

To request funding, groups must submit a fully completed application form and provide the required supportive documents by the deadlines being:

- November 30 for Phase I (January – June)
- May 8 for Phase II (July – December)

Before completing, please refer to program guidelines located at:

[www.strathcona.ca/community-families/community-programs/grants-and-funding/arts-culture-grants](http://www.strathcona.ca/community-families/community-programs/grants-and-funding/arts-culture-grants)

### Applicant Information

Event or festival name \_\_\_\_\_

Legal name of applicant \_\_\_\_\_

Act incorporated under \_\_\_\_\_ Incorporation number \_\_\_\_\_

Registered mailing address (all correspondence and cheque will be mailed to this address)

\_\_\_\_\_

Phone: \_\_\_\_\_ Email address \_\_\_\_\_

If you are applying on behalf of another organization, please identify that group.

\_\_\_\_\_

### Required Attachments

- List of current executive and/or board of directors, including names, positions/titles, phone numbers (home and work) and an email address where possible. Please indicate the primary contact person for your organization.
- Most recent annual financial statements.
- Copy of the minutes of the meeting that include the motion by your organization's governing Board authorizing this application.
- If you are applying on behalf of another organization, attach a list of the key individuals involved in that group, including names, positions/titles, phone numbers (home and work) and an email address where possible. Please indicate the primary contact person for that organization.
- Your organization's COVID strategy to demonstrate that your activity/event/program will be managed safely and in accordance with Public Health Orders and COVID-19 restrictions.

### Declaration

We, the undersigned officers of the organization, certify that this application contains a full and accurate account of all matters stated herein.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date (yyyy-mm-dd) \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

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- **Describe your event/festival**

Provide as much detail as possible to give a clear idea of what your event will include. List any other Strathcona County groups that will be collaborating with you (if any). How will the grant funds be used?

- **Purpose and objectives of the event**

Describe the purpose of your event/festival? How will your festival or event enhance and encourage the development of arts, culture and heritage in our community?

- **Fitting your mission/mandate**

How does this event fit your organization's mandate and how does it relate to your organization's goals? Or, if this is an application on behalf of another organization, how does the event fit their mandate and goals?

- **Event history**

Has your event been offered in the past? How many times?

- **What are the proposed dates and times for your event?**

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- **Community participation**

Who will be served by your event/festival? Is the event available to all Strathcona County residents? How many people participate in your event? How are volunteers and the general public involved?

- **Community need**

What service gap has been identified that shows the need for this event in our community? Are others in the community offering a similar service?

- **Funding sources**

Please list other sources of funding applied for to fund this festival/event (even if you were not successful). Are there fees/charges for participating in the event/festival?

- **Long-term planning**

What are your long-term plans for funding your event beyond this year? What efforts have been made to become self-supporting? Does your event have sponsorship or a fundraising committee?

- **Marketing strategies**

How will you promote your event/festival to participants and/or the public? How will you engage the community to participate in your festival or event?

- **Measurement and accountability**

How will you know if you have been successful with your event? What measures will you use and what will they tell us about your outcomes?

# Special Event or Festival Grant - Application

## SPECIAL EVENT OR FESTIVAL BUDGET

### INSTRUCTIONS

1. In order for the most informed decisions to be made regarding your application, please provide the most complete information possible.
2. You should include as much detail as available in the Expenditure section of the budget. For example, list the names of the artists/professionals and their fees. If you do not have the names, provide an estimate and how you arrived at the figure (i.e. 4 instructors @ \$750 each = \$3000 or 2 individual musicians @ \$500 each plus one quartet at \$1750 = \$2750).
3. Volunteer support refers to expenditures used to purchase items such as: t-shirts, badges, name tags and other items to recognize/identify volunteers and not remuneration.  
List the supplies and materials you plan to buy and the equipment and facilities you plan to rent. Provide details on the types of marketing strategies you plan to use and the costs.

Please note, the following are ineligible for funding:

- Travel costs
  - Food
  - Liquor & liquor licenses
  - Capital equipment purchases
4. The Revenue section should identify the various source(s) of funding for the project.
  5. If this is not a new initiative, please provide the final costs you incurred for the previous year.

How much funding are you seeking from the Arts, Culture and Heritage Community Investment Program?

\$ \_\_\_\_\_

(Please include this number in the revenue section below)

| EXPENDITURES  | Current Application | Previous Application |
|---|---------------------|----------------------|
| Artists' fees   |                     |                      |
| Supplies and materials (non-capital)                            |                     |                      |
| Administrative – specific to the event                          |                     |                      |
| Equipment rentals (i.e. tables, sound equipment, tents, easels) |                     |                      |
| Facility rentals  |                     |                      |
| Marketing/promotion   |                     |                      |
| Volunteer support   |                     |                      |
| Other (specify)   |                     |                      |
| <b>Total Expenditures</b>                                       |                     |                      |
| REVENUES  |                     |                      |
| Arts, Culture and Heritage Community Investment Program         |                     |                      |
| Provincial grants (specify)                                     |                     |                      |
| Federal grants (specify)  |                     |                      |
| Strathcona County (other grants or subsidies)                   |                     |                      |
| Corporate support   |                     |                      |
| Fundraising   |                     |                      |
| Ticket sales/registrations/participant fees                     |                     |                      |
| Cash donations  |                     |                      |
| Other (specify)   |                     |                      |
| <b>Total Revenues</b>   |                     |                      |
| <b>NET</b>  |                     |                      |

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You may submit your application using one of these three ways:

|           |  |
|-----------|--|
| EMAIL:    | Signed applications may be scanned and emailed to:<br><a href="mailto:culturegrants@strathcona.ca">culturegrants@strathcona.ca</a><br>When submitting by email you must ensure receipt at Strathcona County through reply by County staff or by autoreply from the <a href="mailto:culturegrants@strathcona.ca">culturegrants@strathcona.ca</a> mailbox. |
| DROP OFF: | Recreation, Parks and Culture Administration Building<br>Cultural Services<br>2025 Oak Street<br>Sherwood Park, AB<br>(Monday – Friday from 8:30 am – noon, 1:00 pm - 4:30 pm except on Statutory Holidays)  |
| MAIL IN:  | Strathcona County<br>Recreation, Parks and Culture<br>Cultural Services<br>2001 Sherwood Drive<br>Sherwood Park, AB T8A 3W7  |

If you have any questions, please direct them to Jenny Willson, Community Liaison Officer – Culture either by telephone at 780-464-8058 or email at [jenny.willson@strathcona.ca](mailto:jenny.willson@strathcona.ca).

### Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used in the management and administration of the grant application process. Artists who are selected to receive a grant may have their name and the amount of the grant awarded made publicly available. If you have any questions about the collection, use, or disclosure of this information, contact the Manager, Finance and Business Operations, Recreation, Parks and Culture, Strathcona County at 780-467-2211.