

**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) Enter the year date/s for the event and grant dollars requested for each year.

Event Year:

Event Year:

Event Year:

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 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 this event was last hosted in Brandon:

*If no, it has not been at least 3 years, this event is not eligible for funding under the “New Event” category. Please review other application categories to determine suitability or reach out to discuss options.*

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](http://www.brandon.ca/council-information/meeting-dates). All meetings are held in Council Chambers at 410 9<sup>th</sup> 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](mailto:accommodationtax@brandon.ca) or printed and mailed or dropped off to

Economic Development Brandon, 410 – 9<sup>th</sup> Street, Brandon, MB, R7A 6A2.