

Description

Festival funding applications will be considered twice a year as funds allow. The deadline for receipt of festival funding applications is the first business day after January 1st and on August 1st. Applicants will be notified following the Committee's decision. The Committee's decision will be final; grants could be conditional. **Applicants are advised that if successful here, their request will not be considered under any other grant process administered by the City.**

Criteria and Guidelines

1. Festival grants will be considered for non-profit groups/societies provided they have demonstrated organizational ability and good financial management, are operating year round and have been in existence for three (3) or more years. Recently formed organizations (less than 3 years in existence) will be considered but must come under the umbrella of an existing registered, not-for-profit organization meeting these requirements to be eligible.
2. The benefactor of the festival should be a community group that is involved in the community year round.
3. Applicants for festival grants must be located within the community. Preference will be given to those applicants who work in partnership with other groups/organizations to organize the event.
4. The annual festival fund may be allocated to existing and newly proposed festival applications.
5. The determination of successful applicants will be based on the Committee's evaluation of the entertainment value of the event, the cultural/artistic benefit to the community, and its ability to attract visitors to the area.
6. Applicants must demonstrate that a variety of activities or performances are planned.
7. The festival (including ethnic festivals) must be open to the public.
8. The festival must be publicized both locally and regionally.
9. The group/organization must supply a budget specifying the uses of the grant and the period for which the grant is requested. Groups without a previous financial statement may not be considered. Event budget must include the value of any Gift in Kind provided by the City.
10. Festival grants will be supplemental in nature and not form the basis for hosting the event.
11. No single grant will exceed 50% of the applicant's budget up to a maximum of \$14,000 per grant.
12. All funding received must be used for the sole purpose identified in the application.
13. A Statement of Accountability form is required to be filled out for awards of \$5,000.00 and over within ninety (90) days of the completion of the event (cityofgp.com/city-services/permits-licenses-forms/community-recreation-sports-development/arts-development-0). Unexpended funds must be returned to the fund for redistribution by that deadline. This report is to include a financial report showing overall actual expenditures and disposition of the grant along with an evaluation of the program in relation to its original objectives. Please note that failure to provide accountability information may jeopardize the opportunity for any further funding.
14. Incomplete applications may not be considered.

Submission Information

Complete applications may be submitted electronically to Sports Development, Wellness and Culture at grants@cityofgp.com.

FOIP Act Policy

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act), and will be used to administer the applications brought forward for consideration for funding from the City of Grande Prairie. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie FOIP Coordinator at cityclks@cityofgp.com.

Clear Form

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Applicant Information

Organization		Primary Contact	
Mailing Address		City	
Province		Postal Code	
Organization's Phone		Contact's Phone	
Contact's Email		Application Date	
Name of Festival		Dates of Festival	

Application Questions

1. Amount of festival funding being requested:	
2. Has this group received any municipal funding previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. If so, when did you receive the funding and for what purpose?	
4. How many years has your community group been in operation?	
5. If this is a recently formed organization, what is the name of the umbrella organization under which you are applying for funding?	
6. How many years have they been in operation?	
7. Please list any organizations your group may be partnering with for this festival:	
8. Is this a new or existing project?	<input type="checkbox"/> New <input type="checkbox"/> Existing
9. If this is an existing festival, how many years has it been in existence?	
10. Who are the benefactors of this event?	
11. Is this festival open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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12. Briefly describe the objectives of the festival:

13. Please describe how your event will be publicized:

14. Please describe the entertainment value of this event:

15. Please describe the festival's cultural / artistic benefit to the community:

16. What types of activities or performances will be taking place?

17. How will this festival attract visitors to the community?

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Applicant Checklist

Step 1 Completed Application Form

Please include the following as electronic attachments and email to grants@cityofgp.com

Step 2 Detailed budget for the event, be sure to identify all sources of funding including the value of any Gift in Kind provided by the City

List of current Board of Directors

Current Financial Statement

Disclosure

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The use of your / your child's name, photos, videos and comments in the City of Grande Prairie newsletter, website pages, social media, and other media publications.

Yes

No

The use of your / your child's name and / or photograph collected for the purpose of recognizing grants, bursaries, awards or prizes your child may be eligible for.

Yes

No

I understand that I can withdraw/revoke my consent to the uses listed above at any time, in writing, to the Sports Development, Wellness and Culture department at grants@cityofgp.com.

Under 18 Parental Consent

I _____ (parent name) agree to the collection of personal information for _____ (child's name) and that the information collected may be used for the items I have agreed to above.

Over 18 Applicant Consent

I _____ (applicant name) agree to the collection of personal information and that the information collected may be used for the items I have agreed to above.

Applicant's Signature

Signature

Date

For Office Use Only

Application Date

Date Received