

2022/2023 Regional Special Events Grants Application Form

Significant Anniversaries

DEADLINE: MONDAY, NOVEMBER 1, 2021, 12:00 NOON*

**For events that occur after April 1, 2022*

Staff Contact:

Shari Dillman
Culture & Events
dillmas@halifax.ca
(902) 497-3729

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 7 consecutive days in duration
- Events that have not occurred for the last 3 consecutive years

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 \$10,000.00 to support organizations that deliver events organized around major quarterly anniversaries (25th, 50th, 75th, 100th, etc.) that:

- (i) are organized by a registered non-profit society;
- (ii) celebrate Halifax's heritage and community;
- (iii) held within the geographical boundaries of the Municipality;
- (iv) have a minimum budget of \$7,500.00; and
- (v) are not eligible for consideration under any other HRM event grant program.

| Program | 2022/2023 Deadline | For events that occur after: |
|--|-----------------------|------------------------------|
| Significant Anniversaries 2022/2023 | November 1, 2021 | April 1, 2022 |

COVID-19 Consideration: Applications must be planned to be compliant with the public health restrictions in place at the time of application. Applications should also address contingencies if restrictions change.

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1. 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: _____

Board Chairperson: _____

Phone: _____ Email: _____

Staff person who can answer questions on the application:

Name: _____ Position: _____

Phone: _____ Email: _____

2. Event Information

Event Name: _____

Event Date(s): _____

Event Location(s): _____

Access to event (free, ticketed, combination of free & ticketed, etc.):

Free ☐ Ticketed ☐ Combination of free and ticketed ☐

Amount of grant requested: _____

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Please provide a brief description of the event. Include a description of the significance of the major quarterly anniversary and the additional programming planned to support this milestone as well as what activities will take place:

3. Grant Request Information

Has your event received funding from the municipality 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:

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4. Eligibility Requirements

Is your event organized celebrating a major quarterly anniversary?

Yes: ☐ No*: ☐

Does your event celebrate the Municipality's heritage and community?

Yes: ☐ No*: ☐

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

Yes: ☐ No*: ☐

Does your event have a minimum budget of \$7,500 in expenses?

Yes: ☐ No*: ☐

Does your event occur after April 1, 2022?

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 yes, how much, when and what for? **

Yes: ☐ No: ☐

* 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.

5. Cultural Content

Provide a brief description of any cultural content programming you plan to include:

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6. Volunteers

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

Volunteers: _____ Volunteer hours: _____

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

7. Proposed Attendance

Estimated attendance: _____

Past year's total attendance: _____
(if applicable)

8. Advertising

Describe how your organization plans to advertise the event to your community:

9. Accessibility

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

10. Event Budget

Please include a detailed line item proposed budget. A sample budget template is offered on Page 9. This template can be used, or a separate budget prepared by your organization. Please indicate whether funding contributions listed as revenues are Confirmed or Pending. **Note:** In-kind expenses, are to be included as In-kind Revenue as well.

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Submission Information

Due to COVID-19 restrictions applicants are asked to please submit via email.

Applications should not exceed 10MB in size. The completed electronic fillable PDF application, including electronic signatures and supporting documents can be submitted to **Shari Dillman** via email to dillmas@halifax.ca.

The Deadline for Applications is Monday, November 1, 2021 at 12:00 noon.

Checklist of information to be included:

- ☐ Completed and signed application.
- ☐ Completed detailed event budget. 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.

Staff Contact

Shari Dillman, Tel: (902) 497-3729, Email: dillmas@halifax.ca

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| Event Budget Chart | | |
|--|----------|------------------|
| Revenue | \$ Value | \$ In-kind value |
| <i>(Categories listed are not exhaustive)</i> | | |
| The Halifax Regional Municipality | | |
| Provincial Government | | |
| Federal Government | | |
| Sponsorship | | |
| Donations | | |
| Fundraising | | |
| Tickets/gate | | |
| Other: | | |
| Other: | | |
| Sub-total | \$ | \$ |
| Total Revenue | \$ | \$ |
| Expenses | \$ Value | \$ In-kind value |
| <i>(Categories listed, for those not identified add under other)</i> | | |
| Space rental | | |
| Food & beverage | | |
| Audio/visual | | |
| Internet | | |
| Security | | |
| Other services: | | |
| Municipal fees | | |
| Advertising | | |
| Administrative | | |
| Accessibility | | |
| Insurance | | |
| Staff (F/T, P/T, contracts) | | |
| Honorariums | | |
| Other | | |
| Other | | |
| Sub-total | \$ | \$ |
| Total event budget | \$ | \$ |
| Event surplus/deficit | \$ | \$ |

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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 (902) 943-2148 or privacy@halifax.ca.

Authority & Signatures

This application must be signed by at least one member of the Board of Directors or Organization approved authority (two signature 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