



FESTIVALS BURNABY GRANT PROGRAM GUIDELINES & CRITERIA

Overview & Objective:

Festivals enhance quality of life in Burnaby and are an essential element in creating a prosperous, diverse, and vibrant community. The Festivals Burnaby grant provides funding to eligible organizations in Burnaby to support existing community festivals or to initiate new ones. The program's objective is to encourage the development of community special events capacity, organization efficiency and best practices.

A festival is a reoccurring, publicly accessible special event with multiple components organized around a cultural focus having city-wide or regional appeal and accessible to Burnaby residents and visitors. To be eligible, applicants must be a registered non-profit or a collaboration that includes a non-profit as the lead applicant.

Festivals funded by this grant program have multiple components featuring arts or culture and may require City services from various departments (e.g. Parks, Recreation and Culture, Engineering – Transportation, Fire, RCMP, Bylaws and Permits). They offer a mix of live music, dance, performance, arts and cultural displays, family activities (e.g. games), food and beverage services or parade with free admission or low-cost tickets

Please review the criteria and guidelines to determine eligibility and alignment with the program along with deadlines for submissions. Staff are available for assistance.

The Festivals Burnaby Grant Program does not 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. Grant funds available are subject to annual budgets approved by Council.

For more information or to discuss your application contact:

Special Events Projects Assistant
Parks, Recreation and Culture
604-294-7106
festivalsburnaby@burnaby.ca



I. APPLICATION DEADLINES & SUBMISSIONS

Small Scale and New Festivals:

Applications are received throughout the year with the exception of July and August. Complete applications must be received a minimum of three months prior to the festival/event date.

Medium and Large Scale Festivals:

February 15, 3:00pm PT for festivals taking place July to December of the current year*. *During the transition process in 2024, applications will be accepted until March 4.*

September 10, 3:00pm PT for festivals taking place January to June of the following year.

Applicants are encouraged to review the grant guidelines and contact staff to discuss eligibility for this program or to obtain more information.

Only application forms completed in full (including support material where applicable and digital signature) are accepted. No exceptions are made for late applications and therefore we encourage early submission before the deadline. 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.

Email application materials to festivalsburnaby@burnaby.ca as a PDF or Word document. Digital files cannot exceed 5MB. For larger files, please submit with links to dropbox or similar platforms. Digital submissions are preferred but mail or drop-off is also available.

Mail or Drop-off submissions to:

Festivals Burnaby Grant Program

c/o Christine Sinclair Centre
2301 - 3713 Kensington Ave
Burnaby, BC V5B 0A7

Submission of an application does not guarantee funding. Obtaining a grant is a competitive process and demand often exceeds available resources.



II. GRANT CATEGORIES

There are three categories in the grant program: Small Scale and New, Medium Scale or Large Scale based on overall budget and complexity. Each category has a maximum level of funding and eligible expenses.

Grant Type	Project Budget Total (projected)	Maximum level of support or request in the grant	Notes	Submission Deadline
Small Scale and New	up to \$10,000	40% of eligible expenses up to \$4,000	New festivals can have a higher budget, but eligible maximum cap remains the same.	Ongoing (excludes July/August)
Medium Scale	up to \$30,000	40% of eligible expenses up to \$12,000	Must have been produced at minimum one time OR apply to the Small & NEW category.	February 15*/ September 10 (see details for each intake in section I. *Exception in 2024 to accept applications up to March 4)
Large Scale	over \$30,000	33% of eligible expenses up to \$25,000	Must have been produced at minimum one time OR apply to the Small & NEW category.	February 15*/ September 10 (see details for each intake in section I. *Exception in 2024 to accept applications up to Mach 4)

III. ELIGIBILITY CRITERIA

All organizations applying must meet the following eligibility criteria:

1. Festival definition:

A festival is a reoccurring, publicly accessible special event with multiple components organized around a cultural focus having city-wide or regional appeal and accessible to Burnaby residents and visitors.

Events planned for national or provincially recognized days with cultural or historical significance, such as Remembrance Day, will also be considered.

2. Applicant is a registered not-for-profit society incorporated under the Society Act and in good standing with the appropriate accrediting body and must be active for at least one complete year prior to submitting an application and have financial statements to prove organization's existence and capacity to carry out work. 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 as the lead applicant. 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.

Applicant group must be based in Burnaby and demonstrate that the special event directly benefits Burnaby residents.

3. Festival must occur within the City of Burnaby's municipal boundaries and directly benefit residents and businesses. For a map of city boundaries, follow the QuickLink to "[Burnaby Map](#)".
4. Project takes place predominately using outdoor public spaces (e.g. parks, stadium, roads) with some exceptions for seasons during inclement weather.
5. Festival must occur within a 12-month period from the application deadline.
6. Applicant must have an organizational focus in the arts, culture, heritage, recreation or community services.
7. Community groups that are not incorporated as non-profit societies may be deemed eligible to apply under the Small Scale and New category. Eligibility is determined on a case-by-case basis. Groups that may be considered include: land based Nations and Indigenous groups, community associations, community health services societies, multi-cultural community groups, community service/volunteer organizations, local

area improvement/merchant associations, ad-hoc groups of local citizens brought together to deliver a community celebration.

Applicant must demonstrate that they have engaged and qualified staff, volunteers, or contractors to deliver the project and the proposed activities.

8. Applications from organizations that have received other grants from the City (grants administered through the Executive Committee of Council, etc.) in the same calendar year must demonstrate that the proposed project differs from the project or activity for which the other grant was received.
9. Applicant must be in good standing with the City of Burnaby (e.g. up to date in taxes, fees and report filing).
10. Applicant must follow City bylaws, permits and policies.
11. Applicant must not be in any litigation or have claims against the City.
12. Applicant with a Medium or Large Scale festival must demonstrate having produced it successfully at minimum one time prior to applying for the grant program.

IV. ELIGIBLE ACTIVITIES AND EXPENSES

Eligible activities and expenses include:

1. **Programming:** fees for artists, speakers, and key creative or community contributors (see links below * for details), productions fees, venue or equipment rental (e.g. facility rental, staging, lighting, generator), event logistics (e.g. fencing, portable toilets, traffic personnel), games, supplies, design, display decoration and documentation.
 - Maximum up to 50% of the costs in the programming category can be allocated to the grant.
2. **Administration:** planning, co-ordination, event or project management, audience surveys or other data collection, and office expenses.
 - Maximum up to 25% of the costs in the administration category can be allocated to the grant.
3. **Publicity and marketing:** development and implementation of publicity and marketing strategies, and advertising or promotional expenses.
 - Maximum up to 25% of the costs in the administration category can be allocated to the grant.

Grant funds can NOT be used for: fundraising; organizational operating costs or deficit management; capital improvements or expenditures (e.g.: structural costs or renovations, and equipment). The project budget form will have a column for eligible expenses. Grants are awarded on a year-by-year basis and are not to be considered as an automatic ongoing source of funding.

**Industry-standard fees for key personnel, artists and performers are recommended. Refer to these reference guidelines: American Federation of Musicians/Canada: www.afmcanada.org; Canadian Actors Equity Association: www.caea.com; Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists/BC Chapter: www.cadabc.org; Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/CARFAC: www.carfac.ca*

V. INELIGIBLE ACTIVITIES

Activities that focus on political, religious or spiritual viewpoints, advocacy, education and/or seek to attract only a special interest audience or to recruit new members.

1. Organization's start-up costs or ongoing operating or administration expenses.
2. Sports and athletic tournaments and school fairs/events (with the exception of centennial celebrations).
3. Special events whose main purpose is fundraising.
4. Events with the purpose of assisting a commercial business or industry undertaking (Section 182 Local Government Act).
5. Events that occurred in the past or deficit funding.
6. One-time, non-recurring festivals and special events.
7. Demonstrations, marches and rallies.
8. Trade shows, trade fairs and craft fairs.
9. Conferences, workshops, training and professional development.
10. Block parties, picnics, garden shows, street markets, farmers markets, carnival contests, competitions, juried exhibitions, concerts featuring a single artist and/or activity, organized runs, walks and active living special events.
11. Bursaries, scholarships, prizes, etc.
12. Festivals that do not use outdoor public spaces, except during seasons with inclement weather.

VI. ASSESSMENT

1. Review Process

The review and approval process includes multiple steps and requires a minimum of three months to complete. Applications to this program are evaluated through City staff review. The review of applications received will take place two times per year (February and September) with the exception of small scale and new grants. Recommendations will be made to the Executive Committee of Council and City Council for approval. All decisions are final. Applicants will be notified by mail of Council's decision once the minutes of the meeting are published by the Clerks Department and Legislative Services.

Timeline:

February Intake – decision communicated by May

September Intake – decision communicated by January

2. Assessment Criteria

All applications will be assessed with the following criteria:

- a. Community Participation, Benefit and Overall Impact (including economic, timing, media exposure and event scope): 40%
- b. Community Collaboration, Partnerships and Engagement: 25%
- c. Alignment with the City's Strategic Priorities and Plans: 20%
These include:
Connected – partnership, social connection
Dynamic – community development, economic opportunity
Healthy – healthy life and community and lifelong learning
Inclusive – create a sense of community, celebrate and serve a diverse community
Organization – financial viability
- d. Financial resources and support from other sources to implement the project and demonstrated need for financial assistance: 15%

VII. PAYMENT PROCEDURES

After Council's approval of the recommendations, successful applicants will receive payment (e.g. cheque or electronic file transfer) with either the full approved amount or a partial payment, depending on the approved grant amount and category:

- **Small Scale and New** will receive a cheque with 100% of the approved amount (maximum up to \$4,000).
- **Medium Scale** will receive a cheque with 70% of the grant amount, unless the approved amount is \$4,000 or less, which will be paid out in full in the first round. The remaining 30% will be paid out upon the completion and submission of an approved final report.
- **Large Scale** will receive a cheque with 70% of the grant amount. The remaining 30% will be paid out upon the completion and submission of an approved final report.

VIII. GRANT CONDITIONS

1. Only one grant per year will be allocated to the same organization.
2. Successful applicants must acknowledge the support of the Festivals Burnaby Grant Program using City approved logos on the marketing materials used for the festival or special event (i.e. marketing collateral, banners and on-site signs). Please download the Festivals Burnaby Logo from the webpage.

3. Funds must be used for the purpose for which they were requested. Applicant will make, or continue to make, attempts to secure funding from other sources.
4. Applicant will keep proper books of accounts of all receipts and expenditures relating to the proposed project.
5. The City of Burnaby requires all grant recipients to hold current general liability insurance coverage for their proposed project.
6. Applicant acknowledges that the Festivals Burnaby Grant application is a public record and may be published on the City's website. Personal information (i.e. telephone numbers and e-mail address) is redacted prior to the publication.
7. Upon completion of the project, the applicant must submit a final report with supporting material no later than 90 days after the event date and before the City's year end (December 30). Please complete the Final Report form available on the website. Any organization that receives funding but did not submit a final report or submitted an unsatisfactory report will not be eligible for a new grant request.
8. Final payment will be made, if applicable, after the final report has been reviewed and processed by staff. A grace period up to 6 months will be provided to grant recipients after the City's year end to file the final report and claim any balance.
9. If the festival changes significantly from what was proposed in the application or does not occur, the applicant will notify the designated staff representative from the City as soon as possible in writing and discuss options and adjusted timelines which may include reduced grant amount and/or return of all unused funds to the City. If there are misrepresentations in the application, or breaches of these grant conditions by the applicant, the full amount of the grant may be repayable to the City upon demand.
10. Applicant may not at any time directly or indirectly communicate with the media regarding the grant application process, discussions or negotiations related to the application process, or otherwise with respect to the administration of the grant program without first obtaining the written permission of the City.
11. The City may decline, suspend and or/revoke any application or award based on information provided to any department at the City and presented to Council, which includes, but is not limited to, the following circumstances:
 - a. supplying false, misleading information, or making a material misrepresentation in an application for a special event;
 - b. failing to complete the application or to supply required information, records or documents within the prescribed and/or provided timelines;
 - c. engaging in discreditable, fraudulent, negligent or other conduct contrary to the public interest or the City's bylaws, policies and procedures; or
 - d. any reason deemed necessary by majority vote of Council.