



HOSTING BC™



Hosting BC Application Overview “Best Practices”

Deadline: 4:00pm PST Dec 15, 2011

The Hosting BC application must be completed online. The application can be found at www.bcgames.org or www.hostingbc.ca/resources.

This document is intended to give applicants a preview of the Hosting BC online application questions and to provide tips and examples for completing the application.

DO NOT submit this document. **Only online applications will be accepted.**

- The entire online application (including uploading documents) must be completed at one time. It is suggested that you complete your answers in a Word document and then copy and paste them into the online form.
- **Question 15** requires applicants to upload your letters of support. Please combine all letters into one document for uploading and ensure your event name is included in the file name. The maximum size is 3 MB.
- **Question 28** requires that applicants submit a budget. Ensure you have completed the Hosting BC Budget template available for download online. No other budget forms will be accepted.

If you have any difficulties uploading letter or budget documents you can email the attachments to hostingbc@bcgames.org.

IMPORTANT: Please read the Hosting BC Program Guidelines before you complete the online application form.

GENERAL INFORMATION

1. Is this application for bid funding or event funding?

Bid funding is for a bid process. Event funding is for the event itself.

1.1 Bid funding only

What is the bid proposal deadline? *(select from calendar)*

What is the bid decision date? *(select from calendar)*

1.2 Event funding only

Select the event type:

- International
- National Championship
- Western Canadian
- Provincial Championship
- Regional Championship
- Invitational Event

2. Sport:

Select the applicable sport from the drop down list. Eligible Sports are listed in Appendix 1 of the Hosting BC Guidelines.

3. Event Name:

4. Select the event start date and end date. (select from calendar)

5. Name of Applicant Organization:

Insert the name of the organization responsible for organizing the event. If the application is successful, all Hosting BC funds will be made payable to this organization.

6. Primary Contact Information for Hosting BC correspondence.

Surname: First Name:

Position Title:

Phone (work): Phone (home):

Fax: Email:

Mailing Address:

City: Postal Code:

INCORPORATION

7. What is your form of incorporation?

- BC Companies Act
- BC Society Act
- Municipal Act
- University/College:
 - College and Institute Act
 - Royal Roads University Act
 - Thompson Rivers University Act
 - University Act
 - Name of university/college (if applicable):

8. Incorporation / registration number:

9. Date of registration:

SANCTIONING

10. Is this event sanctioned by the PSO? Yes/No

If yes, select the PSO name from the drop down list.

11. Is this event sanctioned by an IF or NSO? Yes/No

If yes, please list the organizations:

12. Is this event sanctioned by the CIS or CCAA? Yes/No

EVENT LEVEL

13. Which of the following stages of the Canadian Sport for Life framework does this event fall within? (select the one that best fits)

- Train to Train
- Train to Compete
- Train to Win
- Active for Life (Masters level)

The Canadian Sport for Life framework is made up of seven stages. It is a training, competition, and recovery program based on developmental age – the maturation level of an individual rather than chronological age.

For more information on Canadian Sport for Life please refer to Appendix 2 of the Hosting BC Guidelines or visit www.canadiansportforlife.ca.

14. What is the age range for athletes at the event?

From age (min) to age (max)

ENDORSEMENT

15. Attach letter(s) of support.

The event must be sanctioned by the relevant PSO. For International and National level events, a letter of support from the PSO must be included.

Additional letters of support (i.e. from the IF, NSO, municipal council, venue operator, school district, and business community give added value to your application).

Please combine all letters into one document to upload. Ensure your event name is included in the file name of your document. Maximum size is 3 MB.

EVENT DESCRIPTION

16. Provide a brief description of the event (150 words):

Highlight the importance of the event from a sport and community development perspective.

Example 1

2006 Skate Canada International:

Skate Canada International is one of six premier competitions in the yearly International Skating Union's (ISU) Grand Prix of Figure Skating series. Skaters are awarded points based on their placements in the series' events. The top-six men and ladies and the top-six pair and ice dance teams qualify for the ISU Grand Prix of Figure Skating Final.

Example 2

2006 CCAA National Soccer Championships:

The CCAA National Soccer Championships feature the top six college men's and top six college women's teams in Canada (total of 12 teams). The event is sanctioned as one of eight Canadian College Athletic Association's annual national championships that are held throughout the country. The National Soccer Championships play host to over 300 athletes as they vie for the coveted crown in Canadian College Soccer – a national title!

Example 3

2006 Birmingham National Wheelchair Tennis Championships:

The 2006 Birmingham National Championships for wheelchair tennis will include the top 16 men, top eight women, and top eight quad division players in the country, as well as a 2nd draw for the next tier of athletes to gain valuable national competitive experience.

17. BC community(ies) that will host the event:

Select the community(ies) where the event will be taking place from the drop down list. Hold the CTRL key to select more than one community.

18. List Facility Name(s):

List of proposed and/or confirmed facility names for the event(s).

19. Provide the address of the main facility:

Street Address

City

Postal Code

20. Indicate who is anticipated to be involved in the event:

20.1 International Events Only

Number of countries involved or anticipated:

List countries involved or anticipated:

20.2 National Events Only

Number of provinces/territories anticipated:

List provinces/territories involved or anticipated:

20.3 Provincial/Regional Events Only

Number of regions anticipated:

List regions:

20.4 Invitational Events Only

Describe the size and scope of the event:

(Outline numbers of participants, teams, regions, countries, etc.)

21. Number of Athletes:

22. Number of Volunteers:

EVENT BENEFITS

Note: Benefits last only for the duration of the event; legacies are left after the event takes place.

23. Describe how this event will provide sport development opportunities.

Up to five points (max 300 words).

Background:

The development of athletes, coaches, officials, and volunteers is a key outcome of investing in sport hosting. By providing valuable competitive opportunities the capacity of the provincial sport system is strengthened.

Sport Development Examples

- Important qualification event for athletes to move on to higher levels of competition.
- Event is identified as part of the CSL plan for the sport.
- Talent identification and training opportunity for athletes, coaches, and officials.
- Skill development or mentorship program incorporated into the event plan.
- Catalyst for young athletes to pursue higher level competitive opportunities.
- Provide international level experience for officials and volunteers.
 - Allows Canadian athletes the opportunity to compete at home.
 - Event is part of organization's hosting strategy to bring new opportunities for athlete, coach, and sport development.

24. Describe how this event will provide economic and tourism benefits.

Up to five points (max 300 words).

Background:

Economic benefits are generated by visitor and organizer spending, as well as the increased demands on local businesses.

Future tourism benefits that are generated as a result of the publicity of an event are difficult to project in dollar figures. Instead, include information about how additional tourism may be generated by the event.

If your organization has already evaluated the projected increase in economic activity of the event through an economic impact study, include the results in this section.

Economic Benefits Examples

- Economic spin-off benefits through the purchase of lift tickets, accommodations, food and beverage, transportation, and retail sales.
- The event will transform an otherwise slow week to a very busy week – hotels, restaurants, and shops should notice a significant increase in business.
- A local purchasing policy will be developed for the event.
- Future tourism will increase as a result of host community promotion via international TV event coverage.
- Exposure of out-of-town athletes, spectators, officials, and volunteers to the host community will result in return repeat visitation.

25. Please describe how this event contributes to human resource development.

Up to five points (max 300 words).

Background:

Human resource development should include the new skills that will be brought to members of the host community for both paid workers and volunteers.

Human Resource Development Examples:

- 50 local volunteers will be trained on how to set up a world-class alpine ski racing course.
- Event organizers and volunteers will gain skills experience necessary to host a higher level competitive event.

LEGACIES

26. Describe the community legacies you expect to generate by hosting this event.

Up to five points (max 300 words).

Legacy Examples:

- Annual community conferences, clinics, or cultural celebrations as extensions of the event.
- Shared Use Agreements between school boards and municipalities; these help facilitate broader access to sport and recreation facilities.

- Equipment legacies:
 - Event equipment used will be made available to future event organizers, i.e. signage, barricades, and/or computers.
 - Expensive pieces of sport equipment which are beyond the reach of a single community club will be purchased for the community.
- New facility construction or upgraded existing facilities.
- Talent Identification Camp for local athletes arranged with the applicable PSO.
- Volunteers: number of volunteers that will be trained or certified.
- The establishment of a legacy fund that will provide assistance for various purposes (i.e. scholarships, sport development, future hosting).
- Tools developed will be made available to future community event organizers.

27. Describe the skills and past event hosting experience of the event organizers.

Up to five points (max 300 words).

27.1 International Events and Bids only

Please submit a business plan or bid proposal.

Include details on organizational structure and the ability to fulfill hosting requirements (transportation, medical coverage, accommodations, meals, technical support, etc.).

BUDGET

28. Attach the completed Hosting BC budget template.

Attach completed budget template file in Excel format. Be sure your organization or event name is included in the document file name.

28(a). Total Cash Revenue (including Hosting BC request):
Copy total from budget worksheet

28(b). Total Cash Expenses:
Copy total from budget worksheet

29. Total funding request (\$):

Amount requested from the Hosting BC program. Ensure this does not exceed the maximum allowable grant amount for your event level.

30. If there is a specific purpose within the operational budget that these funds will be used for, please describe.

Hosting BC program funds must be used for operational expenses and does not include capital purchases such as equipment, furniture, vehicles, gifting, or prize money.

Operational Expenses Examples

- Volunteer expenses - volunteer lunches, accommodation, clothing, and recognition.
- Ski race set-up and infrastructure – signage on-site/off-site, scaffolding rentals for platforms and staging, first aid, radio rentals, and commentator fee.

VOLUNTEER RECRUITMENT

You must register your organization and your event with VolWeb, a free volunteer recruitment website. After you have submitted the online application please visit www.volweb.ca to register.

TERMS AND CONDITIONS

You must agree to the terms and conditions. A link to the terms and conditions is provided.

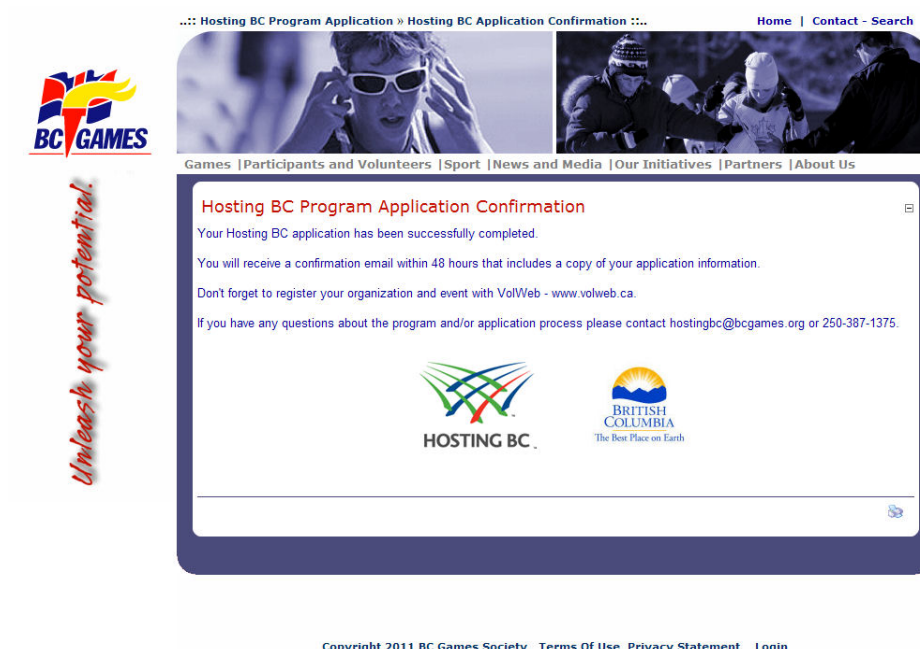
SUBMISSION

Before you select the "SUBMIT APPLICATION" button, it is recommended that you review your answers and print the application for your records. The printed online form will not include all of your entered text, however, a confirmation email with all of the entered information will be sent once you submit your application.

Applications will be reviewed for completeness and accuracy; applicants will be contacted for additional information or clarification as required. A complete application includes the following:

- Online application questions completed
- Letters of support uploaded
- Budget template completed and uploaded
- Bid Book or event business plan (for International events only) submitted online or by mail to the BC Games Society address below.
- Event registration on www.volweb.ca

After you select the SUBMIT APPLICATION you will see this screen confirming your successful submission.



The screenshot shows a web browser window with the BC Games Society logo on the left and a confirmation message in the center. The message reads: "Hosting BC Program Application Confirmation. Your Hosting BC application has been successfully completed. You will receive a confirmation email within 48 hours that includes a copy of your application information. Don't forget to register your organization and event with VolWeb - www.volweb.ca. If you have any questions about the program and/or application process please contact hostingbc@bcgames.org or 250-387-1375." The logos for Hosting BC and British Columbia are also visible at the bottom of the message area.

All applicants will be informed in writing of the outcome of the application. Successful applications will be announced no more than 60 days following the application deadline.

If you have questions regarding the application process, please contact the BC Games Society:

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