



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events: Large Scale

*Read the grant guidelines before beginning this application form.
Please respond to all questions and attach additional pages as required.*

I. APPLICANT DETAILS

Name of Registered Non-Profit Society or Group:

Name for Cheque Issue (if different than above)

Society Number: Charity:

Mailing Address: City:

Province : Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone: Business Phone:

Cell Phone: Email:

Website (if applicable) :

Secondary Contact Name:

Position in Organization:

Home Phone: Business Phone:

Cell Phone: Email:

II. PROJECT SUMMARY

Title of project you are requesting funding for:

Project Summary: existing new

Project summary:
(Describe the project - maximum 50 words)



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events: Large Scale

II. PROJECT SUMMARY (continued)

Grant Amount Requested:

Project Dates From: To:
mm/dd/yy mm/dd/yy

Project Time:

Project Location:

Estimated Attendance:

Are you making this application as a sponsor for another group or organization? yes no

If yes, please provide the following information about this group or organization:

Name of Organization:

Mailing Address: City:

Province: Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone: Business Phone:

Cell Phone: Email:

III. PROJECT PROPOSAL

Please attach a description of the project touching on the following key points (maximum 6 pages):

- why is funding needed?
- who is your target audience?
- have you formed any partnerships for this event?
- outline the goals to be achieved through this event, the artistic merit of the activity, and the artistic impact of the activity
- provide a project plan for the event and information about your organization's ability to carry out and complete the project
- what are the criteria you will use to evaluate your event's results and how will you measure success?

IV. PROJECT BUDGET

Attach a budget that lists all revenue and expenses related to the proposed project. Refer to the Budget Guidelines for specific budget information.



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festival and Special Events - Large Scale

V. ORGANIZATIONAL DESCRIPTION

What is your organization's mission/mandate?

What is your organization's annual operating budget?

Please provide a brief history of your organization and describe its role in Burnaby

Please provide or attach, a list of your current Board of Directors (if you are a registered non-profit society).

How many voting/non-voting members do you have in your society/organization?

How many paid staff does your organization employ? Full Time Part Time

Please provide or attach, a list of paid staff names and job titles.

How many active volunteers (board and non-board) do you have?

How many volunteer hours are contributed on an annual basis?

Provide a BRIEF summary of your organization's typical annual programming and activities.

Do you anticipate any financial hurdles/barriers to complete this project? Please describe.

How do you typically recognize support for your organization? What can the City of Burnaby expect as far as recognition?

How will your organization ensure your festival/event is accessible and inclusive?



FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION
Festivals and Special Events - Large Scale Events

VI. SUPPORT MATERIAL

- Resumes for participating artists (maximum - 3 pages each)
- Other material to support application (i.e. past programs; press and/or collateral materials)
- Most recent Year End Financial Report

VII. DECLARATION

Part A

I, the understated, certify that the statements and information contained in this application are accurate and complete.

Part B

I, the undersigned, understand that if this application is successful, the applicant will receive a cheque for the amount approved. By cashing the cheque, the applicant agrees to:

- provide the City of Burnaby with a revised budget if the approved grant amount is less than the requested amount,
- spend the money as proposed in the budget,
- consult with the City of Burnaby about any major changes to the project that become necessary including significant budget revisions,
- acknowledge the support of the City of Burnaby when possible and appropriate, and
- provide the City of Burnaby with a final report, including a financial report that explains how the grant was spent.

signature of person preparing grant

name (print clearly)

position with organization

date

signature of board chair or president

name (print clearly)

date