

Sport, Culture and Heritage

COMMUNITY FESTIVALS AND EVENTS – Application

(Note: The personal information collected using this form is required for the administration of the Community Festivals and Events Program of Manitoba Sport, Culture and Heritage and may be shared with the program’s technical advisors and other government departments/agencies with interests in your project. Information will not be disclosed to any other third parties except as allowed by *The Freedom of Information and Protection of Privacy Act*.)

Reference Number (for office use only):

Name of registered non-profit organization (note cheques will be issued in this name):

Incorporation Date or Business #:

Festival Name:

Festival Location:

Festival Dates:

Grant Amount Requested (maximum of 10% of eligible revenues): \$

What year was your first event:

Mailing Address

(street, city, province, postal code):

1<sup>st</sup> Contact Person and Title:

Phone #:

Email:

2<sup>nd</sup> Contact Person and Title:

Phone #:

Email:

Please answer the following questions on a separate sheet:

1. Describe your festival.
2. How is your festival promoted? (i.e. in your community, region or province)
3. Briefly describe how the community is involved in your festival, specifically with other groups, organizations and local businesses as well as reflecting the diversity of engagement. (i.e. youth, new Canadians or Indigenous peoples)

# of Volunteers: Anticipated Attendance:

Required Supporting Information:

- Financial statements for each of the last two festivals prepared or reviewed by an accounting professional or firm;
- Approved budget for the upcoming festival (please list all provincial and municipal support separately);
- A letter on municipal letterhead confirming the amount of financial and in-kind support provided by local government;
- Letters of reference from a minimum of two other community organizations and groups, confirming the festival’s status as the community’s signature annual event;
- Your festival’s current board members and staff;
- In addition to the above, if you have any of the following information, please include it with your application: mission statement; goals and objectives; bylaws; constitution; and policy statements (not applicable if you have previously provided this information); and
- The signed Declaration.

**Declaration**

We, the undersigned:

- Have read and understood the program guidelines. Failure to comply with these guidelines may result in forfeiture of the grant and may jeopardize consideration of future grant requests.
- Understand that if this application is successful, the applicant will receive a first instalment of the approved amount. By accepting this payment, the applicant agrees to:
  - Spend the funds in support of their festival as communicated to and approved by the province in this application;
  - Notify the program consultant soon as possible to seek appropriate approval in the event of changes to their mission, mandate, event or their ability to fulfill or complete same;
  - Acknowledge the assistance of Manitoba Sport, Culture and Heritage in all promotional materials, at the events/in any publication for which support was provided; and
  - Complete a narrative and financial Final Report using the reporting checklist provided by the department and following completion of the festival.
- We certify that the statements and information contained in this application are accurate, complete and are endorsed by the organization that we represent.

\_\_\_\_\_  
Signature of 1<sup>st</sup> Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Contact

\_\_\_\_\_  
Date