

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

2017

APPLICATION FORM

Component 1. International sporting events

Component 2. National sporting events

Component 3. Metropolitan sporting events

Montréal 

Service de la diversité sociale et des sports

1. Organization

Organization

Legal name: ¹ _____ Legal status: _____

Date of incorporation: _____ Québec enterprise No.: _____

Charitable organization registration No. (Revenue Canada): _____

Industry Canada corporation No. _____ Business No. _____

Contact name (organization): _____ Title: _____

Head office

Address: _____ City/Town: _____

Province: _____ Postal code: _____

Mailing address (if different)

Address: _____ City/Town: _____

Province: _____ Postal code: _____

Contact information

Telephone: _____ Fax: _____

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:

¹ The name indicated must correspond to the one registered with legal authorities and the Ville de Montréal list of suppliers.

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. Choice of Program component and application date

Component

Application date

- | | | | |
|--------------------------|----------------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | 1. International sporting events | <input type="checkbox"/> | December 1, 2016 – 4 p.m. |
| <input type="checkbox"/> | 2. National sporting events | <input type="checkbox"/> | March 30, 2017 – 4 p.m. |
| <input type="checkbox"/> | 3. Metropolitan sporting events | <input type="checkbox"/> | August 15, 2017 – 4 p.m. |

4. Financial support requested

_____ \$

N.B.: Include the amount requested in the preliminary budget for the event or application.

5. Quantifiable objectives

Complete only the boxes corresponding to the component for which you are submitting an application for financial assistance.

5.1 General objectives

Number of athletes/participants expected

Length of the event (days)

Recurrence of the event:

Annual

Recurring

One-time

Number of recurrences: _____

Year of 1st edition: _____

Level of sanction:

International

National

Provincial

None

Calibre of athletes:

Espoir	<input type="text"/>	Junior	<input type="text"/>	Other	<input type="text"/>
Senior	<input type="text"/>	Master	<input type="text"/>		

Calibre of competition:

International component

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

Metropolitan component

International / Invitation	<input type="text"/>	Provincial	<input type="text"/>	Montréal island	<input type="text"/>
Interprovincial	<input type="text"/>	Greater Montréal	<input type="text"/>		

Number of spectators expected: _____

Broadcast (audience expected): _____ Webcast (audience expected): _____

Number of Program objectives reached: _____

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 objectives²

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

Quantifiable specific objectives – National event	Quantity
Number of participating provinces and territories	
Indicate which ones:	
Number of participating teams or clubs	
Proportion of athletes from outside Quebec	%
Proportion of participants from outside Canada (if applicable)	%

² 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.).

³ Attach a list if necessary.

Quantifiable specific objectives – Metropolitan event	Quantity
Number of boroughs or cities/towns on the island of Montréal sending participants (attach a list of boroughs and cities/towns)	
Number of clubs or teams from the island of Montréal	
Total number of clubs or teams	
Proportion of participants from the Montréal agglomeration	%
Proportion of participants from outside Canada	%

6. Description of the event

6.1 Business plan

Please include a concise business plan with your application. The plan must include the following details on the event: description, background, procedures, program, logistics, communications and promotional operations, composition of the organizing committee, broadcasting, media spinoff from previous years (if applicable), sustainable development, inclusive practices, etc.

6.2 Compliance with Program objectives

Please include a brief justification for each of the objectives listed on page 1 of the Program.

7. Total contribution by the Montréal administration

Please include a detailed description of all the resources (financial, human, material, expertise, communications, etc.) already granted or in the process of being granted by the Montréal administration (the city of Montréal, its 19 boroughs and the 14 towns and cities on the island of Montréal) to support the event.

8. Budget

If you wish, you may provide the budget for organizing the event in another format and attach it to this form. However, all the information required in the table below must be clearly indicated.

Revenue

Expected contributions					
Federal					
Sport Canada	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Sports federation	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Canada Economic Development	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Other:	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Provincial					
MELS	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Tourisme Québec	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Secrétariat à la région métropolitaine	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Sports federation	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Other:	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Municipal					
City of Montréal	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Borough(s):	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Tourisme Montréal	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Other:	<input type="checkbox"/>	Expected	<input type="checkbox"/>	Confirmed	\$
Subtotal					\$

Self-generated revenue	
Sales – Admission	\$
Sales – Food concessions (beverages, food, etc.)	\$
Sales – Merchandise (t-shirts, caps, souvenir programs, etc.)	\$
Fundraising campaign	\$
Registration	\$
Donations	\$
Subsidies in cash	\$
Subsidies in goods and services	\$
Other:	\$
Other:	\$
Subtotal	\$
TOTAL EXPECTED REVENUE: \$	

Expenses

Eligible expenses⁴	
Use of one or more sports facilities, halls and public property ⁵	\$
Insurance	\$
Permits, authorizations and approvals	\$
Marketing (communications, promotion, advertising)	\$
Operations (materials, equipment, logistics, fitting out, health, security, volunteers, technical staff)	\$
Fees for officials (travel to the competition site; meals at the competition site; referees' salaries)	\$
Other:	\$
Other:	\$
Subtotal	\$
Ineligible expenses	
Administration (accounting, legal, etc.)	\$
Human resources (employees, consultants, etc.)	\$
Protocol (hosting dignitaries/experts/delegates, prizes, compensation, gifts, entertainment)	\$
Referees' lodging; participant travel costs paid by the organization, including referees and athletes	\$
Purchase of food; beverages and merchandise offered as part of the event	\$
Information technology (Internet, telephony, etc.)	\$
Other:	\$
Other:	\$
Subtotal	\$
TOTAL EXPECTED EXPENSES: \$	
BALANCE (REVENUE – EXPENSES): \$	

⁴ The applicable taxes, expenses and costs already reimbursed by another source of funding or the private sector are not eligible.

⁵ The loss of revenue due to the use of sports facilities is not eligible.

9. Documents to be submitted to the city

9.1. The following documents must be submitted with this form:

- The organization's letters patent
- A resolution of the Board of Directors or official notice from the holder of rights designating the organization as the event organizer
- 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"
- Written confirmation from the organizations concerned, guaranteeing that the facilities, equipment, material and premises to be used are available, adequate, safe and suited to the event
- Authorizations, approvals and permits required for the event
- Budget for the event (if not included on the form)
- Proof of insurance for the event
- Financial balance sheet or financial statements from the previous edition of the event
- Concise business plan
- Compliance with Program objectives
- Total contribution by the Montréal administration
- List of competition registrations or results, proving the minimum number of participants and their origins:
 - International and national components: show the proportion of participants by country, province or state, in accordance with specific eligibility criteria;
 - Metropolitan component: show the presence of participants from at least 17 boroughs or cities/towns in the Montréal agglomeration.

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, no later than 60 days after the event:

- Final report on the event: highlights, number of participants, number of countries represented, number of spectators and television viewers, broadcast, communications and promotional operations conducted, public activities organized, difficulties encountered, problems, etc.
- Financial balance sheet for the event
- Invoices: approvals, permits, insurance, rental of facilities, promotional material, purchase of equipment, etc.

10. Obligations of the organization

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

- Use the amount to hold the event for which this application is submitted to the city of Montréal, in accordance with the conditions herein.
- 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 the event for which financial assistance has been requested.

- Mention the city of Montréal's financial participation in organizing the event, by including the city's signature in promotional documents and tools for the event, in accordance with the standards in effect. The city of Montréal logo and the standards for its use are available on the city's website, at **ville.montreal.qc.ca** (in Democratic participation / Media centre).
- At least ten working days in advance, invite the city of Montréal to take part in the public activities related to the event (press conference, opening or award ceremonies, etc.).
- Respect the protocol for the city's visibility with respect to sporting events supported under this Program, which is available on the city's website, at **ville.montreal.qc.ca/evenementssportifs**.
- Comply with all the standards and legislation and all rules and regulations applicable to the event.
- Be in good standing with all the public and sports authorities concerned.
- Meet the highest professional and sports ethics in organizing the event.
- Pay the applicable taxes to the governments and organizations concerned, and obtain the permits and rights required to hold the event.
- 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 event organized by the organization, 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 event.
- Keep its registration in the city of Montréal bank of suppliers up to date (ville.montreal.qc.ca/fournisseurs).
- Take out civil liability insurance offering the protection stipulated by city of Montréal representatives for bodily harm and material damage. The insurance policy must be with a company having its head office or a place of business in Quebec. The insurance policy must be in effect 10 days prior to the event, during the event and for 10 days following the event. It must also include a rider designating the city as co-insured. In addition, the rider must stipulate that no deductible is applicable to the city and that the policy may not be cancelled without written notice from the insurer to the city at least five working days before the event. The organization must give the city representative copies of the insurance policy and the rider at least 15 working days before the event.
- Take out and maintain in effect, from insurance companies with their head offices or a place of business in Quebec, all other insurance policies necessary to hold the event in the Montréal agglomeration, granting the protection stipulated by the authorities who require it. These policies must include a rider stipulating that no deductible is applicable to the city. The organization must give the city representative copies of the insurance policy and the rider at least 15 working days before the event.
- 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 **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.

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 representative⁶

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, 4th floor

Montréal, Quebec H3C 0G4

⁶ The signatory must be the same person as indicated on page 1 and designated in the resolution.

Calendar of events

The city produces an annual calendar of sporting events planned for Montréal. If you wish to publicize your event, please complete the description below.

EVENT DESCRIPTION

Event name: _____

Year created (edition): _____

Theme: _____

Type of event: _____

Brief description:

Starting date: _____

Ending date: _____

Location: _____

Clientele: _____

Cost of admission: _____

Additional information: _____

Telephone numbers (info or reservations): _____

Website: _____

Hosting organization: _____

Contact and address: _____