

THE CITY OF GRANDE PRAIRIE ARTS DEVELOPMENT FUND FESTIVAL FUNDING APPLICATION

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 October 1st. Groups can only receive festival funding for five consecutive years. 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.
10. Festival grants will be supplemental in nature and not form the basis for hosting the event.
11. No single grant will exceed 20% (\$14,000.00) of the entire yearly Festival Fund budget.
12. All funding received must be used for the sole purpose identified in the application.
13. An accountability report is required within sixty (60) days of the completion of the event. 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.
15. Acceptance of privacy release statement.



ARTS DEVELOPMENT FESTIVAL FUNDING APPLICATION

Applicant's Information: Fields that have an asterisk (*) must be provided or your application will be considered incomplete and may not be eligible for review.

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|-------------------------|------------------------|
| * ORGANIZATION: | * PRIMARY CONTACT: |
| * MAILING ADDRESS: | * CONTACT PHONE: |
| | * APPLICATION DATE: |
| * CITY: | * NAME OF FESTIVAL: |
| * POSTAL CODE: | * DATE(S) OF FESTIVAL: |
| * ORGANIZATION'S PHONE: | E-MAIL: |

APPLICATION QUESTIONS

1. Amount of festival funding being requested:

2. Has this group received any municipal funding previously? Yes No
 If so, when did you receive the funding and for what purpose?

3. How many years has your community group been in operation?
4. If this is a recently formed organization, what is the name of the umbrella organization under which you are applying for funding?
5. How many years have they been in operation?
6. Please list any organizations your group may be partnering with for this festival:

7. Is this a new or existing festival? New Existing
8. If this is an existing festival, how many years has it been in existence?
9. Who are the benefactors of this event?

10. Is this festival open to the public? Yes No



11. Briefly describe the objectives of the festival:

12. Please describe how your event will be publicized:

13. Please describe the entertainment value of this event:

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

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

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

***NOTE:** The following information **must** accompany your application or it will be considered incomplete and may not be eligible for funding.

APPLICATION CHECK LIST:

STEP 1: Completed Application Form

STEP 2: Please include the following as electronic attachments and email to artsdevelopment@cityofgp.com:

Detailed budget for the event, be sure to identify all sources of funding

List of current Board of Directors

Current Financial Statement

DISCLOSURE

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, and will be used to administer the applications brought forward for consideration for the Arts Development Committee. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP Act).

Submission of this form indicates agreement with the above disclosure statement.

- **Deadline for submissions: The first business day after January 1st of each year. Please note: If the fund is not expended on the January deadline, there will be a second deadline of October 1st of each year.**
- **A Statement of Accountability report is required within (60) days of completion of the festival/event. Please note that failure to provide accountability information may jeopardize the opportunity for any further funding.**
- Once you click on the **SUBMIT FORM** button you can attach the required documents for the Arts Development - Festival Funding forms via email.

SUBMIT COMPLETED APPLICATION FORM WITH REQUIRED ATTACHMENTS TO:

The Arts Development Committee

artsdevelopment@cityofgp.com

Important: If you don't receive a confirmation email when you submit your application online, please contact the Culture and Heritage Department directly by phone at (780) 830-7090.