

Instructions:

- Please be as thorough as possible when completing this application.
- Number all attachments.
- Keep a copy of this completed application form and all attachments for your records.

GENERAL INFORMATION

Organization's Registered Non-Profit Society Name: _____

Mailing Address: _____

City: _____ Prov. _____ Postal Code: _____

Event Name: _____

Amount Requested: \$ _____

Event Date(s) From: _____ To: _____

Organization 1st Contact

Name: _____ Position in Organization: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

Primary #: _____ Cell: _____ Business #: _____

Email: _____

Organization 2nd Contact

Name: _____ Position in Organization: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

Primary #: _____ Cell: _____ Business #: _____

Email: _____

ATTACHMENTS (number all attachments to correspond with the list):

#1. Current Profile Report from the Corporate Registry of Information Services Corporation (ISC); the Profile Report must be dated no more than 30 days prior to submission of your grant application.

#2. Letter of endorsement from the applicable sport governing body; the letter must indicate:
 a. the event is sanctioned, and
 b. the event is the only Provincial, Western Canadian, National or International championship event.

#3. Event budget which includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.

#4. Letters confirming financial sponsorships and in-kind contributions from other levels of government, corporations and sponsors.

#5. Most recent audited annual financial statements, as presented at the last Annual General Meeting. This includes an income statement and a balance sheet. If the financial statements are not audited, then the un-audited financial statements must be signed and certified correct by two members of the Board of Directors.

#6. Letters of support (optional).

GENERAL INFORMATION

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

Are you applying as a New Applicant? or 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

Additional details (optional):

What significant accomplishments and successful programs has your organization had over the past three years?

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

If No, please explain:

PROGRAM MERIT

What is the scope of the competition?

International
 National
 Western Canadian
 Provincial

Is your organization bidding for the event or confirmed?

Bidding
 Confirmed

How many people are expected for this event?

Competitors: _____ Volunteers: _____ Staff: _____ Spectators: _____

What is the age and gender of the competitors?

Age(s): _____

Gender(s): _____

Which Provinces/Countries will be represented?

Provinces: _____

Countries: _____

Location - what facilities will be used to host event?			Date		Time	
Choice	Venue Requested	Booking Status	Start date/End date		hh:mm am/pm	
#	Where will the event be held?		Start date	End date	Start	End
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Additional comments or explanation:

COMMUNITY BENEFIT

How does the event benefit the community?

What other organizations are involved in the event as partners?

Provide a list here, and attach optional letters of support, as attachment #6.

COMMUNITY IMPACT

What sport related outcomes do you expect to achieve by hosting this event (impacts, benefits, results)?

What is the projected economic impact of the event?

ACCESSIBILITY

Is this event open to the public?

Yes

No

List all applicable admission fees:

How have barriers to participation been removed in the design of this event? (e.g. cost, transportation, etc.)

FINANCIAL NEED

Explain why funding from the City of Burnaby is needed:

If this request for funding is approved, how will the City of Burnaby funds be spent? List specific expenditures:

SOCIAL MEDIA

If applicable, please provide your organization's social media accounts below:

Facebook: _____

Instagram: _____

X (formerly Twitter): _____

Other: _____

Other: _____

Other: _____

APPLICATION AGREEMENT

Applicant. For the purposes of this agreement the Applicant shall mean the corporate entity, individual or group of individuals who are applying for the grant as named on the application and supporting documents. Should an unincorporated entity be named as the Applicant, any individual who signs this application shall be deemed the Applicant. Groups of individuals who are an Applicant shall be jointly and severally liable for the purposes of this Agreement.

Use of Money. The Applicant agrees to use any money or services provided to the Applicant only in the manner set out in this application (including supporting documents) and agrees to comply with the Grant Guidelines and any conditions as set out in the approval letter issued by the City of Burnaby (City). The City reserves the right to demand, at any time, the return of any monies or a portion of the monies, and the Applicant agrees to return the monies, if the Applicant: does not comply with the conditions set out in this application or the approval letter, uses the money in a manner that, in the opinion of the City, is inconsistent with the objectives of the Program, does not use the money in accordance with the description of the intended use of the money as set out in this application, if the Applicant did not use all of the money or if the Applicant used the money for something not described in this application without the written consent of the City.

Compliance with City Bylaws and Policies. Applicants receiving funding from the City must abide by City's bylaws, policies and procedures. An Applicant that has breached a City bylaw will lose, if applicable, any outstanding payment and/or unused funds following the initial breach of a bylaw. Subsequent incidents will result in the Applicant being ineligible for grants in the future. If an Applicant has been advised of a City policy or procedure and does not comply with it, then this breach will be treated in the same manner as a breach of a City bylaw.

Information Management and Privacy Requirements: Personal information collected on this form and as part of the program shall be collected only for its intended use and authority under section 26 of the *Act*. Information collected by the City or the Applicant for the program shall not be disclosed, shared or unlawfully accessed without consent or authority and the City shall be notified on any collection, use, disclosure or breach of confidentiality or personal information related to this application or program. The applicant also understands the City may be required to request information and access to records under the *Act* and agree to provide access and responses without delay. The applicant also confirms their understanding of obligations under *Canada's Anti-Spam Legislation* for use of all commercial electronic communications.

Indemnification. The City's role is limited to providing the Grant to the Applicant and promoting activities funded by the City. The Applicant agrees that the City shall not be liable for any activity carried out by the Applicant. The Applicant is responsible to determine if it has adequate insurance for its activities. The Applicant agrees to fully indemnify the City, including its officers, agents, employees and affiliates, and hold each of them harmless from and against any and all claims, demands, suits, causes of action, losses, damages, liabilities, and costs relating to, arising out of, or connected to, directly or indirectly, with claims relating to: the injury (physical or psychological) or death of any person; and damages to or loss of any property, excluding claims resulting from an act or omission amounting to the City's negligence or breach of contract to the extent attributable to the City.

Representations. In making this application, I undersigned hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this application and the related supporting documents are truthful and accurate. In the case of a corporate entity or partnership I represent that I have the authority to bind the corporate entity or partnership.

Where the Applicant is a group of individuals, each individual must sign the application.

Two signatures are required:

Board Member Name (print)

Signature

Position

Date

Board Member or Executive Director
Name (print)

Signature

Position

Date