



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. FESTIVAL EVENT SUMMARY

Name of event you are requesting funding for: _____

Is this an existing or new event: Existing New

Event Summary:

(Describe the project - **MAXIMUM 50 WORDS**)



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II. FESTIVAL/EVENT SUMMARY (continued)

Grant Amount Requested: _____

Event Dates: From: _____ To: _____
mm/dd/yy *mm/dd/yy*

Event Time: _____

Event Location: _____ Confirmed: Yes No

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: _____ Bus. Phone: _____ Cell Phone: _____

Email: _____

III. FESTIVAL/EVENT 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 you will measure success?



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IV. FESTIVAL/EVENT BUDGET

List all **revenue** and **expenses** related to the proposed project on the [Budget Form](#). Refer to the [Budget Guidelines](#) for specific budget information.

V. ORGANIZATIONAL DESCRIPTION

What is your organization's mission/mandate? (MAXIMUM 50 WORDS)

What is your organization's annual operating budget?

Please provide a brief history of your organization and describe its role in Burnaby: (MAXIMUM 50 WORDS)

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?



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VI. SUPPORT MATERIAL (IF APPLICABLE)

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 Reports

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 Festivals Burnaby Grant Program 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 Festivals Burnaby Grant Program about any major changes to the project that become necessary, including significant budget revisions;
- acknowledge the support of the Festivals Burnaby Grant Program, in all promotional materials and,
- provide the Festivals Burnaby Grant Program with the Final Report, including actual expenditures that explain how the grant was spent.

Signature of person preparing grant

Name

Position

Date

Signature of board chair or person

Name

Date