

2019/20 Regional Special Events Grants Application Form

Community Celebrations

DEADLINE: THURSDAY, JANUARY 31, 2019, 12:00 NOON*

**For events that occur after April 1st, 2019*

Staff Contact:

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Application for Funding

Regional Events Grant Programs

Halifax Regional Municipality values positive community development that celebrates heritage, builds bridges between diverse populations, enriches quality of life for residents and improves civic pride in the Halifax Regional Municipality.

Non-Eligible Events:

- Private events
- Tradeshows
- Seminars
- Clinics
- Conferences
- Political events
- Symposiums
- Banquets
- Sport Tournaments
- Marketing initiatives
- Fundraising events
- Events held outside HRM
- Events that occur before April 1 of respective submission year
- Events longer than 5 days in duration

Eligible Expenses

Grants may be applied to programing, operating, marketing and promotional expenses. No portion of the grant shall be applied to staff wages, volunteer bursaries or honoraria; or paid to members or officers of an organization's Board of Directors either directly or indirectly.

Program information

Provides a maximum grant of \$1,000.00 and supports organizations that deliver events that:

- organized by a registered non-profit society;
- are less than five (5) days in duration;
- held within the geographical boundaries of the Municipality;
- are organized primarily for the benefit and enjoyment of local residents;
- coincide with a community gathering or civic holiday; and
- are free to the public to attend.

There is only one application intake per year for this program. Please see the below chart for deadline and event date requirements:

Program	2019/20 1 st Deadline	For events after:	2019/20 2 nd Deadline	For events after:
Community Celebrations	Jan. 31, 2019	April 1, 2019	N/A	N/A

Application for Funding

1. Provide your Organization's information

Name of applicant organization: _____

Street address: _____

PO Box: _____ City/town: _____

Postal Code: _____

Email: _____ Website: _____

Twitter: _____

Facebook: _____

Instagram: _____

Nova Scotia Registry of Joint Stocks Number: _____

OR Canadian Revenue Agency Identification Number: _____

2. Provide your Contact information

Chairperson: _____

Phone: _____ Email: _____

Other person who can answer questions on the application:

Name: _____ Position: _____

Phone: _____ Email: _____

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3. Grant Request information

Total Event Expenses: _____

Amount of Grant Requested: _____

Has your event received funding for this event in the last year or previous three years? If so, please describe the amount of funding and the year:

Has your event applied for funding to other funding agencies such as the Province of Nova Scotia and/ or the Government of Canada? If so, please list the name, amount and confirmation of funds if applicable:

Is your event celebrating a quarter century milestone (25th, 50th, 75th, etc.) over the next three years? If so, which milestone and in what year?

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4. Eligibility Section

Is your event organized primarily for the benefit of local residents and free to the public attend?

Yes: ☐ No*: ☐

Is your event organized by a registered non-profit society?

Yes: ☐ No*: ☐

Does your event occur after April 1, 2019?

Yes: ☐ No*: ☐

Is your event solely organized as any of the following?

- Sport tournament
- Conference
- Private event
- Tradeshow
- Seminar
- Clinic
- Symposium
- Banquet
- Marketing initiative
- Fundraising event
- Political event

Yes*: ☐ No: ☐

Does your organization have any outstanding debt with HRM? If yes, applications are not eligible for consideration until payment has been received in full.

Yes*: ☐ No: ☐

Does your organization receive funding from another department with the Municipality? If so, how much, when and what for? **

* If you have checked this box then you are not eligible for funding.

** Receiving funding from another department does not render you ineligible, however it will be considered when the application is reviewed.

Application for Funding

5. Event information

Event Name: _____

Event Date(s): _____

Event Location(s): _____

6. Please provide a brief description of the event including any cultural content programming you plan to include:

Application for Funding

7. How will you involve volunteers and your organizational members in the planning and implementation of this event?

Provide an estimate of the number of volunteers and volunteer hours involved in your event:

Volunteers: _____

Volunteers hours: _____

8. What is your event's proposed attendance?

Estimated attendance: _____

Past year's attendance: _____
(if applicable)

9. What methods do you use to track attendance and participation?

☐ Ticket Sales

☐ Survey

☐ Other: _____

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10. Please describe how to plan to advertise the event to your community:

11. How will you ensure that your event is open, safe and accessible for all participants?

Application for Funding

Checklist of information to be included:

- ☐ Completed and signed application.
- ☐ Detailed line item proposed budget as per template. Please indicate whether funding contributions listed as revenues are Confirmed or Pending.
- ☐ Confirmed financials from last year's event (if applicable).
- ☐ Financial statements for the most recently completed fiscal year, including a balance sheet (assets, liabilities, equity/debt) and income statement. Financial statements must be signed by an authorized representative of the organization.
- ☐ List of active board members including executive roles.
- ☐ List of current staff, indicating which are permanent and which are project-specific or part-time or contract.
- ☐ Any other relevant support information. Submission of support materials should be concise-inclusions with the intent of directly informing the understanding of the proposed event.

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Access & Privacy

Persons providing false, incomplete or misleading information may, at the municipality's discretion, be required to reimburse a financial award, and may be deemed ineligible for future grants and contributions. Questions, please contact Municipal Grants and Contributions at 902-490-6979.

In accordance with Section 485 of the Municipal Government Act, any personal information collected in this application will only be used and disclosed by municipal staff for internal purposes relating to the Municipal Community Grants Program. If the application is to be disclosed externally to the municipality, the personal information—addresses and telephone numbers of the Board of Directors—will be severed unless the address and telephone number is business related. If you have any questions about the collection, use and disclosure of this personal information please contact the Access & Privacy Office at 902-490-4390 or accessandprivacy@halifax.ca

Authority & Signatures

This application must be signed by at least one member of the Board of Directors or Organization approved authority (two places are provided for those Organizations that require two signatures).

Date

Applicant Organization Witness Signature

Signature of the Authorized Representative of the Applicant Organization

Applicant Organization Witness Name

Name of the Authorized Representative of the Applicant Organization

Applicant Organization Witness Signature

Signature of the member of the Board of Directors of the Applicant Organization

Applicant Organization Witness Name

Name of the member of the Board of Directors of the Applicant Organization

Application for Funding

Submission Requirements

Applicants are required to submit both an electronic copy and paper hardcopy of the completed application with supporting documents. The electronic fillable PDF document with or without signatures can be submitted via email to eventgrants@halifax.ca and the paper hardcopy can be submitted unbounded on standard letter (8.5 x11 inch) paper.

The electronic PDF document must be submitted prior to the deadline via email with the hardcopy submitted in person or by regular mail as per the instructions below.

Submission Information

The Deadline for Applications is Thursday, January 31, 2019, at 12:00 noon.

Applications should be labelled and delivered to:

In Person/Courier

HRM Event Grants
Culture & Events
Dartmouth Ferry Terminal, 3rd Floor
88 Alderney Drive
Dartmouth NS B2Y 4W1

By Regular Mail

HRM Event Grants
Culture & Events
Halifax Regional Municipality
PO Box 1749
Halifax NS B3J 3A5

Further information:

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