



IN-KIND SPONSORSHIP PACKAGE

This application form must be completed in order for the applicant to be considered for In-Kind Sponsorship at any facility owned by Greater Victoria Harbour Authority (GVHA).

Please submit completed applications to GVHA Office by email.

For additional information, please contact:

Events Specialist

100 - 1019 Wharf St, Victoria

p. 250.383.8300 ext. 246

e. events@gvha.ca

FREQUENTLY ASKED QUESTIONS:

1. What is the deadline to submit my Sponsorship Application?

You must submit your Sponsorship Application minimum 120 days prior your event. For us to be able to evaluate possible Sponsorship you must also submit your Event Application, schedule, and site plan minimum 120 days prior the event.

2. What type of insurance do you require?

We require event organizer to name Greater Victoria Harbour Authority 100-1019 Wharf Street Victoria BC V8W 2Y9 as a third party insured, amount is 2 million dollars.

3. What is needed when requesting a site plan?

A site plan is required for all events and must include square footage of the event upland set up and linear footage of dock space. We require this information to quote you the correct amount as upland is charged by square footage and dock space by linear footage. It is also important to see how your event will impact our operations, teams, and clients.

4. Why do you need our schedule?

We require your event schedule because of all the moving parts at a working harbor. We are constantly communicating with all terminal users to make sure we have easily executed events and that our staff on site is up to speed.

5. Why do I need to submit Event Application, schedule, and site plan together with my Sponsorship Application?

GVHA determines Sponsorship amount based on the cost of the event, therefore we need to have this information that allows us to create a cost quote. We also look at the impact of the event and all these documents help us tremendously.

6. How are Sponsorship Decisions made?

GVHA has a dedicated Sponsorship Committee comprised of members representing all departments, together we evaluate all aspects listed under Sponsorship Evaluation Areas. Points are awarded in each area to ensure all events go through the same process.

7. How can I ensure my application outlines the event in the best way possible?

You can contact us to consult different areas, we are happy to answer any questions and make suggestions to make your event successful.

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9. When do I find out whether my event was awarded any In-Kind Sponsorship?

Our goal is to meet and evaluate Event Sponsorship within 60 days after all documents had been submitted.

SPONSORSHIP GUIDELINES:

GVHA provides in-kind sponsorship program aims at to support and promote community events and initiatives that align with GVHA's [guiding principles and vision](#) of a harbour where people live, learn, work and play; a spectacular gateway into Victoria's past and into its future, monumental in look and feel, linking communities and all people together.

GVHA provides in-kind sponsorship to support:

- Marine-related events
- Cultural, educational, and artistic events

In addition to the above, the event must be identified as at least one of the following:

- A fundraiser
- Community celebration or festival with free component
- Initiatives including:
 - Marine Research
 - Environmental and educational activities

**Events are encouraged to acknowledge the traditional territories of the Lekwungen people (Esquimalt and Songhees First Nations) and incorporate suitable cultural components such as prayers ceremonies, traditional drumming and/or dancing into the event schedule if appropriate.*

Qualifying Organizations:

Organizations eligible to receive in-kind sponsorship must be a charitable and/or non-profit organization registered under the BC Society Act in good standing and that abide by the below restrictions.

Non-Qualifying Organizations:

GVHA will not provide in-kind sponsorship to:

- Individuals
- For-profit organizations
- Events that have exclusively ticketed programming
- Activities that involve political or advocacy initiatives that conflict with GVHA's guiding principles.
- Any organization that discriminates on the basis of gender, sexual orientation, race, creed or religion.
- Organization with GVHA Management or Board Members represented on that organization's board or governing body

No shareholder, member or proprietor of the recipient organization may financially benefit from GVHA's In-Kind Sponsorship Program.

Sponsorship Evaluation Areas:

To maximize the In-Kind Sponsorship amount for your event we recommend activating your event in as many below areas as possible:

- Community Impact and Involvement
- Marine Component
- First Nations Component
- Cultural, Educational and Artistic Components
- Alignment with GVHA Mission and Vision
- Event Sustainability Component
- GVHA Procedure adherence – document submission within deadlines, timely and clear communication.

In-Kind Sponsorship Limits

Successful applicants will receive GVHA's in-kind sponsorship as follows:

- Up to a maximum of 80% and not to exceed \$20,000 of all costs related to the use of GVHA's properties.¹
- Sponsorship above the percentage and amount listed above will need approval from the GVHA board.
- Please note that the following fees are not subject to sponsorship and must be paid in full:
 1. Administration fees
 2. Power expenses
 3. Penalty fees
 4. Equipment rentals
 5. Security fees
 6. Filming fees
 7. Staff time related to the event
 8. Late submission/Late change fees

Sponsorship Recognition Requirements

Successful applicants must acknowledge GVHA's sponsorship at a level relative to the total value of GVHA's support. GVHA's support can be recognized through posters, print advertising, TV features/advertising, radio, online website and social media posts, announcements, speeches (during and/or post event), signage among others as identified in the in-kind sponsorship application.

Reports and documentation

Recipients of GVHA's in-kind sponsorship must provide a Recognition Report summarizing the sponsorship recognition given to GVHA in relation to the event. Recognition reports should be submitted no later than **30 days after the event** to the Events Coordinator at events@gvha.ca. Pictures should be added to the report if possible. Late submissions will result in withdrawal of the in-kind sponsorship and invoicing of all costs incurred by the event.

Recipients of GVHA's in-kind sponsorship may be required to submit supporting financial documentation as they relate to the event. GVHA reserves the right to deny sponsorship if event organizers choose not to provide the requested documents.

Sponsorship Deadline

Sponsorship applications must be submitted to events@gvha.ca no later than **120 days prior to the event date** in order to allow time for the application to be reviewed. **Late applications may not be considered for in-kind sponsorship.**

Sponsorship applications will be reviewed within 60 days of receipt by a panel of GVHA representatives of the departments impacted by the event.

Recognition reports will be used in determining sponsorship levels for events and/or organizations for subsequent years.

¹ Exceptions to these limits may be considered. Any exceptions must be reviewed and approved by both GVHA management and the GVHA Board.

GVHA APPLICATION FOR IN-KIND SPONSORSHIP

Please read the sponsorship guidelines prior to submitting an application. Sponsorship applications must be received at least 120 days prior to the event. Late applications may not be considered for sponsorship.

Today's Date:

EVENT INFORMATION

Event Name:

Contact Person(s):

Phone:

Email:

Organization Name:

Organization Mandate, Purpose, and Vision:

Not-for-profit or registered charity registered under the BC Society Act Registration #

Address (including city & postal code):

Location of Event: Which facility would you like to use? Please check all that apply.

Location: Wharf Street Causeway Ship Point Breakwater District Fisherman's Wharf

Dates that the event is open to the public:

Additional set-up/tear-down dates:

Dock rental dates, if using docks in addition to upland venues:

Which category best describes your event, based on the descriptions on page one?

- Fundraiser
- Community celebration
- Community festival
- Marine research initiative
- Environmental activity
- Educational activity
- Other

Event Details

Event Purpose(s) & Description:

Changes from previous year (if any):

How does your event support [GVHA's mission](#)?

Beneficiaries of the event (if any):

Expected audience numbers:

Last year's audience numbers:

What percentage of your audience is made up of local residents? % Out-of-town visitors? %

Does your event have a marine component? Please describe:

Does your event have a First Nations component? Please describe:

What sustainability and environmental considerations and actions are you taking when put on your event?
Please describe, and please see our [Green Guide for Events](#) for more info.

Community Impact and Involvement:

Please describe your local audience:

How will the local community participate in and have access to your event?

How many volunteers do you estimate having?

How many volunteer hours does this represent?

Will your event have a free component? Yes No

Will your event have a ticketed component? Yes No

- What are the expected revenues related to the ticketed component? \$
- What percentage will these revenues make of your event budget? %
- What are the admission prices? \$

How will your event involve local organizations? Performers/producers/technicians/businesses etc?

Which other funding/sponsorship sources or organizational partners are being sought?

Request and Recognition

What dollar amount of in-kind support would you like to receive from GVHA? \$

How will GVHA be recognized? Please attach your sponsorship package or provide a detailed description here:

How much direct expenditure by attendees, volunteers and staff do you estimate your event will bring to GVHA?

Event Budget

Please submit your revenue and expense sheets as they relate to the above-named event. Please show sponsorships (both in-kind and cash). Remember to include sponsorships in both the expense and revenue columns.

GVHA may request your business plan and supporting financial documents as they relate to the above-named event.

GVHA reserves the right to deny sponsorship if you choose to not provide the requested documents.

Required Attachments:

- Event budget
- Sponsorship opportunities
- Sponsorship report (post-event) *

Attachments required upon request

- Event business plan
- Event supporting financial documents

*Recognition reports should be submitted **no later than 30 days** after the event to the Events Specialist at events@gvha.ca.

Late submissions will result in withdrawal of the in-kind sponsorship and invoicing of all costs incurred by the event.

Please forward your complete sponsorship applications to:

Events Specialist

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Phone: 250.383.8300 ext. 246

Email: events@gvha.ca