

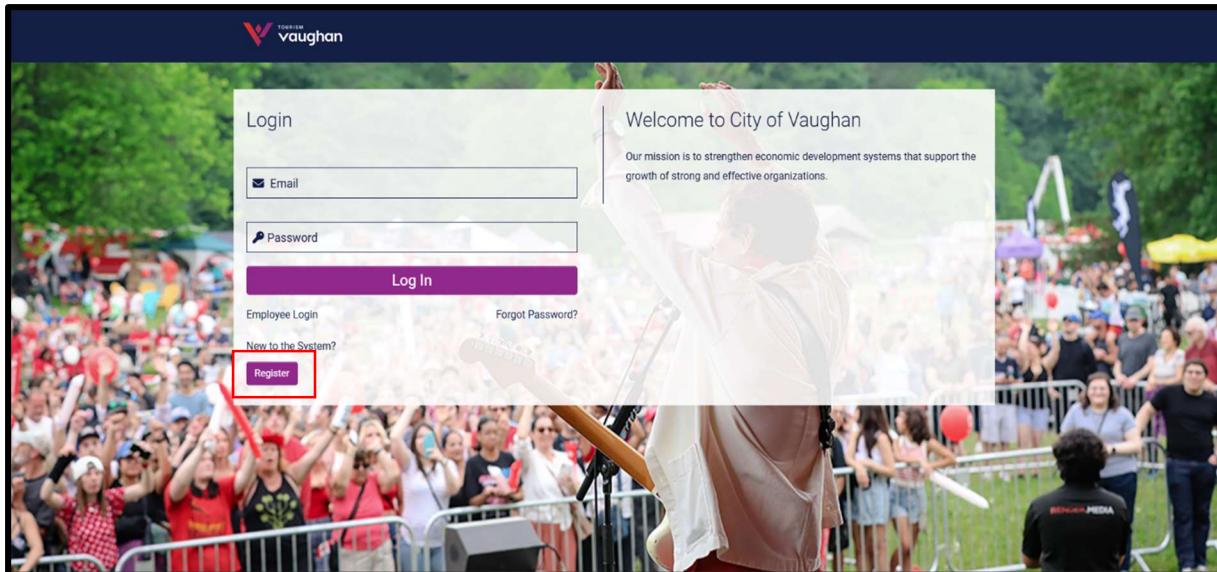
Host in Vaughan Grant Online Application Guide

Contents

Host in Vaughan Grant Online Application Guide	1
New user	2
If you have applied to Host in Vaughan in the past.....	3
Filling out the application	4
Budget Projection	7
Submitting the Application	8
Submission Failed Message	9
Once you have submitted your application	9

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.

Organization Information

[Already have an account? Login](#)

 Instructions

Enter your Organization Name. As you start typing a name, our database will suggest a match and then click on the name. If you can't find your organization, please [click here to add a new organization.](#)

Required fields are marked with an asterisk *#*

* Legal Name of Community Group / Organization

Contact Information

* First Name

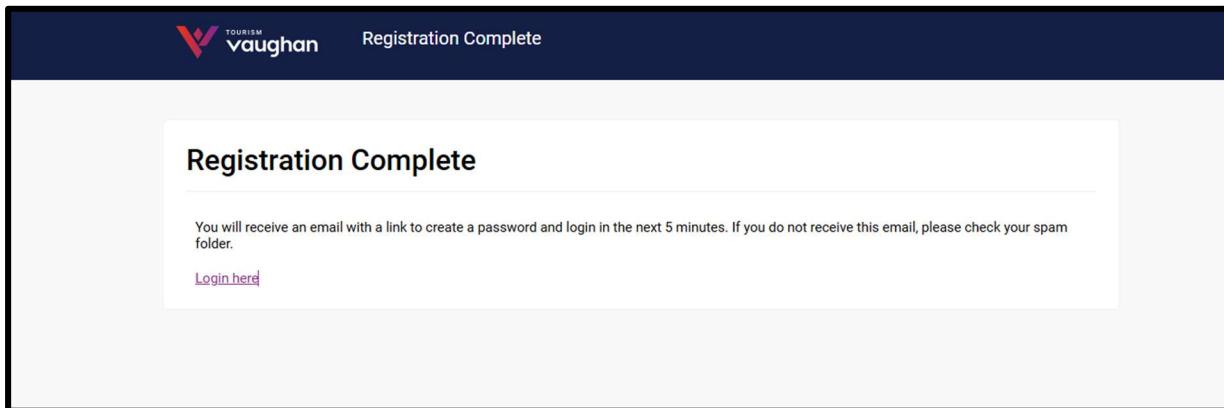
* Last Name

* Position / Title in Community Group / Organization

* Email

* Phone

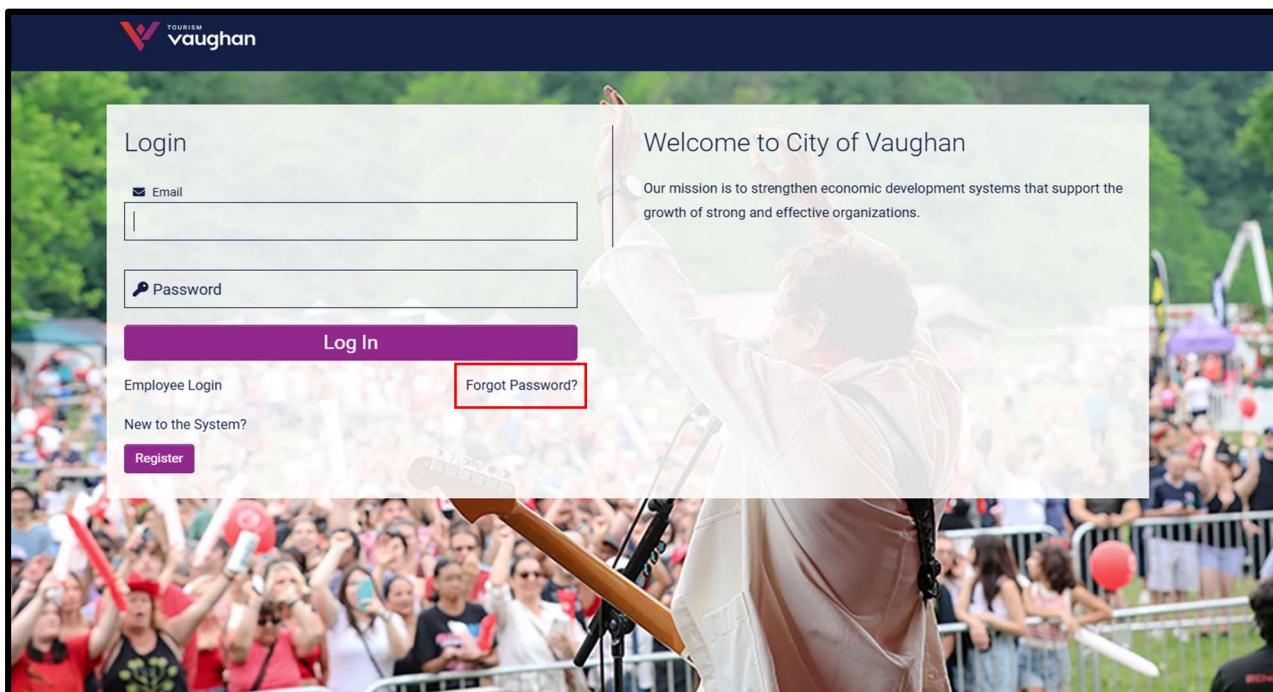
You will get a message stating you need to wait for a registration link to create a password and log in. If you do not get it in five (5) minutes, check your spam folder.



After you create a password and log in, you will receive a Multi-Factor Authentication message. Enter the six-digit code from your email.

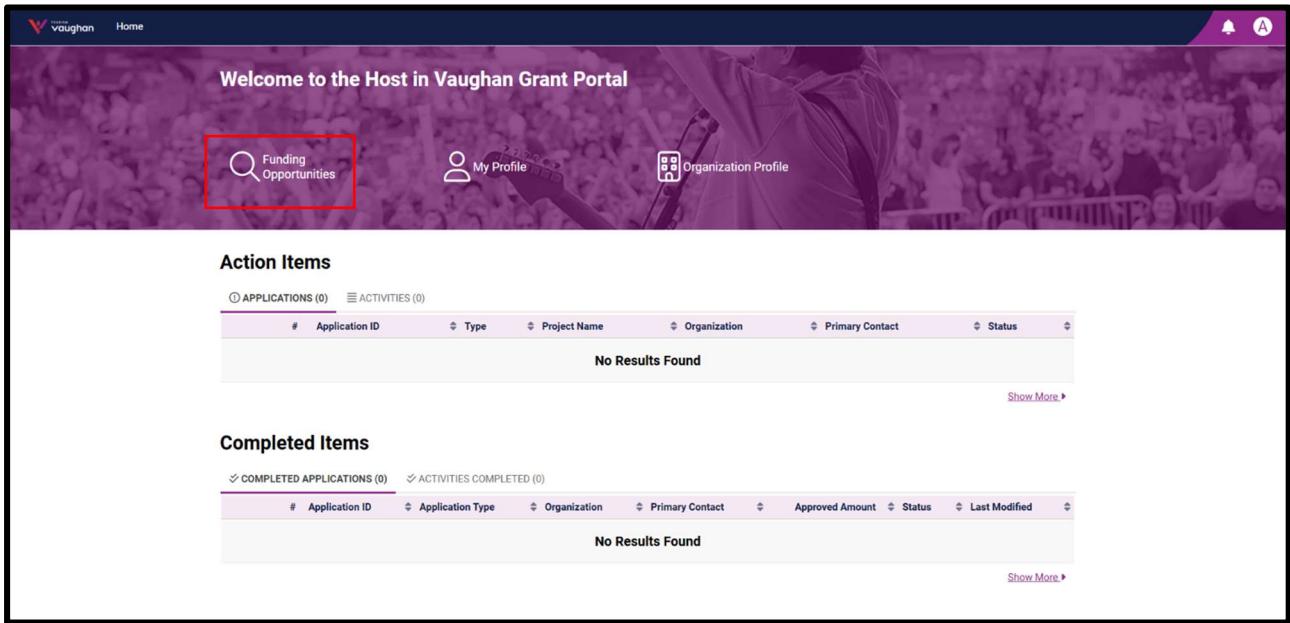
If you have applied to Host in Vaughan in the past

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.



Welcome to the Host in Vaughan Grant Portal

Funding Opportunities

My Profile

Organization Profile

Action Items

① APPLICATIONS (0) ② ACTIVITIES (0)

#	Application ID	Type	Project Name	Organization	Primary Contact	Status
No Results Found						

[Show More ▶](#)

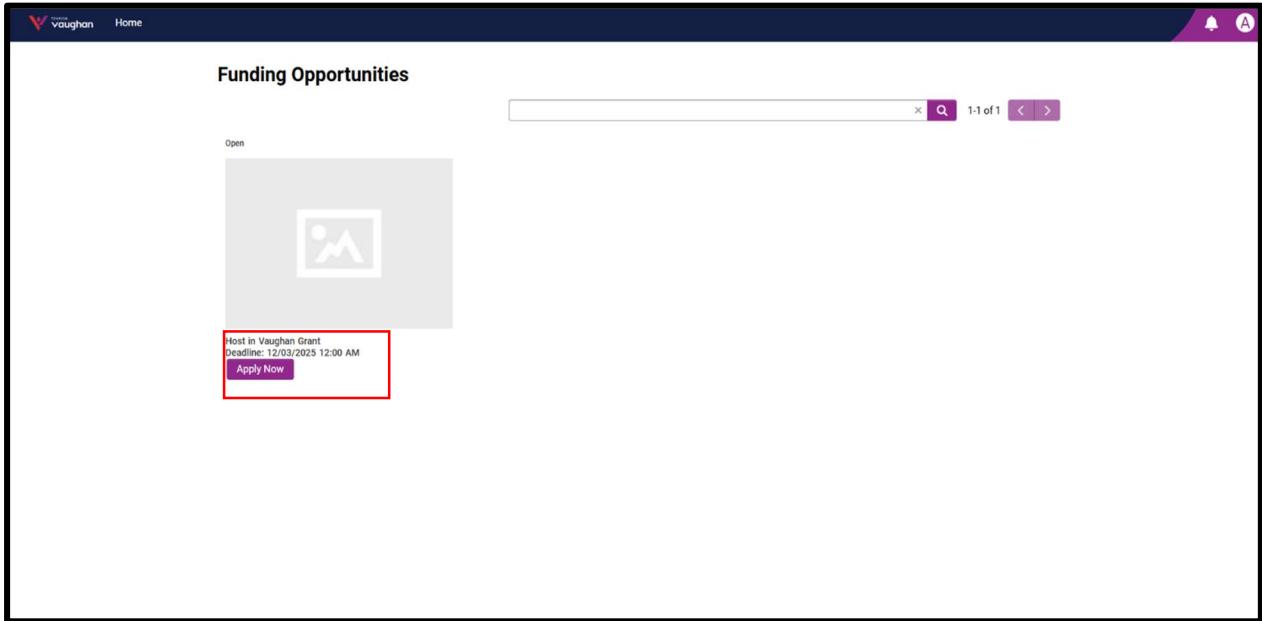
Completed Items

✓ COMPLETED APPLICATIONS (0) ✓ ACTIVITIES COMPLETED (0)

#	Application ID	Application Type	Organization	Primary Contact	Approved Amount	Status	Last Modified
No Results Found							

[Show More ▶](#)

You will then click on Apply Now.



Funding Opportunities

Open

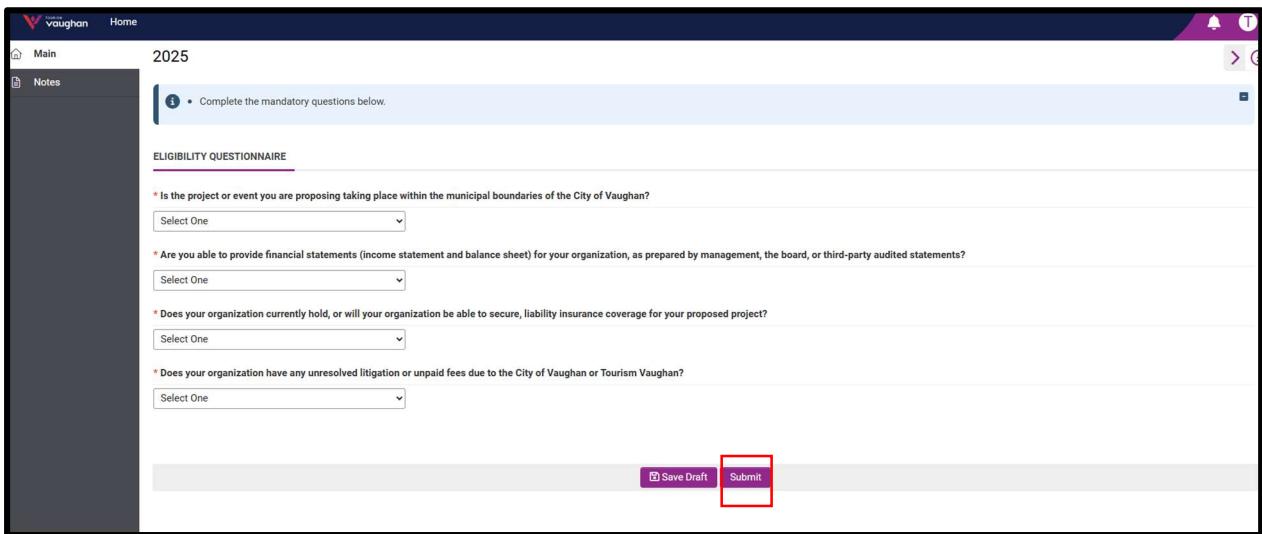
Host in Vaughan Grant
deadline: 12/03/2025 12:00 AM

Apply Now

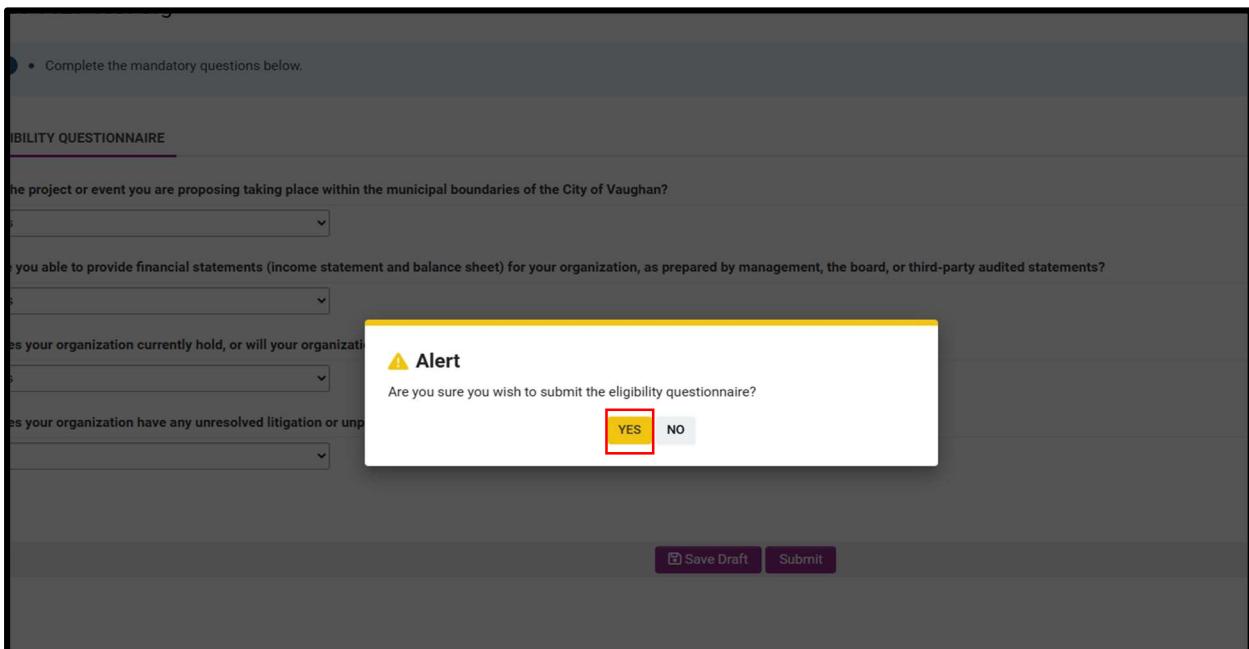
Click Save draft to start your application.



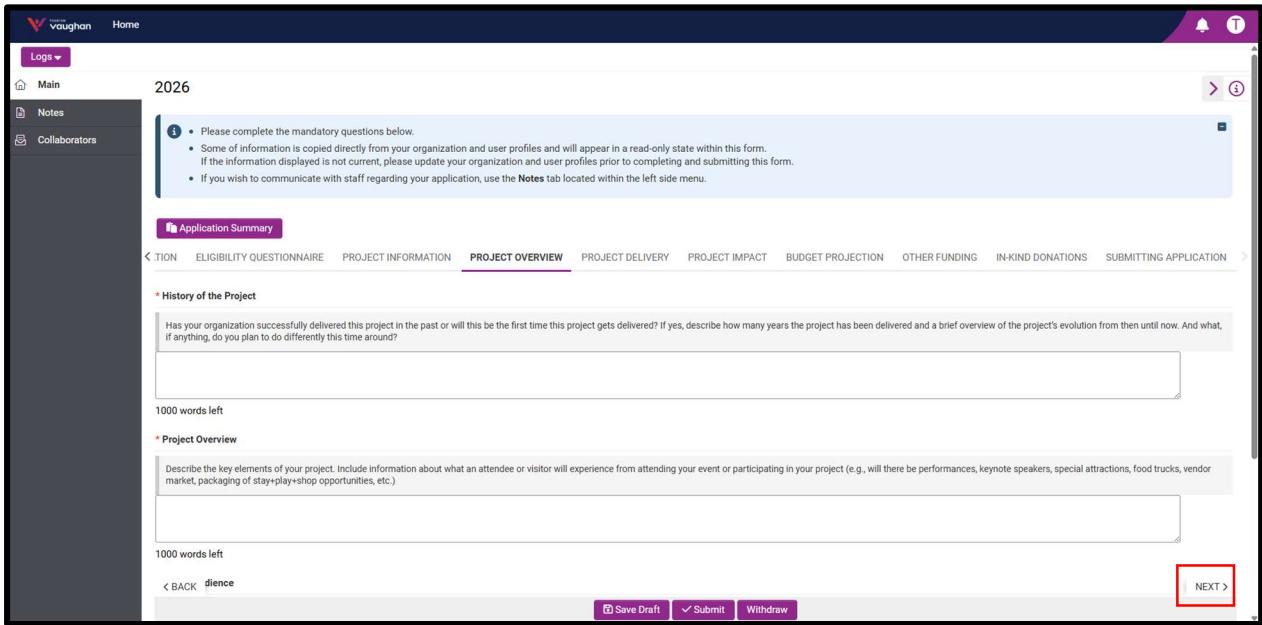
You will first fill out the application eligibility checklist. Click Submit to move to the next section.



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.



The screenshot shows a web-based application for tourism project submissions. The top navigation bar includes a logo for 'Tourism Vaughan', a 'Logs' dropdown, and a 'Home' link. The main content area is titled '2026' and contains a 'Logs' sidebar with 'Main', 'Notes', and 'Collaborators' options. The main content area features a 'Project Overview' tab, which is currently active. The 'Project Overview' section includes a note about mandatory questions, a 'History of the Project' text area (with a word count of 1000 words left), and a 'Project Overview' text area (with a word count of 1000 words left). At the bottom of the form are buttons for 'Save Draft', 'Submit', and 'Withdraw', and a 'NEXT >' button which is highlighted with a red box.

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

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 (i.e. professional services)	Permit	\$0.00	\$500.00	\$500.00
Consultant/Contractor Fees (i.e. professional services)	Web design		\$500.00	\$500.00
Total:		\$5,000.00	\$7,500.00	\$12,500.00
<input style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; text-align: center; vertical-align: middle;" type="button" value="+"/>				

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.

Other Funding

Enter Instructions here

Funding Source	Confirmed / Pending / Applied to	Funding Amount
ABC Grant	Applied to	\$2,000.00
		\$2,000.00

+

Save

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.

Submitting Application

- Application Submission Deadline: a minimum of two months prior to the event.
- Please complete the online application form
- HARD COPY SUBMISSIONS WILL NOT BE ACCEPTED. Please do not send a printed version of your application. Thank you for helping us reduce waste!
- If Tourism Vaughan determines that an Application is incomplete, Tourism Vaughan may reject the application in its sole discretion. Tourism Vaughan is not required to seek clarification or further information from any applicants.
- The City of Vaughan accepts no responsibility for any reason whatsoever, including computer system failures of either the Applicant or the City of Vaughan's service provider, if the Applicant is unable to submit its Application before the Application Submission Deadline, and the Applicant agrees that the City of Vaughan shall have no liability for delays caused by internet/network traffic, degraded operation or failure of any computer system element, including, but not limited to, any computer system, power supply, telephone or data connection or system or software or browser of any type whatsoever.
- It is the sole responsibility of the Applicant to ensure that it can access and exchange data with the City of Vaughan's service provider's computer systems electronically and that it allows sufficient time to successfully access and share data with the City of Vaughan's service provider's computer systems, having regard to the possibility of delays caused by internet/network traffic. Applicants are solely responsible for ensuring that they plan their access to the City of Vaughan's service provider's computer/servers, so that the Applicants can reach the City of Vaughan's service provider's computers/servers and submit their Applications, before the Application Submission Deadline.

Next steps:

- All funding is subject to availability in Tourism Vaughan's budget, as Tourism Vaughan determines in its sole discretion.
- Tourism Vaughan reserves the right to reject any or all Applications. In addition, Tourism Vaughan also reserves the right to approve a lower funding amount than the amount requested in any or all Applications

Back **Save Draft** **Submit** **Withdraw**

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.