



## **COMMUNITY FESTIVALS AND EVENTS GRANT PROGRAM PROGRAM CRITERIA AND GUIDELINES**

The Festivals Burnaby Community Festival and Events Grant initiative provides funding to eligible organizations in Burnaby to support existing events and festivals or to initiate new events, festivals and projects in the community. These could be neighbourhood initiatives, events within specific areas of the city and or citywide or regional events.

Community festivals should evoke a celebratory feeling, be innovative and entertaining and encourage the following: celebration of community spirit, achievement and congregation; a representation of the City's diversity; awareness of local and visiting talent, expression, and uniqueness, and the appreciation of arts and culture, heritage and community pride.

While encouraging the sustaining of existing events and the development of new ones, this program will not support the following: strictly sports/athletic tournaments; events whose main purpose is fundraising; strictly commercial events/enterprises, events occurring outside of Burnaby; school fairs/events (except centennial celebrations); retroactive projects; capital expenditures; society/association base operating expenses; individuals or political/religious activities.

The Festivals Burnaby Program is not intended to provide continuing support to organizations indefinitely. Applicants are encouraged to develop a diverse funding/income base and seek self-sufficiency as evidence of a sustainable activity. The program is intended to encourage the development of event capacity, organization efficiency and best practices.

Please read these guidelines carefully to ensure that your project fits with the criteria. If after reading the guidelines you are still uncertain if your project is eligible, please contact Grant Program Administrator at 604-205-3019 for clarity and assistance.

Completed grant and support materials can be delivered to:

Shadbolt Centre for the Arts  
6450 Deer Lake Avenue, Burnaby, BC  
V5G 2J3  
[festivalsburnaby@burnaby.ca](mailto:festivalsburnaby@burnaby.ca)



## I. APPLICATION DEADLINES

The following are the grant deadlines for the Community Festival and Events Grant Program.

**Neighbourhood Events** – no specific deadlines, applications are received throughout the year with the expectation of July and August.

**Festivals and Special Events: Small Scale** – two deadlines annually, March 15, 3:00pm and October 15, 3:00pm

**Festivals and Special Events: Large Scale** – two deadlines annually, March 15, 3:00pm and October 15, 3:00pm

Only application forms completed in full (including support material where applicable) are accepted. No exceptions are made for late applications. Please note that if the deadline falls on a weekend or statutory holiday, applications and any support material may be delivered or postmarked on the next business day.

Only one grant per year will be allocated to the same organization.

## II. APPLICATION PROCEDURES

All applicants must submit:

1. Completed Grant Application for the appropriate grant type.
2. All necessary attachments as indicated in the Grant Application
  - Please access and complete the online application form, budget form and final report. Documents available at [www.burnaby.ca/festivalsburnaby](http://www.burnaby.ca/festivalsburnaby)
  - Please ensure that you complete the entire application form and attach all relevant documents.
  - Please ensure that applications have been signed by both the person completing the application on behalf of the organization and the Board President or Chair.
  - Please ensure that you print and save a copy of your completed application form and a copy of the Festivals Burnaby Guidelines and Final Report documents for your records.
3. Final Report must be received within 90 days of project completion.

## III. GRANT AMOUNT

Maximum funding levels vary depending on the grant type. Applicants are reminded that all grants are awarded on a year-by-year basis and are not to be seen as an automatic ongoing source of funding.



#### IV. PROJECT GRANT TYPES – APPLICATION CATEGORIES

##### Neighbourhood Events

Project Budget: Up to \$10,000

Maximum level of support: 40% of expenses up to \$4,000

Events that are locally created that express a sense of place and help to build community. These events are open to the public with typically free admission.

##### Festivals and Special Events: Small Scale

Project Budget: Up to \$30,000

Maximum level of support: 40% of expenses up to \$12,000

Events organized around a specific theme, animated through arts and cultural activities and open to the community for broad access and participation.

##### Festivals and Special Events: Large Scale

Project Budget: Over \$30,000

Maximum level of support: 33% of expenses up to \$25,000

An organized event, often recurring annually, which incorporates an intensive level of planned activity, a multi-faceted program of arts and cultural activities within a defined period of time, and demonstrates established or potential audience support from a broad range of the community and/or tourists.

#### V. USE OF GRANT FUNDS

**Programming:** fees\* for artists, speakers, and key creative or community contributors; productions staff fees, exhibition costs, venue or equipment rental, design, display decoration and documentation (up to 50% of request).

**Administration:** planning, co-ordination, event or project management, fundraising, audience surveys or other data collection, and office expenses (up to 25% of request).

**Publicity and marketing:** development and implementation of publicity and marketing strategies, and advertising or promotional expenses (up to 25% of request).

\*Industry-standard fees for key personnel, including speaker's fees, are encouraged. The payment of artist fees is also encouraged. Refer to these groups for guidelines:

- American Federation of Musicians/Canada: [www.afmcanada.org](http://www.afmcanada.org)
- Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
- Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)



- Canadian Alliance of Dance Artists/BC Chapter: [www.cadabc.org](http://www.cadabc.org)
- Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
- Canadian Artists Representation/CARFAC: [www.carfac.ca](http://www.carfac.ca)

## VI. ELIGIBILITY CRITERIA

**Please read the following section carefully.** Organizations applying for Festivals Burnaby Community Festivals and Events Grants must meet the following eligibility criteria:

1. Applicant groups should be based in Burnaby. Non-resident groups may be considered for projects that directly benefit Burnaby residents.
2. Projects must occur within the City of Burnaby municipal boundaries and directly benefit residents and businesses. For a map of city boundaries, see [www.burnaby.ca](http://www.burnaby.ca) and follow the QuickLink to "Burnaby Map".
3. Projects must be completed within a 12-month period from the application deadline of either March 15 or October 15 depending on the grant type. For Neighbourhood Events, applicant's activities must be completed within a 12-month period from the grant submission date.
4. Eligible applicants should be a registered Not-for-Profit Society incorporated under The Society Act and must be in continuous operation for a least one complete year.
5. Applicants that are not registered societies may apply in partnership with an incorporated non-profit group that is willing to act as a sponsor organization. In such cases, the applicant must include a letter of commitment from the sponsor organization, outlining terms and conditions of the partnership and indicating that the sponsor has reviewed the completed application form. The letter must be signed by authorized officers of the sponsor organization.
6. Community groups that are not incorporated as non-profit societies may be deemed eligible to apply for Neighbourhood Events either individually or in partnership with another community group. Eligibility is determined on a case-by-case basis. Groups that may be considered include:
  - a. First Nations groups
  - b. Community associations
  - c. Community health services societies
  - d. Multi-cultural community groups
  - e. Community service / volunteer organizations

- f. Local area improvement / merchant associations
- g. Ad-hoc groups of local citizens brought together to deliver a community celebration
- 7. Eligible applicants must have an organizational focus in the arts, culture, heritage, recreation or community services.
- 8. Applicants must demonstrate that they have engaged and qualified staff, volunteers or contractors to deliver the project and that the proposed activities support the mandate and mission of their organization.
- 9. Applications from organizations that have received another grant from the City (grants administered through the Executive Committee of Council, etc) in the same calendar year must demonstrate that the proposed project is different from the other project or activity which the grant was received.

**10. Funds can NOT be used for:**

- a. Organizations that have not submitted satisfactory final reports from previous cycles of Festivals Burnaby Grant funding;
- b. Projects that take place outside the City of Burnaby boundaries (see [www.burnaby.ca](http://www.burnaby.ca) and follow the QuickLink to "Burnaby Map" for city information);
- c. More than 50% of the eligible project's budget for the Neighbourhood Events and Festivals and the Special Events: Small Scale
- d. More than 33% of the eligible project's budget for the Festivals and Special Events: Large Scale category
- e. Organizational operating costs or deficit management;
- f. Capital improvements or expenditures (e.g. structural costs or renovations, and equipment);
- g. Programs that support definable political, religious or spiritual viewpoints and/or seek to attract only a special interest audience or to recruit new members;
- h. Strictly sports and athletic tournaments and school fairs/events (with the exception of centennial celebrations).
- i. Events whose main purpose is fundraising.



- j. Purposes of assisting an industrial, commercial or business undertaking (Section 182 Local Government Act);
- k. Retroactive projects or events;
- l. Supporting individuals (the Festivals Burnaby cannot provide grants to individuals in accordance with City policy).

## **VII. ASSESSMENT CRITERIA**

Your application will be assessed on the following criteria:

- 1. The clarity of project objectives, outputs, deliverables / outcomes, and distinctiveness;
- 2. The demonstrated ability of the applicant to carry out the project;
- 3. Partnerships and opportunity for community involvement (e.g. volunteers, participants);
- 4. Demonstrated proof of additional project or event funding and financial partners.

## **VIII. REVIEW PROCESS AND PAYMENT**

- 1. Applications are received by a staff to ensure applications are complete and accurate.
- 2. All applications are advanced to Executive Committee for review and recommendation, and then to Council for approval.
- 3. After Council has reviewed and considered the recommendations, the recommendations are adopted. All decisions are final following ratification.
- 4. All applicants will be notified of Council's decision by the Office of the City Clerk.
- 5. Applicants that are successful through the process will receive a cheque following notification:
  - i. Neighbourhood Events – 100% of the approved amount
  - ii. Festivals and Special Events: Small Scale – 70% of the grant amount, with the remaining 30% paid out upon the completion and submission of an approved final report or 100% of the approved amount if the approved amount is \$4,000 or less.
  - iii. Festivals and Special Events: Large Scale – 70% of the grant amount, with the remaining 30% paid out upon the completion and submission of an approved final report.
- 6. The review process is approximately eight weeks in length.



7. Additional grant requests received at a later time for the same event will be denied.

## **IX. CONDITIONS OF FUNDING**

1. Successful applicants must acknowledge the support of the City of Burnaby in all print and publicity material for the festival or special event (e.g. literature, banners and on-site signs). Please see [Festivals Burnaby Logo](#) for details.
2. Funds must be used for the purpose for which they were requested.
3. Upon completion of the project, the applicant must submit a final report. Please refer to the Final Reporting section below. No grant application will be considered from organizations that received funding in the past but did not submit a final report.
4. If the festival or event does not occur, the applicant must notify the City as soon as possible and return all unused funds to the City of Burnaby.

## **X. NOTIFICATION**

Applicants will be notified within 60 days of the grant deadline. Neighbourhood Event applicants will be notified within 60 days of receipt of their application.

## **XI. FINAL REPORTING**

A final report must be submitted by all grant recipients upon completion of the festival or event. This must be received no later than 90 days after the event occurs. Please complete the Final Report form available at

<https://www.burnaby.ca/Assets/things+to+do/be+involved/grants/Festival+Burnaby+Final+Report.pdf>.