

Policy Title:	Community Event Partnership Grant
Category:	Council
Policy Number & Version:	2025-07-V1
Policy Owner:	Recreation Services
Posting Location:	External

1. Purpose:

The City of Vernon supports local event organizations and event hosts by offering grants for community events. This policy outlines the application and eligibility process in which grants will be awarded.

2. Scope:

These grants are intended to support community-focused, non-commercial organizations that host events promoting arts, culture, recreation and sport, or social services. Fundraising events for non-profit groups that benefit the community are also eligible.

Funding is based on an application process and is available in three event categories – each with its own criteria. Grants may be used to offset event related expenses including: City facilities, City equipment, and emergency services.

Priority will be given to events that are open to all members of the public and free of charge.

The City of Vernon encourages and empowers community groups and event hosts to build on their success and expertise in developing events. The City encourages events to become self-sustaining as grant funding is not guaranteed each year.

3. Definitions and Interpretation:

a. Definitions

“Commercial” means the carrying on of a business activity or undertaking of any kind or nature, or the providing of professional, personal, or other services for the purposes of gain or profit by an individual or company.

“Event Host” means the person(s) or organization(s) responsible for hosting the event.

“Facility Use Agreement” means the contract signed by the Event Host for use of or access to a City facility(ies).

“Finance Committee” means the Committee established by Council to review and provide recommendations to Council on financial matters including the distribution of grants.

“**Grant**” means the funding provided, that would offset facility fees or associated costs in one or more of the categories, to the Organization.

“**Organization**” means the entity to which the Event Host(s) are members, that is responsible for hosting the event.

“**The City**” or “**City**” means the corporation of the City of Vernon.

b. Interpretation

Event Categories

Special Events – one-time events that are significant in size and scope; may be cultural, social, recreational, or sporting events.

To qualify as a Special Event the event must:

- Be held on City property.
- Be hosted by a non-profit society in good standing with its accrediting body.
- Be open to the general public, with or without admission.
- Incur at least \$1,000 in eligible expenses (see Eligible expenses section).

Community Events – reoccurring events that provide broad benefit to the community and are open to all members of the public without charge

To qualify as a Community Event the event must:

- Be held on City property.
- Be hosted by a non-profit in good standing with its accrediting body.
- Have been held successfully for at least three years.

Tournament Event – standalone, sport-focused tournaments where the majority of services for the event taking place within the City limits.

To qualify as a Tournament Event the event must:

- Be held on City property.
- Be sanctioned by a recognized provincial or national governing body.

Ineligible Events

The following types of events do not qualify for funding under this policy:

- Events with a primary focus on politics, religion, or advocacy.
- Commercial or for-profit events.
- Applications from Event Hosts or Organizations that:
 - Have outstanding debts to the City,
 - Have occurred in the past, or
 - Have not completed the required reporting for previous City grants.

Eligible Expenses

Grant funding can be used to cover the following event-related costs:

- City facility and service fees, including:
 - Park and Facility rentals
 - Road closure permits
 - Bylaw permits
 - Street sweeping
 - Utility locates

- Event logistics provided by the City, such as:
 - Fencing
 - Portable washrooms
 - Conversion costs

Note: this does not include the preparation of Traffic Management Plans.

- City equipment rentals, including:
 - Tables
 - Chairs
 - Staging

- Event marketing and advertising.

4. Application Process:

To apply for funding, Event Hosts must complete the following steps:

Step 1: Prepare Your Documents

The Event Host must submit the following applicable documents:

- i. A signed and completed application form
- ii. Financial statements for the most recently completed fiscal year (from within the last two years). These statements should include the recommendations from the Canada Revenue Agency for filing T3010 annual information.
- iii. Minutes from the most recent Annual General Meeting (AGM)
- iv. A list of executive members, including:
 - Names and positions held
 - Addresses and contact information
- v. Proof of registered society status
- vi. A brief organization profile, including history and past accomplishments.

Step 2: Submit Online

All applications must be submitted through the City's online portal by the deadlines posted on the City of Vernon website.

Note: incomplete or late applications will not be considered.

Step 3: Intake Window

Funding applications are accepted twice per year, based on event season:

<u>Intake Period</u>	<u>For Events In</u>
<u>April 1 – April 30</u>	<u>Fall & Winter</u>
<u>October 1 – October 31</u>	<u>Spring & Summer</u>

Step 4: Application Review

The Finance Committee will review all applications and make recommendations to Council.

Applications are assessed using a range of criteria, including but not limited to the following:

- i. **Community Need** – Does the event address a clear need or interest in the community?
- ii. **Food Security** – Does the event contribute to food security for residents?
- iii. **Coordination of Other Events** – How will the Event affect or complement other local events and user groups?
- iv. **Alignment with City Priorities** – Do the Organization’s goals, history, and accomplishments align with Council’s Strategic Goals and Values?
- v. **Quality of Life** – Will the event enhance the well-being and quality of life for Vernon residents?
- vi. **Financial Contributions** – Has the organization secured other sources of funding (e.g. other government grants, corporate sponsorship, fundraising)?
- vii. **Organizational Need** – What is the financial need of the organization applying?
- viii. **Impact** – What level of economic impact or social benefit could result from funding the event?

Step 5: Funding Levels

Funding levels will be based on the type of event and related costs.

- i. Special Events – Funding up to 75% of eligible expenses.
- ii. Community Events – Funding up to 50% of eligible expenses
- iii. Tournament Events – Funding is based on the level and size of the tournament to a maximum of 25% of eligible expenses.

Step 6: Notification of Decision

The City will notify the Event Host of the decision on their application within 60 days after the intake period closes.

Communication will be sent directly to the contact listed on the application.

Step 7: Grant Application to Facility Use Agreement

If the application is successful, the City will update the corresponding Facility Use Agreement to include the Grant. This means the Grant amount will be applied directly to the event costs, reducing the amount owing.

Step 8: Acknowledging City Support

If successful, the Event Host will be required to acknowledge the City's support in all event materials, including but not limited to:

- i. Banners, posters, and signage
- ii. Programs and brochures
- iii. Social media posts
- iv. On-site displays

The City will provide official logos and wording to use in your publications.

Step 9: Post-Event Reporting

Event Hosts must submit a post-event report within 30 days of the completion of the event.

Note: If the report is not submitted on time, the Organization will be required to repay the full Grant amount. This repayment will equal the original Facility Use Agreement invoice less the reduced payment as a result of the Grant.

5. Policy History (Created / Amended / Rescinded):

Version	Approved by (Name, Title, Signature)	Date
V1 (Original)		