CS – Special Events & Festivals Grant Application

Community Services

ST. J@HN'S

Special Events and Festivals Grant Application

Contact Information			SECTION 1
Organization Name			
Contact Name			
Address			
City		Postal Code	
Tel (home)	(work)	(cell)	
Email	Website_		
Incorporation Number (first-tine) Amendments thereto		•	and
Grant Request			SECTION 2
Amount requested from the C	city		
Percentage of total budget			
Have you previously received funding through the City of St. John's Grant Program? Yes No			
If yes, most recent year			
Provide a brief description of the intended use of the funds requested (e.g. activity, program, event):			
			-

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Organizational Background Information	SECTION 3
Please provide an overview of last year's programming and progress:	
Briefly describe the purpose and objectives of the organization:	
Describe the general types of programs and services being offered by the organic	anization:
Do volunteers participate in your programs and services?: Yes	No
If yes, please indicate the numbers and type of involvement:	-



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Organization Operating Budget		SECTION 4
Applications must be accompanied by local organization financial statemer (audited if available) and current year local organization budgets.	nts for the pre	vious year
The following template is provided for the current year budget; however, you attachment in an alternate format.	ou may submi	it as an
Is the fiscal year for your organization January 1 to December 31?	Yes	No
If no, please identify		
We require a detailed balanced budget for your local organization.		

Revenue	Budget for Previous Year	Budget for Upcoming Year	Requested	Confirmed
Federal Government Grants				
Provincial Government Grants				
Private/Other Grants				
Donations				
Adult Membership Revenue				
Other Membership Revenue				
Other Revenue (specify)				
Prior Year Surplus/Deficit				
Sub-Total				
Requested City Grant				
Total Revenue				-



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Organization Operating Budget Continued		SECTION 4	
Expenditures	Budget for Previous Year	Budget for Upcoming Year	
Salaries and Benefits			
Office and Equipment Supplies			
Other Expenses			
Facility Rental			
Equipment Costs			
Insurance			
Travel/Conferences			
Interest and Bank Charges			
Professional Fees			
Total Expenditure			
Total Revenue			
Total Expenses			
We require a detailed balanced budget for your local organization.			
Project-Specific Budget Information	on	SECTION 5	
Summary of	of Estimated Special Event or Fes		
Des	cription	Cost	
		-	



Form last updated: 2023-09-05

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Project-Specific Budget Information Continued				SECTION 5
Summary of Proposed Financing of Project				
Source	Description	Pending	Confirmed	Amount
Federal Government Grants				
Provincial Government Grants				
Private/Other Grants				
Donations				
Other (specify)				-



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Special Events and Festivals-Specific Information	SECTION 6
Festival/Event Information:	
Festival/Event Name	
Dates to	
Estimated Daily Attendance	
Paid Admission Free Admission	
Attach a list of proposed activities and/or event schedule to support your applic	cation.
Community & Economic Benefits: The benefits to be realized by the community at large. Outline how it will demonstrate on the community, how it will focus on celebrating our distinct culture a will be accessible to all residents:	
Outline the overall economic impacts of the festival/event on performers/contra being used and community partnerships.	actors, the venues
	-

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Special Events and Festivals-Specific Information Continued	SECTION 6
Marketing:	
Outline how your marketing/promotional activities will be undertake the contribution of the City of St. John's. Samples of relevant mate of St. John's CANNOT accept USB data storage devices as our se accessing them.	rials are accepted. NOTE: The City
Applicant Declaration (two signatures required for groups/organiza	tions) SECTION 7
It is the responsibility of the applicant to ensure all required informations will be considered ineligible.	ation is submitted. Incomplete
I AFFIRM THAT the information in this application is accurate and information is fairly presented. I agree that once funding is provided program delivery will require prior approval from the City of St. John's. I unacknowledge funding and assistance by the City of St. John's. I un provided in this application may be accessible under the Access to Privacy Act. I also agree to respect the spirit and intent of the various the City of St. John's.	d, any change to the organization n's. I agree to publicly derstand that the information of
Signature of two principal officers of the group or organization:	
Name Title	
Address	_ Date
Signature	
Name Title	
Address	_ _ Date



Signature____

NEWFOUNDLAND AND LABRADOR, CANADA

CS – Special Events and Festivals Grants Application

Community Services

Applicant Declaration continued

SECTION 7

Important Information:

Applications must be received no later than 4:00 p.m. on the last Friday in November with submission subject line "City Grants Events."

Ensure that you have completed all sections and enclosed all requested documentation:

- Local Organizational Financial Statements
- Detailed budget
- Local Program Statistics

Incomplete applications will be considered ineligible.

Privacy Notice SECTION 8

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of grants administration. Questions about the collection and use of the information may be directed to the Supervisor of Tourism and Events, Community Services: citygrants@stjohns.ca.

Submissions Information

Email: <u>citygrants@stjohns.ca</u> submission subject line "City Grants Events."

Emails including all attachments **must not exceed 25MB**. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.

if you require assistance in submitting your application electronically, please contact citygrants@stjohns.ca

For More Information

Email: citygrants@stjohns.ca

Call: (709) 570-2186

