organize and present the event.

## 8. Preliminary budget for the bid

**Please append** the preliminary budget for the bid (revenue and expenses).

## 9. Documents to be submitted to the city

### 9.1. The following documents must be appended to this form:

- The organization's letters patent
- A resolution of the organization's Board of Directors authorizing the application and designating a representative responsible for signing all commitments relating to the application, hereinafter referred to as the "organization representative"
- The organization's civil liability insurance policy and directors and officers liability insurance policy
- Description and background of the event, including a brief description of trends in the sport concerned and its development in Montréal, Quebec and Canada as a whole
- Structure of the bid committee
- Specifications for the event
- Description of the bid process and of the holder of the rights to the event
- Brief justification relating to each Program objective
- Event bid deadline announced by the holder of the rights to the event and the organization's work calendar
- Authorizations, approvals and permits required for the event
- Preliminary budget for the bid (revenue and expenses)
- Preliminary estimate of overall contribution by the Montréal administration
- Standard contract to be signed by the host organization with the holder of the rights to the event
- Final report and final budget for the most recent edition of the event
- Most recent results for the event.

### 9.2. The following documents must be sent to the Service de la diversité sociale et des sports at the address indicated in section 12 of the form, before the Ville de Montréal will issue its official authorization in writing for the bid to be filed with the holder of the rights to the event:

- Deliverables for which the city contribution has been granted (business plan, bid submission, budget for the event (revenue and expenses), economic impact study, feasibility and market studies, etc.
- Final report, final balance sheet or financial statements for the bid
- Support from the Quebec and Canadian federations for the sport in question for the event
- Support from the Quebec and federal governments for the event
- Support from Tourisme Montréal for the event
- Receipts for the production of the deliverables submitted to the city

- Written confirmation from the organizations concerned, guaranteeing that the facilities and sites planned to be used are adequate, safe and suited to the event
- Written confirmation from the managers or owners of the facilities and/or sites planned to be used are available for the event

## 10. Obligations of the organization

In return for the financial assistance from the city of Montréal, the organization agrees to:

- Use the amount to produce the deliverables for which this application is submitted to the city of Montréal.
- Promptly notify the city of Montréal's authorized representative assigned to the event (hereinafter referred to as the "city representative") of any change in its corporate name, legal status or address, or any change in the organization representative and his or her contact information.
- Promptly notify the city representative of any major change in intention regarding the bid and in the bid process announced by the holder of the rights to the event.
- Mention the city of Montréal's financial participation in the bid for the event, in accordance with the standards in effect.
- Comply at all times with the instructions and requirements of the holder of the rights to the event.
- Be in good standing with all the public and sports authorities concerned.
- Not distribute, publish or publicly display any notice, symbol or sign bearing any form of discrimination or authorize such a notice, symbol or sign.
- Take up the defence of the city of Montréal, its representatives, agents and employees in any legal action arising directly or indirectly from this agreement or the organization's bid, and indemnify them against any judgment in principal, interest and costs against them.
- Guarantee the city of Montréal that its reputation will not be harmed by the bid or the eventual holding of the event in Montréal.
- Keep its registration in the city of Montréal bank of suppliers up to date ([ville.montreal.qc.ca/fournisseurs](http://ville.montreal.qc.ca/fournisseurs)).
- Hold civil liability insurance and directors and officers liability insurance. These insurance policies must be with a company having its head office or a place of business in Quebec. The organization must give the city representative copies of these insurance policies at the same time as the form.
- Comply in every respect with the contract management policy adopted by the city of Montréal under section 573.3.1.2 of the *Cities and Towns Act*, which is available on the city's website, at the Program address: [ville.montreal.qc.ca/evenementssportifs](http://ville.montreal.qc.ca/evenementssportifs).
- Allow the city's representatives to verify, at any time during normal office hours, its accounting books and documents and provide these representatives on request with a copy of vouchers allowing them to ensure that the amount paid was in fact used to produce the event in question.
- If the total financial contribution by the city to the organization is \$100,000 or more in the same calendar year, provide the city's Auditor General (1550, rue Metcalfe, Suite 1201, Montréal, QC, H3A 3P1), with audited financial statements, approved and signed by the organization, no more than 90 days after its fiscal year end. A copy of the audited annual financial statements must also be sent to the Representative by the same deadline.
- Obtain official written authorization from the city of Montréal before submitting the bid prepared for hosting the event in Montréal to the holder of the rights to the event. The city's financial contribution to preparing the organization's bid does not constitute official support by the city for the filing of the organization's bid with the holder of the rights to the event, nor the city's intention to support the organization and holding of the event in Montréal.

## 11. Commitment by the organization

\_\_\_\_\_  
(Name of organization)

has read this description of the Program to support international, national and metropolitan sporting events and certifies that the information on the form and in the supporting documents provided with its application for financial support is accurate and complete.

By signing this application for financial support, the organization agrees to respect all its obligations under the Program and in this application for financial support.

The organization acknowledges that the Ville de Montréal is in no way committed to providing any financial support and that it may offer financial support of less than that requested in this application. The amount of the financial support provided to the organization will be as indicated in the resolution adopted by the competent authorities of the Ville de Montréal, as applicable.

This Program and this application, along with the resolution adopted by the competent Montréal authorities, constitute the agreement between the parties.

IN WITNESS WHEREOF, the authorized organization representative has signed, at Montréal

\_\_\_\_\_  
**Name of organization**

\_\_\_\_\_  
**Name of representative<sup>5</sup>**

\_\_\_\_\_  
**Signature of representative**

\_\_\_\_\_  
**Date (DD / MM / YYYY)**

## 12. Information and procedures for transmitting the application and documents

For further information, please email your questions to: [evenements.sportifs@ville.montreal.qc.ca](mailto:evenements.sportifs@ville.montreal.qc.ca).

The duly completed form, signed by the organization representative, including the appendices listed in section 9.1. for applications related to Component 4, is to be submitted online to:

[evenements.sportifs@ville.montreal.qc.ca](mailto:evenements.sportifs@ville.montreal.qc.ca).

An acknowledgement of receipt of your application will be e-mailed to you.

The city may require any other document needed to complete the application for financial support.

Any notice or document to be mailed to the city representative should be addressed as follows:

### **Program to support sporting events**

Service de la diversité sociale et des sports  
Ville de Montréal  
801, rue Brennan, pavillon Prince, 4<sup>th</sup> floor  
Montréal, Quebec H3C 0G4

\_\_\_\_\_  
<sup>5</sup> The signatory must be the same person as indicated on page 1 and designated in the resolution.