



City of Victoria
Festival Investment Grant
Application Form

Event Name: Venue(s):	Event Date(s):
Organization Name: Address: City and Postal Code: Contact Person(s): Phone: (250) _____ Email Address: _____	
Cash Grant Amount Requested: \$ _____ (max. 25% of total event budget) Total Event Budget: \$ _____	
City Services (i.e. police, traffic control, fire, parks, festival equipment, street cleaning or other Public Works): Requested City Services Support: Yes <input type="checkbox"/> No <input type="checkbox"/> For: _____	

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Society, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Society is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The City cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.

Signature of Board Chair or President: _____ Date: _____

Signature of Person preparing the form: _____ Date: _____

Please forward your completed application by OCTOBER 31 by mail to:

Festival Investment Grant
Arts Culture & Events Division
#1 Centennial Square, Victoria BC, V8W 1P6
Office Location: 720 Douglas St (Conference Center Admin Offices), Victoria, B.C. V8T 4J2
Questions? Phone: 250.361.0357 or email jday@victoria.ca or visit www.victoria.ca

Festival Investment Grant

EVENT INFORMATION

Please provide relevant event information for which grant funding is being sought and limit responses to within the established pages of the application.

Part 1 MERIT OF FESTIVAL OR CELEBRATION

1. Event Purpose(s):
2. Event Description (maximum 50 words):
3. Planned Event Changes From Last Year:

Part 2 ECONOMIC IMPACT

Event Employment and Training Opportunities

1 No. of Employees: _____ Contractors (performers & production crew etc): _____ Volunteers: _____
How does this compare to last year's event? Increase ☐ Decrease ☐

Audience

1. Have you previously conducted an audience survey? Yes ☐ No ☐ If yes, please include your results with your application.

Expected total audience: _____ Local Residents: _____ Visitors: _____
Last year's Audience: _____

What spending do you estimate will occur as a result of your event? e.g. hotel rooms, visits to downtown, eating etc.

What % of your event budget is spent locally? _____%

Part 3 COMMUNITY IMPACT AND INVOLVEMENT

Local Audience:

1. Please describe your local audience.

2. How will the local community participate in or have access to your event?

Volunteer Component:

No. of Volunteers Estimated: _____ No. of Volunteer Hours: _____

Public Accessibility: (check appropriate boxes)

2. Free Component: Yes ☐ No ☐

Total Cash Expenditures Related to Free Component: \$ _____

3. Gated or Ticketed: Yes ☐ No ☐

Expected Event Admission or Ticket Revenue: \$ _____ of Event Budget: _____%

Admission Prices (if applicable): \$ _____

Community Support:

1. Describe the extent of involvement with your event by:

a) Community organizations

b) Professional performers, producers, technicians:

c) Local Business Partnerships:

Part 4 ORGANIZATIONAL EFFECTIVENESS AND ABILITY TO MEET GOALS

1. Organization Incorporation Number: _____ Date of Incorporation: _____ In "Good Standing"? _____

2. Organization Mandate or Purpose :

3. Please provide a copy of your organizations most recent **ANNUAL FINANCIAL STATEMENT** and comment on your organization's:

a) Financial stability -

b) Current fundraising initiatives -

c) Long Range Planning -

PART 5 EVENT BUDGET

Please complete attached revenue and expense spreadsheets. Please indicate which revenue is confirmed and reflect in-kind contributions for both your revenue and expenditure. Please ensure in-kind contributions are included under expenditures. In-kind includes provision of equipment, services, advertising etc. instead of cash. **Note **** Any in-kind donation included as revenue must also be accounted for as an expense.

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in place.

APPLICATION CHECK LIST

- ☐ Completed and signed Application Form and budget template sheets (revenue and expenditure) completed
- ☐ Audience Survey (if available)
- ☐ Organization's Most Recent Financial Statements
- ☐ Proof of society's "good standing" with BC Registry Services

Deadline –October 31

Questions?

Contact Jeff Day

Community Recreation Coordinator – Events & Cultural Services

Phone: 250.361.0357 or email jday@victoria.ca