

Personal information is collected in accordance with section 3 under authority of the Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is protected by the FOIP Act. It is necessary to enhance our ability to contact you in order to assist in the advancement of your application processing. Financial information will be used to ensure both financial sustainability and to evaluate the effectiveness of any long range planning. If you have any questions about the collection and use of the information, contact the Coordinator, Central Services, Recreation, Parks and Culture, 780-467-2211.

To request funding, groups must submit a complete application consisting of a fully completed form and the required support documents. The original, signed grant application must be submitted to Strathcona County Recreation, Parks and Culture. We are located at 2025 Oak Street, Sherwood Park, AB, T8A 0W9. Guidelines can be found at: [www.strathcona.ab.ca/culture](http://www.strathcona.ab.ca/culture). Refer to program guidelines before completing.

**APPLICANT INFORMATION**

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

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

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

Registered mailing address\* \_\_\_\_\_

\_\_\_\_\_ Postal code \_\_\_\_\_

**\* All correspondence and cheque will be mailed to this address.**

**Please attach**

- 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 financial statement must be dated, signed, and audited by 2 (two) members at large from your organization.
- Copy of the minutes of the meeting that include the motion by your organization’s governing Board authorizing this application.

**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 \_\_\_\_\_

Date \_\_\_\_\_

## **Purpose and Need**

- **What is your festival or special event?**
  
- **What are the proposed dates?**
  
- **Purpose and objectives of the service eg: program/workshop**  
What do you require funding for? What is it intended to do?  
How will your festival or event enhance and encourage the development of arts, culture and heritage in our community?
  
- **Target population group**  
Who will be served?
  
- **Community need**  
What service gap(s) has been identified that shows the need for this program in our community?  
Are others in the community offering a similar service? If so, are you collaborating?
  
- **Community participation**  
How many people participate in your programs? How are volunteers and the general public involved? How will you engage the community to participate in your festival or event?

Special Event or Festival Grant Fund – Application  
Arts, Culture and Heritage Community Investment Program

---

(Page 3 of 4)

**Organization**

- **Fitting your mission/mandate**

How does this program fit your organization's mandate and how does it relate to your organization's goals? **OR**, if this is an application on behalf of a partnership or collaboration, how does the program fit the applicant's mandate and goals?

- **Fees and membership**

Does your group have sponsorship or a committee for fund raising? What are your user fees and/or membership dues?

- **Funding sources**

Please list other sources of funding applied for to fund this program/project. (even if it was not successful.)

- **Long-term planning**

What are your long-term plans for funding your program beyond this year? What efforts have been made to become self-supporting?

- **Measurement and accountability**

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

Special Event or Festival Grant Fund – Application  
Arts, Culture and Heritage Community Investment Program

**ARTS, CULTURE AND HERITAGE INVESTMENT PROGRAM  
SPECIAL EVENT OR FESTIVAL BUDGET**

**Organization** \_\_\_\_\_

**Project** \_\_\_\_\_

**How much funding are you seeking from the program? \$** \_\_\_\_\_  
(Please include this number in the revenue section below)

**Date(s) of your event** \_\_\_\_\_

**PROJECT BUDGET**

**Expenditures**

Artists fees

Supplies and materials (non-capital)

Administrative – specific to the program

Equipment rentals

eg: (tables, sound equipment, tents, easels)

Facility rentals

Marketing/promotion

Volunteer support

Other (specify)

**Total Expenditures**


**Revenue**

Arts, Culture and Heritage Investment Program

Provincial grants (specify)

Federal grants (specify)

Strathcona County (other grants or subsidies )

Fundraising / ticket sales

Income from memberships

Cash donations

**Total Revenues**


**Net**

--