

2018/19 Regional Special Events Grants Application Form

Community Celebrations

DEADLINE: FRIDAY, JANUARY 26, 2018, 12:00 NOON*

*For events that occur after April 1st, 2018

Staff Contact:

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Culture & Events
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(902) 490-6979



HALIFAX

Regional Special Events 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. The average grant in this program is typically \$250 - \$500.

Non-Eligible Events:

- Sporting tournaments
- Conferences
- Private events
- Tradeshows
- Seminars
- Clinics
- Symposiums
- Banquets
- Marketing initiatives
- Fundraising events
- Political events
- Events receiving funding from other HRM sources
- Events that occur before April 1 of the respective submission year

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

Community Celebrations Program

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

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

Contact Information

Name of Event:
Name of Organization:
NS Registry of Joint Stocks Registration Number
Date of Incorporation
Address of Organization:
Mailing Address of Organization (if different than above):
Organization Website:
Contact Person:
Contact Phone Number(s):
Contact Email:
Contact Position:

Grant Request Information

<p>Amount of Grant Requested:</p>
<p>Total Proposed Event Expenses: <i>(must match budget)</i></p>
<p>Purpose of Grant Requested:</p>
<p>Has your organisation held this event before? If so, select how many years has the event been hosted by your organization:</p> <p style="text-align: center;"> First time years (input number of years) </p>
<p>Has your organization previously received funding for this event or a similar event in the last three years? Please provide details on date of receipt, amount, and program.</p>
<p>Has your organization applied or plans to apply to other funding agencies (Provincial, Federal, etc.) for this event? If so, please list program name, amount requested and if it has been confirmed or is pending.</p>
<p>Has your event secured any corporate sponsorship? Please describe the amount of confirmed and expected sponsorship the event had to date:</p> <p style="margin-left: 40px;">Confirmed sponsorship:</p> <p style="margin-left: 40px;">Expected sponsorship:</p>
<p>Does your organization have any outstanding debt with HRM? If yes, applications are not eligible for consideration until payment has been received in full.</p>

Event Information

Event Name:
Event Date(s):
Event Location(s):
In 250 words or less, please summarize your event: <i>(Include a brief description of why the event is being held, who will likely attend, what activities will take place, and any other relevant information).</i>
Estimated Attendance:
Last Year's Attendance: <i>(if applicable)</i>
Confirm Access to Event : <i>(Event must be free for the public to attend to receive a grant from this program).</i>

Event Information

<p>Describe how your event encourages diverse residents to participate, and contribute to your community's local economy and vitality?</p>
<p>How will you ensure that your event is open, safe and accessible for public and participants?</p>
<p>Describe how you plan to promote the event: <i>(E.g. social media, radio, outdoor signage, e-blast, newspaper, and digital, etc.).</i></p>
<p>Describe the cultural content you plan to include in the programming of your event:</p>

Staff and Volunteer Resources

How many staff will be involved with the planning of the event?

Total number of event staff to be paid through the event budget (number of full-time equivalents:)

How will you involve residents/volunteers and your organizational members/participants in the planning, implementation and/or evaluation of this event?

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

Volunteers:

Volunteers hours:

Additional information to be included and attached to application:

1. Detailed line item proposed budget as per template. Please indicate whether funding contributions listed as revenues are Confirmed or Pending.
2. Confirmed financials from last year's event.
3. Financial statements for the most recently completed fiscal year, including a balance sheet (assets, liabilities, and equity/debt) and income statement. Financial statements must be signed by an authorized representative of the organization.
4. List of active board members including executive roles.
5. List of current staff, indicating which are permanent and which are project-specific, part-time or contract.
6. 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.

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 Event Grants Staff 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 Event 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

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

Submission Requirements

Applicants are required to submit both an electronic copy and paper hardcopy of the completed application with supporting documents. The electronic WORD document 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 WORD 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 Friday, January 26, 2018, at 12:00 noon.

Please note the business unit is located at the Dartmouth Ferry Terminal, 3rd Floor

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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