



# FESTIVALS AND SPECIAL EVENTS GRANT APPLICATION

## Neighbourhood Events

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 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:

### II. PROJECT SUMMARY

Title of project you are requesting funding for:

Type of project:  existing  new

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



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**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 3 pages):

- why is funding needed?
- who is your target audience?
- 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.



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**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?

**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



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**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.  
( a copy of the final review record may be submitted as part of the final report)

\_\_\_\_\_  
signature of person preparing grant

\_\_\_\_\_  
name (print clearly)

\_\_\_\_\_  
position with organization

\_\_\_\_\_  
date

\_\_\_\_\_  
signature of board chair or president

\_\_\_\_\_  
name (print clearly)

\_\_\_\_\_  
date