

TRAVEL Penticton

2025 EVENT FUNDING

Travel Penticton is pleased to offer marketing support for events and festivals that drive tourism and overnight stays in our community.

The Event funding Support program is a discretionary, non-entitlement program with a limited funding allocation each year.

Travel Penticton Event Funding is directly derived from the Municipal Regional District Tax (MRDT). As such, the event must generate room nights to contribute to the MRDT.



WHO CAN APPLY?

QUALIFYING EVENTS AND FESTIVALS MUST:

- Generate overnight stays in Penticton
- Attract visitors from outside the South Okanagan

APPLICANTS MUST:

- Use funding for only approved advertising campaigns targeted to out of area markets
- Not rely solely on funding from Travel Penticton for their advertising campaign
- Ensure event performance and reporting metrics are in place

INELIGIBLE EVENTS INCLUDE:

- Political or religious in nature
- Fundraisers
- Held in conjunction with a conference or workshop

APPLICATION TIMELINE

- **Submission deadline: January 10, 2025**
- **Evaluation period: January 2025**
- **Funding notifications: Early February 2025**

TRAVEL PENTICTON PRIORITIZES EVENTS THAT:

- Target new visitor demographics
- Run during off-peak season (Oct-Apr)
- Demonstrate inclusion and accessibility
- Generate multiple-night stays
- Encourage out of town guests to extend their stays
- Work to become self-sustaining

EVENT FUNDING CONTACT:

More info available on our corporate website -
travelpenticton.com

Ginger Budinski

Member Services & Events Manager
membership@visitpenticton.com
250.276.2161

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MARKETING SUPPORT DETAILS

- Applicants are invited to submit their requests to Travel Penticton online during the annual intake period ending January 10, 2025
- Grant requests of up to \$5,000 will be considered
- In-kind support of up to \$2,500 may be provided in lieu of/in conjunction with, qualifying approved applications



ELIGIBLE MARKETING EXPENSES

YES: Out-of-area marketing campaigns including:

- Radio, TV, magazine advertising
- Digital marketing (social media, Google Ads)
- Print materials for external distribution
- Direct mail campaigns
- Digital Assets

NO:

- Operating costs
- Equipment purchases
- Website maintenance
- Promotional items
- Travel costs



EVALUATION

- Evaluation of all qualifying applications will be done by a committee comprised of Travel Penticton Board of Directors and the Executive Director
- Travel Penticton is committed to providing balanced and fair support in the review process
- Applicants may be asked to present a business case to the Travel Penticton Event Funding Committee, or be contacted to clarify or consider changes to their application to better meet program requirements
- Travel Penticton cannot guarantee funding to all applicants, nor can we ensure that the total amount requested by successful applicants will be granted.
- The decision of the Event Funding Committee is final and not subject to appeal

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REQUIREMENTS & REPORTING



SUCCESSFUL CANDIDATES MUST:

- Provide a Certificate of Insurance evidencing \$5,000,000 coverage with Travel Penticton included as an “Additional Insured”
- Supply a high-resolution organization logo
- Endorse a formal agreement with Travel Penticton
- Maintain a good member standing

POST-EVENT REQUIREMENTS:

- Complete measurement report
 - Report submission deadline - 45 days post-event
- Submit marketing expense invoices

NEXT STEPS:

Review eligibility requirements
Prepare marketing plan
Complete online application
Submit by January 10, 2025

MEASURING SUCCESS

QUESTIONS TO CONSIDER PRIOR TO SUBMITTING YOUR APPLICATION:

- What other revenue sources do you have?
Corporate sponsorship? Grants? Ticket Sales?
Participant Fees?
- What marketing tactics will you employ?
- When will your marketing campaign run?
- Who is your target market?
- Where will your guests come from?
- What percentage of people will come from out of area markets?
- How many days on average will your attendee's book overnight stays?
- How will you measure the success of your event?
- How will you track where guests are coming from and how long they are staying?
- Are you encouraging guests to extend their stay in the area?



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TERMS & ADDITIONAL INFO



IMPORTANT NOTES

DEFINITIONS: PARTICIPANTS VS ATTENDEES

Participants fall into 2 types:

- Individuals involved with the production of the festival or event (i.e. event organizers, staff, crew, entertainers, judges, vendors, volunteers, etc.)
- Individuals actively participating in your event through registration (usually in conjunction with a showcase or sporting event)

Attendees:

- Defined as spectators to your event (i.e. people through the doors, number of people in the stands, ticket holders)

GUIDE TO ESTIMATING ROOM NIGHTS

Total Attendance: 1,000

Non-Local Attendees: 600 (60%)

Hotel Stay Percentage: 70%

Average Stay: 2.5 nights

Average Party Size: 2 people per room

Calculation: $600 \times 70\% \times 2.5 \div 2 = 525$ room nights

TERMS & CONDITIONS

- 50% of the approved cash value of support will be dispersed 6-8 weeks prior to the event date
- The final 50% of the approved cash value of support will be disbursed upon receipt of the required post event measurables report and supporting invoices
- Post event reports and supporting receipts must be submitted no later than 45 days after the event
- Applicants will be required to repay any advance funds not fully supported by invoices
- In the event of an event cancellation, any funds not yet spent must be returned within 30 days of the cancellation announcement
- In the event of a cancellation, any approved advertising initiatives completed prior to cancellation will still be processed upon submission of copies of paid receipts

Questions about the application process? Marketing plan guidance? Budget preparation help?

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