Host in Vaughan Grant Online Application Guide

Contents

New user

Click on the "Register" button under 'New to the system'?
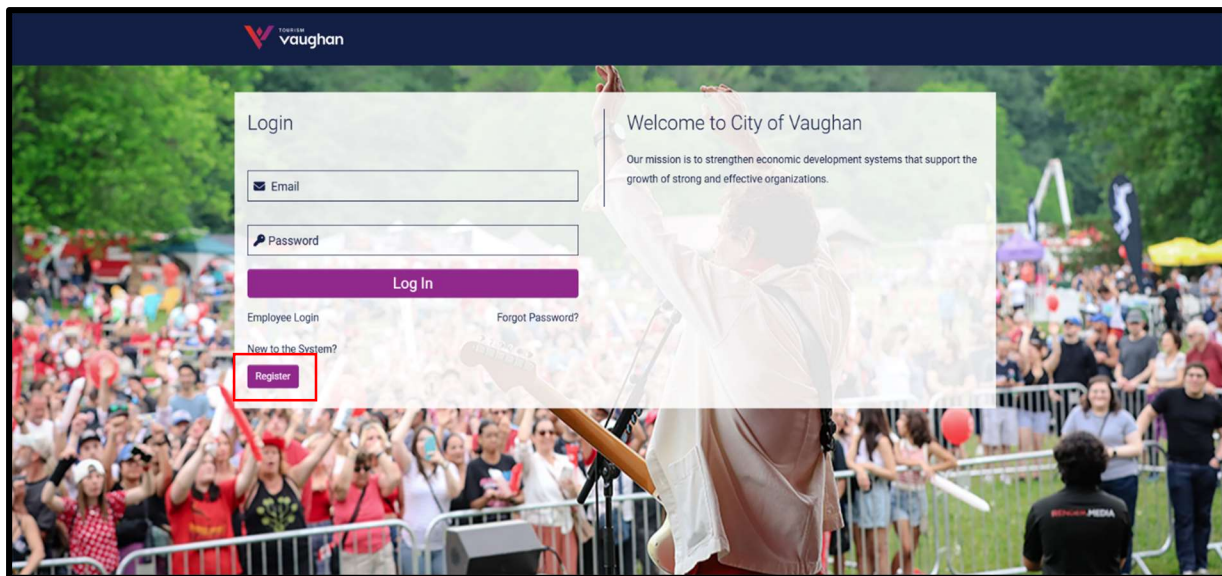
Once you get to the page below, please click "click here to add a new organization." This will create a profile for your organization and allow you to enter your contact information afterwards.

You will get a message stating you need to wait for a registration link to create a password and log in. If you do not get it in five (5) minutes, check your spam folder.
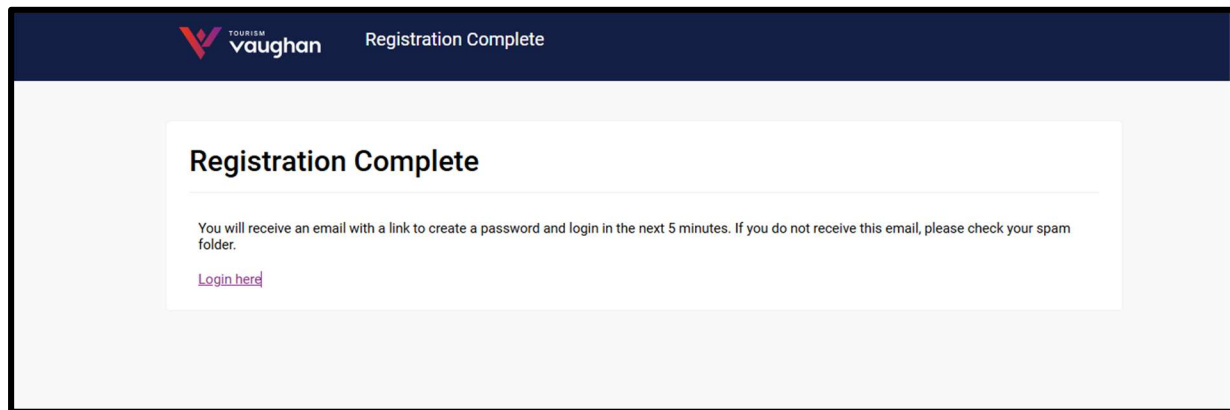
After you create a password and log in, you will receive a Multi-Factor Authentication message. Enter the six-digit code from your email.

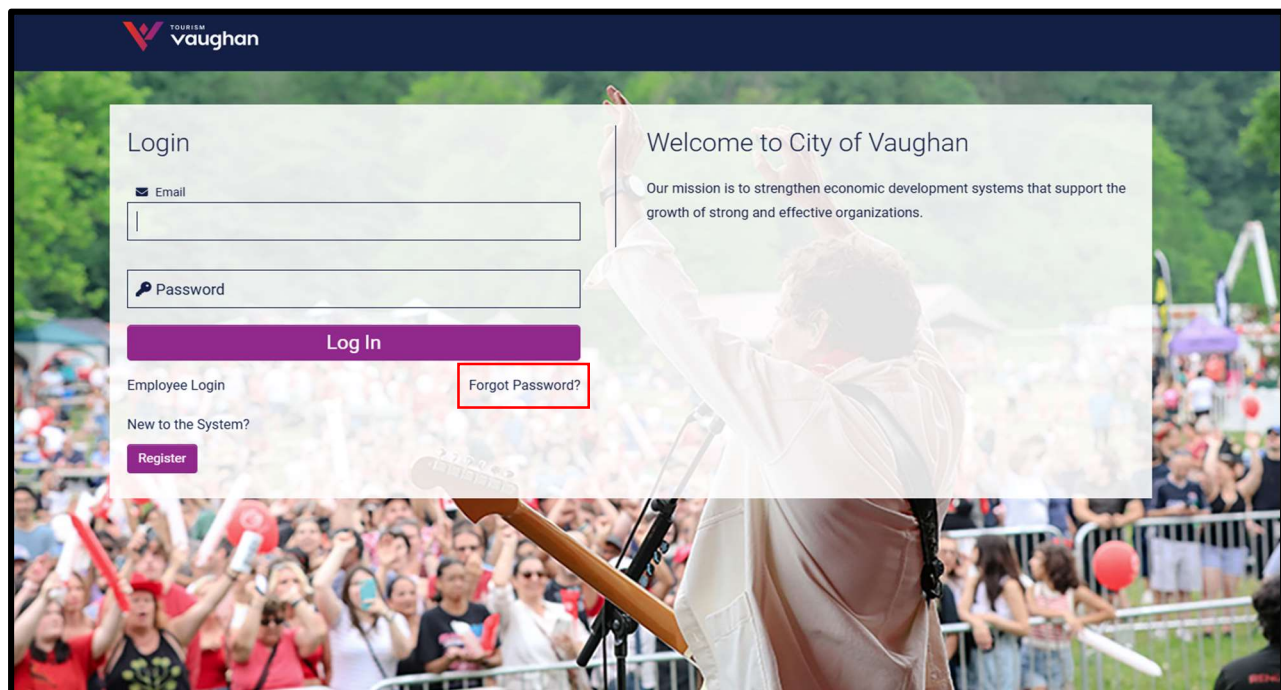## If you have applied to Host in Vaughan in the past

If you have applied to the Host in Vaughan Grant in the past, your account has already been created. Please click forgot password and create a new password. You will need to make sure your information and the organization's information are correct and up to date.
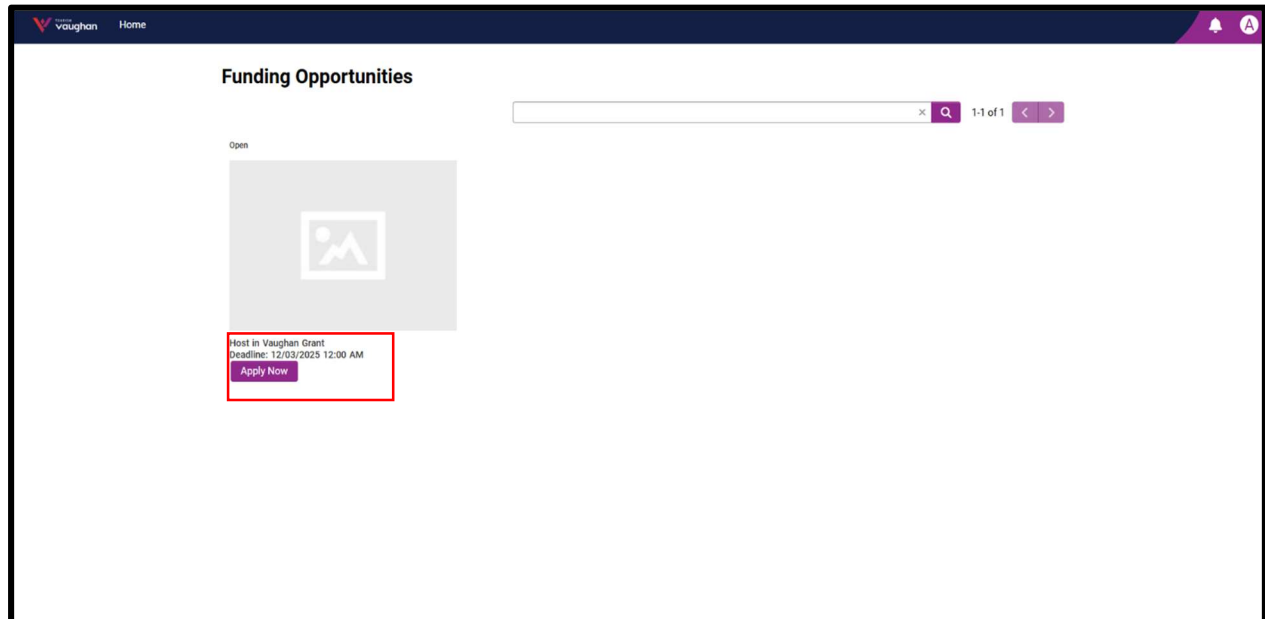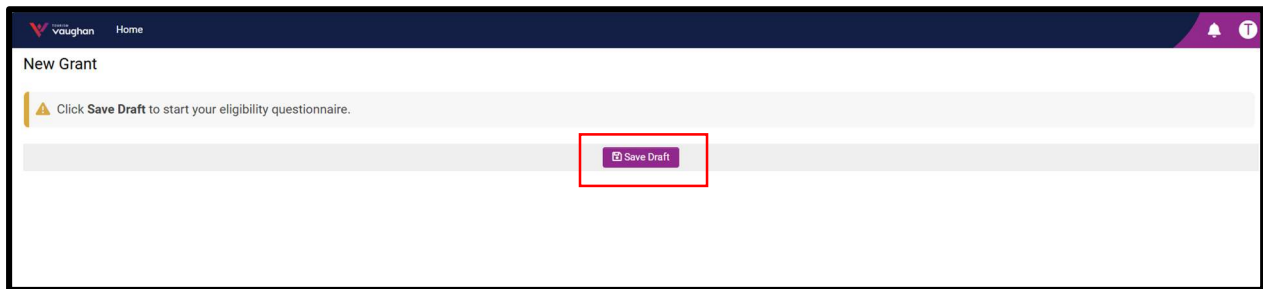
Filling out the application

When you are successfully logged in, you will see the welcome portal page. Click on the Funding Opportunities button.
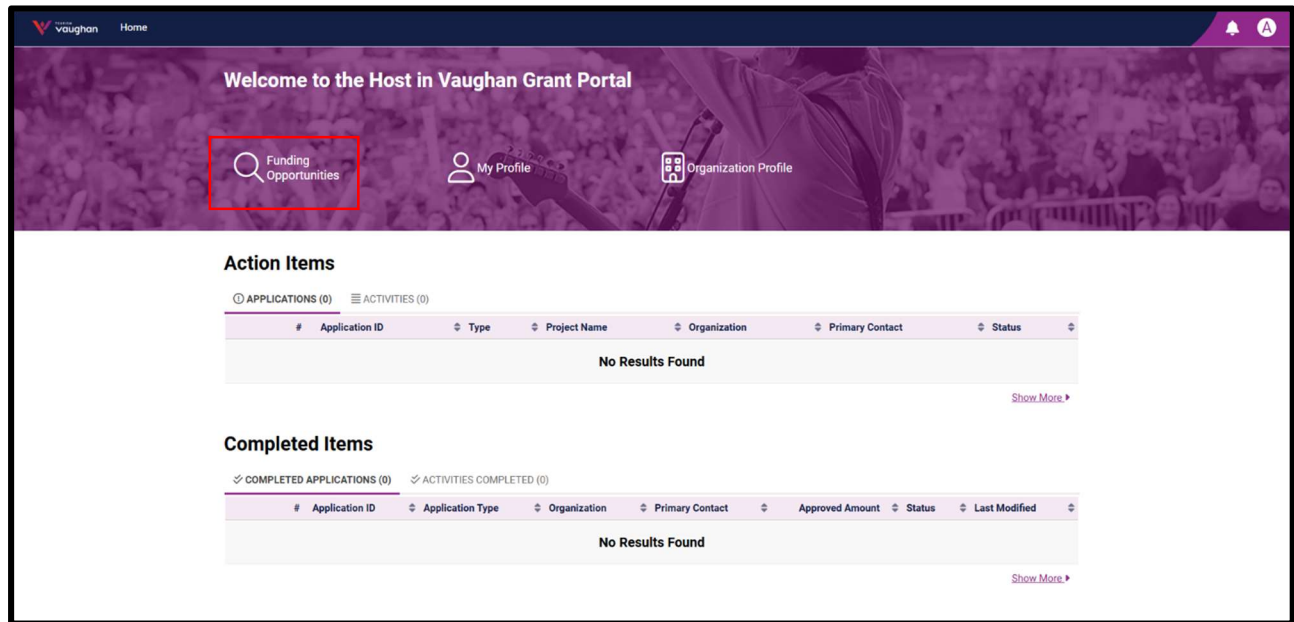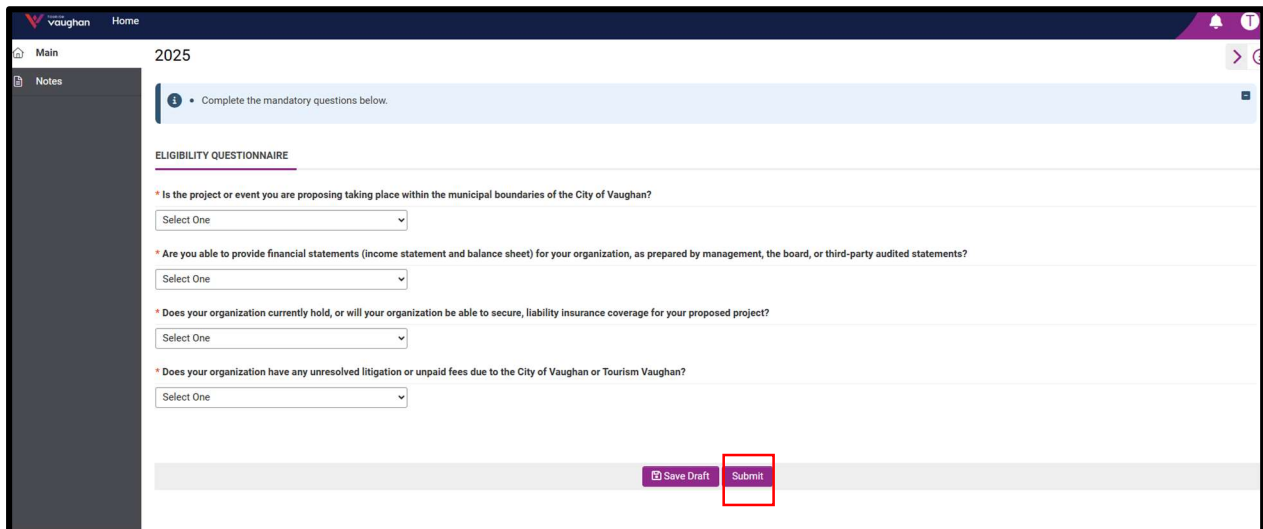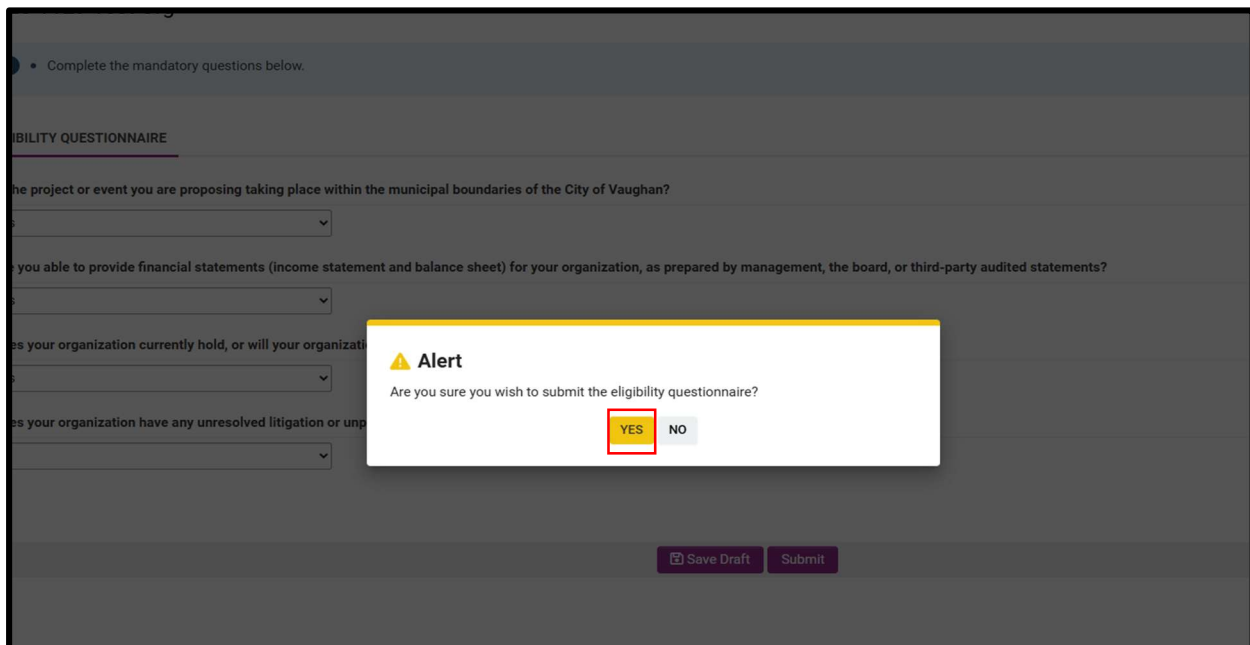

You will then click on Apply Now.

Click Save draft to start your application.

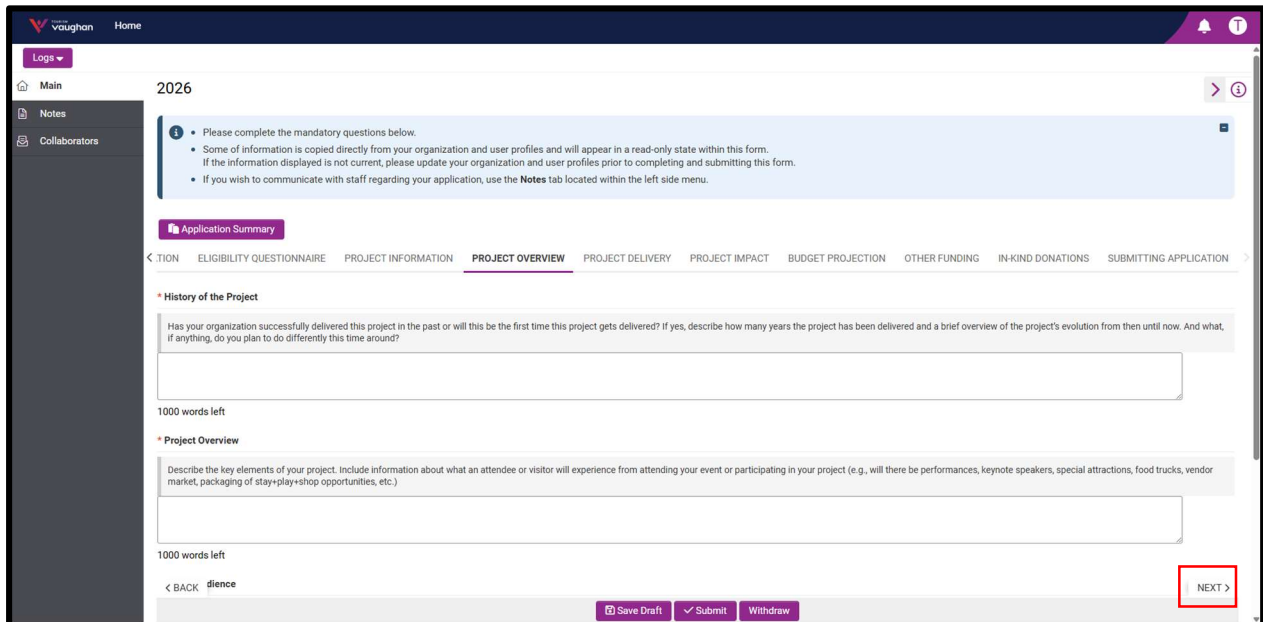You will first fill out the application eligibility checklist. Click Submit to move to the next section.

You will get a message asking, "Are you sure you wish to submit the check eligibility questionnaire.

You will be taken to the page to fill out the application questions. It will show your contact information on the first screen. Click the "Next" button to open the tabs and complete each section's questions.

Budget Projection

When you are filling out the Budget Projection section, fill in the amount requested based on the category section you are applying for.

Ex. When applying for the Community Activation category, the available funding is up to $5,000, so you would enter $5,000 in the Amount Requested section.

Available Funding Limits

Category	Available funding per project/applicant	Total funding envelope
Sports Events (sanctioned)	Up to $15,000 or up to $25,000 for International	$60,000
Business Conferences	Up to $5,000 or up to $10,000 for National/International	$40,000
Tourism Partnerships	Up to $10,000	$40,000
Major Festivals and Events*	Up to $10,000	$50,000
Community Activations	Up to $5,000	$40,000

Major Festivals and Events – Asterisk indicates: 20% of the total funding envelope in this category will be reserved for new-to-Vaughan events that were not hosted in Vaughan in the prior year

* Amount Requested

When you fill out the budget projection table, click the + button to add new rows. Click on the dropdowns for the different categories and fill in the description of the items you will be spending money on for your project's expenses. When filling out the table, make sure the **"Funding Request"** total matches the **"Amount Requested"** that you input.

For example, if you are doing a Community Activation, you would make sure the funding request column totals $5,000.

See the example budget below for reference.

Budget Request

ℹ Enter budget information.

Budget Projection

Budget Category	Brief Description of Associated Actions/Activities/Items	Funding Request	Other Funding Sources	Total Project Budget	
Materials & Supplies	Posters	$2,000.00	$0.00	$2,000.00	×
Materials & Supplies	Office Supplies	$0.00	$500.00	$500.00	×
Communications (e.g. printing	Marketing	$2,000.00	$0.00	$2,000.00	×
Equipment	Stage	$1,000.00	$6,000.00	$7,000.00	×
Consultant/Contractor Fees (	Permit	$0.00	$500.00	$500.00	×
Consultant/Contractor Fees (	Web design		$500.00	$500.00	×
Total:		**$5,000.00**	**$7,500.00**	**$12,500.00**	

\+

Save

Other Funding

If you have received or are applying for other funding, please fill out the table by clicking the + button, entering the Funding source, selecting one of the drop-down options in "confirmed/pending/applied to" section and entering the funding amount.

Submitting the Application

When you submit your application, make sure to hit the **"Save Draft"** button first. This will save the entire application. Then click the **"Submit"** button when you are ready to submit your application.

Note: Please make sure to submit your application before the deadline date. No application in the saved draft format can be submitted after the application deadline.

Submission Failed Message

If you try to submit your application before hitting the **"Save Draft"** button, you will see the message below indicating that the submission failed. Hit the **"Save Draft"** button, and then you will be able to click the **"Submit"** button to submit your application.

2025·

⊗ Submission Failed:

- Please enter a positive number for (How many visitors do you anticipate will book a hotel room as a result in participating in your project / event?)
- Please enter a positive number for (On average, how many nights will those visitors book for their stay?)
- Please enter a positive number for (How many visitors from outside 40km of Vaughan (but from within Ontario) do you anticipate will attend?)
- Please enter a positive number for (How many visitors from the rest of Canada (outside of Ontario) do you anticipate will attend?)
- Please enter a positive number for (How many visitors from the U.S. do you anticipate will attend?)
- Please enter a positive number for (How many visitors from overseas do you anticipate will attend?)

Once you have submitted your application

When you submit your application, you will receive an automatic email confirming receipt and a PDF copy of your application.

If you have any questions regarding filling out your Host in Vaughan Grant application, please email tourism@vaughan.ca.