



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

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

Name of Registered Non-Profit Society or Group:

Name for Cheque Issue (if different than above)

Society Number: Charity Number:

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:

Title of project you are requesting funding for:

existing new

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



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Grant Amount Requested:

From:

To:

Project Time:

Project Location:

Estimated Attendance:

yes no

Name of Organization:

Mailing Address:

City:

Province:

Postal Code:

Organization Contact Name:

Position in Organization:

Home Phone:

Business Phone:

Cell Phone:

Email:

Please attach a description of the project touching on the following key points (maximum 4 pages):



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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?

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.

What can the City of Burnaby expect as far as recognition?

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



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- 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

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.

name (print clearly)

name (print clearly)
