

City of

ORILLIA CITY CENTRE
50 ANDREW ST. S., SUITE 300
ORILLIA, ON L3V 7T5



Orillia

GRANTS COMMITTEE (705) 329-7237
MANAGER OF CULTURE (705) 325-4530
E-MAIL jsoczka@orillia.ca

PARTNERSHIP PROGRAM FOR CULTURAL FESTIVALS AND EVENTS REPORT FORM

Congratulations on your successful application to the City of Orillia's Festival and Event Partnership Program.

As part of the funding requirements, all Tier 2 and 3 funding recipients *must* submit a follow-up report on how the funds were used along with the success of this year's festival or event. Tier 1 funding recipients *may* also be asked to submit a follow-up report at the City's discretion.

Please use the fields below to provide an update on the information presented in this year's funding application. If you require more space than the form allows, you may include up to five (5) additional pages, sample material being the exception. This should be provided within reason to demonstrate how the City's support was recognized.

Note: Forms are due no later than 90 days following the last day of your festival or event.

THANK YOU FOR YOUR TIME

If you have any trouble filling out this form, please contact the Manager of Culture: 705-325-4530.

Type of Application		
1 st Time applicant	Annual applicant	Multi-year applicant
Tier 1	Tier 2	Tier 3

Part A – General Information	
A1. Name of Festival:	
A2. Final Attendance Figures:	
A3. Budget	
Total Revenue:	Total Expenses:
A4. How did your festival/event measure attendance? (i.e. Ticket sales, button sales)	
A5. Support Personnel	
Number of Volunteers:	Number of Paid Staff:
A6. Key Volunteer Positions:	

A7. Provide an overview of this year's festival or event activities/highlights.

A9. Did you meet the objectives proposed in your original application? Yes No
If no, please describe which ones and why.

A10. Summarize any other major variances from your original application, if any, along with the reasons behind these changes (i.e. board structure, programming)

A8. Describe how you used the City's financial support to contribute to the success of your event.

Part B – Additional Documentation

Please include the following with your report:

Final Budget (revenue, expenses, and explanation regarding any significant surplus or deficit).

Examples of marketing material with City logo.

Photos or links to video documentation.

Statistics (if available): ie website impressions, estimated media coverage, visitor demographics.

Part C – Contact Information

Contact Name:

Phone No:

E-mail:

Part D – Signature of Authorized Official(s)

Signature

Name

Position

Date