

	<b>CS – Grants to Special Events &amp; Festivals</b>	<b>Community Services</b>
	<b>Grants to Special Events &amp; Festivals Application</b>	
Contact Information		SECTION 1
Organization name _____ Contact name _____ Address _____ City _____ Province _____ Postal code _____ Telephone _____ Email _____ Incorporation Number _____ Website _____		
Grant Request		SECTION 2
Amount requested _____ Annual operating budget _____		
Event/Festival Information		SECTION 3
Event/Festival name _____ Dates _____ Estimated daily attendees _____ Paid attendees _____ Free attendees _____ Include the following with your application: <ol style="list-style-type: none"> <li>1. Event/Festival overview             <ol style="list-style-type: none"> <li>a. Community benefits: Outline how the event/festival will celebrate culture, enhance community life enrichment, and/or encourage community engagement.</li> <li>b. Economic benefits: Outline the economic impacts of the event/festival (e.g. paid performers and service providers, venue rental, tourism activity generated, etc.)</li> </ol> </li> <li>2. List of proposed activities and/or schedule.</li> <li>3. Detailed Event/Festival-specific budget. <b>Indicate all sources of revenue as either confirmed or pending.</b></li> </ol>		

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Organization Information		SECTION 4
<p>Include the following with your application:</p> <ol style="list-style-type: none"> <li>4. Organization overview <ol style="list-style-type: none"> <li>a. Describe the purpose and objectives of the organization.</li> <li>b. Overview of the organization’s planned programs, activities, and services. <ul style="list-style-type: none"> <li>• Organizations must demonstrate how they minimize barriers to participation.</li> </ul> </li> <li>c. Overview of last year’s programming and progress.</li> </ol> </li> <li>5. Financial Statements and Budget <ol style="list-style-type: none"> <li>a. Detailed balanced budget for the upcoming fiscal year. Clearly show revenues and expenses, including your request to the City. <b>Indicate all sources of revenue as either confirmed or pending.</b></li> <li>b. Most recent financial statements (professionally prepared audit, review engagement, or notice-to-reader. <ul style="list-style-type: none"> <li>• If not available, organizations must submit their most recent income statement, balance sheet, and statement of cash flows.</li> </ul> </li> </ol> </li> </ol> <p><b>Late or incomplete applications will be considered ineligible.</b></p>		
Applicant Declaration		SECTION 5
<p>It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.</p> <p>I AFFIRM THAT the information in this application is accurate and complete, and the financial information is fairly presented. I agree that once funding is provided, any change to the organization program delivery will require prior approval from the City of St. John’s. I agree to publicly acknowledge funding and assistance by the City of St. John’s. I understand that the information provided in this application may be accessible under the Access to Information and Protection of Privacy Act. I also agree to respect the spirit and intent of the various acts governing the programs of the City of St. John’s.</p>		

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Applicant Declaration Continued		<b>SECTION 5</b>
<p>Signature of two principal officers of the organization:</p> <p>Name _____ Name _____</p> <p>Title _____ Title _____</p> <p>Address _____ Address _____</p> <p>Signature _____ Date _____ Signature _____ Date _____</p>		
Privacy Notice		<b>SECTION 6</b>
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of grants administration. Questions about the collection and use of the information may be directed to the Manager of Tourism, Culture and Business Growth: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a>.</p>		
<p>Application deadline: 4:00 p.m. on the last Friday in November.</p> <p>Please send completed application to:</p>	<p><a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a> Subject line: "City Grants-SEF" Emails including all attachments must not exceed 25MB. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.</p>	<p>For further information: Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a> Phone: 709-570-2186</p>