

Read the grant guidelines before beginning this application form. Please respond to all questions, and attach additional pages as required.

I. APPLICANT DETAILS

Organization Name of Registered Non-Profit Society: _____

BC Society Number: _____ Charity Number: _____

Year Organization Established: _____ Website: _____

Mailing Address: _____

City: _____ Prov. _____ Postal Code: _____

Organization 1st Contact

Name: _____ Position in Organization: _____

Primary #: _____ Cell: _____ Business #: _____

City: _____ Prov. _____ Postal Code: _____

Email: _____

Organization 2nd Contact

Name: _____ Address: _____

Primary #: _____ Cell: _____ Business #: _____

City: _____ Prov. _____ Postal Code: _____

Email: _____

Organization Information

Is the Organization in good standing with the City of Burnaby? (e.g. taxes, utilities, final report submitted from previous year) **Yes** **No**

If No, explain: _____

What s your organization s mission/mandate? (max. 50 words)

What is your organization's annual operating budget?: \$ _____

Are you partnering with an organization for this project? **Yes** **No**

If **Yes**, please provide the following information about the partner organization:

Organization Name: _____ Address: _____

City: _____ Prov. _____ Postal Code: _____

Partner Organization Information Continued

Partner Organization Registered Non-Profit Society Name: _____

Organization Contact Name: _____ Position in Organization: _____

Email: _____

Primary #: _____ Cell: _____ Business #: _____

II. FESTIVAL INFORMATION

Name of Festival: _____

Are you applying as a New Applicant? Returning Applicant

If New Applicant, how many times has this festival been hosted in Burnaby or elsewhere?

1 - 2 times: 3 - 5 times: +5 times

Note: Medium/Large scale festivals must have been produced or implemented a minimum of one to two times before

Grant category: Small Scale and New: Medium Scale: Large Scale

Total revenue projected for festival: \$ _____

Total expenses projected for festival: \$ _____

Grant amount requested: \$ _____

Intended use of the requested funds in eligible expenses (select all that apply):

Programming Marketing/Publicity: Administration

Location			Date		Time	
Choice	Venue Requested	Booking Status	Start date/End date		hh:mm am/pm	
#	Where will festival be held?		Start date	End date	Start	End
1.						
2.						

Additional comments or explanation:

Which of the City of Burnaby's strategic priorities does the festival align with? (select all that apply)

- Connected - partnership, social connection
- Dynamic - community development, economic opportunity
- Healthy - Healthy life and community , life long learning
- Inclusive - create a sense of community, celebrate diversity and serve a diverse community
- Organization - financial viability

III. PROJECT DETAILS

Festival description: (up to 300 words about programming, activity highlights, or updates/changes for recurring festivals).

Access format by the public (select all that apply):

Free Ticketed (low-cost/barrier) Other (please specify) _____

If ticketed or other, please provide estimated prices and admission tiers:

Festival webpage and social media accounts:

What percent of attendees are expected to be residents of?

Burnaby			
Coquitlam/Port Coquitlam/Port Moody			
North/West Vancouver			
Vancouver			
Visitors out of town (beyond Metro Vancouver)			
Other please specify: _____			
Total must be 100% :		%	

Volunteers (including planning stages of the festival and event day) and estimated hours:

Number of Volunteers: _____

Number of Volunteers hours overall: _____

Describe your volunteer needs/roles and how they will be met:

Staff to support the festival if applicable:

Number of Staff: _____

Number of Staff hours overall: _____

What is the anticipated community benefit from the festival? Why do you feel this project is a fit for a Festivals Burnaby Grant? (up to 400 words)

Note: A community benefit supports the health and well-being of the community by bringing the community together, offering accessible participation for everyone, fostering volunteerism, celebrating culture, building leadership and strengthen an organization's resources.

How did you determine the need for a festival in the community?

How will your festival showcase cultural vibrancy? (eg. types of artists, traditions, creative and community connections)

In what way is this project providing economic benefits to residents, the local economy, and businesses?

General media coverage for this festival (select all that apply)

Local	<input type="checkbox"/>	Radio	<input type="checkbox"/>	Other (please specify)	_____
Regional	<input type="checkbox"/>	Print Media	<input type="checkbox"/>		_____
National	<input type="checkbox"/>	Social/Web	<input type="checkbox"/>		_____
International	<input type="checkbox"/>	TV/Stream	<input type="checkbox"/>		_____

How will you recognize the City of Burnaby's support? (up to 200 words)

What level of community support, collaborations, or partnerships are you anticipating?

III. PROJECT DETAILS CONTINUED

Describe other sources of funding received or being pursued:

What will a successful project look like and how will you measure/evaluate the success of your project?:

IV. SUPPORT MATERIALS

All applicants must include the following support documents as attachments (PDF, Word, or hard copies if mailing):

- | | |
|----|--|
| 1. | Festival Burnaby Grant Budget Template completed with details |
| 2. | Evidence of Registered Not-For-Profit Status - Most recent Annual Report |
| 3. | Evidence of Registered Not-For-Profit Status—Society Constitution* (* submit for New Applicants only) |
| 4. | Financial Documents - Society Balance Sheet or Statement of Financial Position |
| 5. | Financial Documents - Most recent Statement of Financial Activities (audited or review engagement if possible) |
| 6. | Current list of Board Members with titles |
| 7. | Current list of Staff with positions, if applicable |
| 8. | Other Supporting Materials (e.g., previous marketing materials, photos, etc.*) (*submit only if New Applicant) |

V. DECLARATION

PART A

I, the understated, certify 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 payment for the amount approved. By accepting the approved award, the applicant agrees to the conditions of the grant as outlined in the guidelines.

Signature of person preparing the grant application

Signature of board chair, or president

Name (please print)

Name (please print)

Position

Position

Date

Date