

# Application Criteria for Hosting the Eastern Ontario Active Transportation Summit (EOATS):

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## Application Deadline is July 30, 2018

Send applications to Danielle Shewfelt at [danielle.shewfelt@healthunit.org](mailto:danielle.shewfelt@healthunit.org)

### Introduction:

**Benefits of Hosting:** Hosting the Eastern Ontario Active Transportation Summit (EOATS) can be a great experience for a community. It can be an opportunity to highlight a community, any local Active Transportation (AT) infrastructure and “local gems” they would like to promote. They can show off local businesses by providing refreshments from local restaurants, cafés and bakeries. They can promote their community, local artists or producers through their presenter gifts and the agenda for the day. The Summit allows communities to also bring AT experts to their community and focus the agenda and key AT items that are of particular interest to them and what they are currently working on (and likely other communities will also be interested in this as well) .

**Outcomes of Hosting:** Often the EOATS has resulted in communities developing AT plans, AT committees, more AT infrastructure, key AT partnerships and/or increasing the buy-in of the community/municipal staff and council, as well as the skills and knowledge of everyone involved.

**Lessons Learned:** Previous hosts will generously share their resources, experiences and advice with new hosts, as well as tools that have been developed to facilitate the process (e.g., workplans, budgets, draft agendas templates, flyers). Resources and advice will also be shared through the [Eastern Ontario Active Transportation Network](#).

Host communities are expected to maintain the quality of the EOATS, and as such, we have created an application that outlines some of the effective strategies we have learned through the planning of previous events. We have put these lessons learned in the form of questions below so that you can consider and demonstrate how it will work in your community. This is to ensure communities are prepared to make this commitment and get the full benefit from the great experience of hosting an event such as this, as well as increase the success of the EOATS events.

## Application

1. In what year does your community wish to host an EOATS Conference? (Check one.)

May/June 2019

May/June 2020

2. Please list other factors that your community wishes to have considered when the EOATS board reviews the conference applications.

3. The host community must demonstrate partnership and collaboration in planning. Who are/will your planning committee include? (e.g., host community should demonstrate Town commitment, Public Health support, and at least one additional community partner) *check off all members willing to be on the planning committee (you can include a letter of support from partners indicating their commitment):*

Town staff

Event planning staff

Recreation staff

Engineering/planning dept.

Economic development

Councillors

Public Health

Tourism

Local businesses

Local "Active Transportation" advocacy group

Other

*Description:*

Please include a list of names of planning committee members and who they represent here:

4. The host community needs to demonstrate a level of commitment to provide funding and/or in-kind support for the summit (e.g., staffing for the planning, waiving the fee for the site, paying for speaker fees, providing refreshments, providing media planning and promoting). *Please list what commitment you will provide. (250 words)*

Where do you plan to seek funding for your event?

Upper tier municipal government

Lower tier municipal government

Local Tourism organization

Local businesses

Local builders

Grants

Other *Description/Details:*

What in-kind support will be provided by the community/members?

Staffing for the planning

Waiving/covering the fee for the site

Waiving/covering the fee for speaker(s)

Providing refreshments

Providing media planning and promoting

Other *Description/Details:*

5. Has your community already received funding for AT? *Description/Details:*

6. Do you have an AT Plan? *Description/Details:*

7. Do you already have an AT committee in place? *Description/Details:*

8. Do you have a suggested “theme” or topics you wish to highlight if you host the next EOATS in your community? (please describe)

9. What are your expected short and long-term outcomes of this event?

10. The host community commits to sharing resources and information with the next host area including plans and budgetary information. Do you agree to this?

Yes

No

11. The host community commits to sharing resources and information through the Eastern Ontario Active Transportation Network (EOATN). Do you agree to this?

Yes

No

12. Contact Details of applicant

*Contact Name:*

*Agency:*

*Email:*

*Phone #:*

*Address:*