

Community Event Sponsorship Application Form

Review [Eligibility Criteria and Program Information](#) prior to applying for a sponsorship.

1. Applicant / Organization

Applicant / Organization		Telephone #
Address		
City / Town	Province	Postal Code
Contact Information		
Name	Email Address	Telephone #
Mission Statement / Statement of Purpose:		
From the following, please choose which best describes the applicant:	<ul style="list-style-type: none"> ○ Not-for-profit organization (incorporated) (please proceed to section 2) ○ Volunteer organization (not incorporated) (please proceed to section 2) ○ Group(s) (please proceed to section 3) 	

2. Organization Information

Is the Organization incorporated as a non-profit? If Yes, is the incorporation Provincial or Federal? If Yes, please provide Not-for-Profit Incorporation Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Provincial <input type="checkbox"/> Federal _____
Is the Organization based within the Municipality of Clarington?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Organization based within the Region of Durham?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Event / Activity Information

Event / Activity Information		
Name of Event / Activity:		
Description of Event / Activity:		
Date of Event / Activity:	_____ to _____ DD/MM/YYYY DD/MM/YYYY	
Location of Event / Activity:		
Attendance projections of Event/Activity:		
Event / Activity Admission Fee:	<input type="checkbox"/> No Charge <input type="checkbox"/> \$ _____ per _____	
Partner(s) (if applicable):		
Organization	Contact Name	Contact Information
		(home #): (business #): (email):
		(home #): (business #): (email):
Funding Amount Requested (Maximum funding \$2,000):		
Current Year Request (insert dollar figure) _____	Previous Year Received (insert dollar figure) _____	
Indicate any recognition opportunities and other benefits included in the sponsorship (a separate page outlining sponsorship opportunities may be attached): 		

**Community Event Sponsorship Applicant
Declaration and Acceptance of Conditions**

Applicant Name:	
Address:	

1. In the event that the funds allocated are not used as described in the application, or if there are misrepresentations in the application, the amount of the financial assistance will be re-payable forthwith to the Municipality.
2. If there are any changes to the application subsequent to approval, the applicant will notify the Community Services Department for review and determination if the changes are within the scope of the original application.
3. The applicant will make or continue to make attempts to secure funding from other sources, aside from the Municipality of Clarington.
4. The applicant will keep proper books of accounts of all receipts and expenditures, relating to the event described in the application.
5. The applicant will retain and make available for inspection by the Municipality or its auditors all records and books of accounts of the Organization / Recipient upon request from the Municipality (which may be made within two years of the grant award).
6. If the event proposed in the applicant's application is not commenced, or is not completed and there remain municipal funds on hand, or if the event is completed without requiring the full use of the municipal funds, such funds shall be returned to the Municipality.
7. The applicant agrees that the event shall not be represented as a Municipal event, without prior approval and that the applicant does not have the authority to act as an agency of the Municipality in any way, the only relationship being that the Municipality has approved and granted financial assistance to the applicant.
8. Upon request, the applicant agrees to provide the Municipality a year end summary confirming the financial assistance provided by the Municipality was used for the event as described in their application. Failure to provide such documentation when requested will rule the applicant ineligible for further financial assistance under this program.
9. The Sponsorship Recipient shall indemnify and hold harmless the Municipality of Clarington against any claims, costs, causes of action, fines or any other losses or other penalties the Municipality of Clarington suffers related to the giving and usage of the grant to the grant recipient.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete and is endorsed by the Organization, which we represent.

Name:	Name:
Title:	Title:
Date (DD/MM/YYYY):	Date (DD/MM/YYYY):