



PARTNERSHIP PROGRAM FOR CULTURAL FESTIVALS AND EVENTS

PLEASE READ ENTIRE APPLICATION AND INSTRUCTIONS

1. Applications must be submitted to the Grants Committee, care of the City Clerk, by October 15 at 4 pm.
2. Organizations must demonstrate that they:
 - a. Are a registered charity or non-profit organization.
 - b. Are involved directly with volunteers and their efforts.
 - c. Contribute to the enrichment of community life in the City of Orillia.
3. Organizations may be required to meet with City Council or Grants Committee to explain their application in greater detail.
4. A follow-up report of how the funds were used and the success of the project may be a stipulation of the approved grant.
5. Only one grant per year will be approved. This includes subsidized City fees and facility charges.
6. Previous grant recipients are **not** guaranteed annual funding or renewal of multi-year funding.
7. Applications will be evaluated on their own merit based on their ability to meet the funding criteria. Meeting all eligibility requirements of the program does not guarantee that an applicant will receive funding.
8. Applications, exclusive of the attachments, are copied on the public Council agenda.
9. Further information and/or clarification may be required.

FESTIVAL/EVENT CLASSIFICATION

Festival and event organizers can apply to one of the following funding tiers outlined in Policy 4.2.1.2. The amount of funding available to an organization is based on the applicant's ability to demonstrate that the festival or event meets the tier's minimum requirements.

TIER 1	TIER 2	TIER 3
Funding Available: Up to \$2,500	Funding Available: \$2,501-\$5,000	Funding Available: \$5,000 +
Festival or Event Overview:	Festival or Event Overview:	Festival or Event Overview:
Up to 10,000 in attendance	10,000-20,000 in attendance	20,000+ in attendance
Marketed to or attracts primarily local residents	Marketed to and attracts primarily local and/or regional visitors	Marketed to and attracts tourists
Minimum 1 day event with no less than 4 hours of programming	Minimum 2 day event, civic events being the exception	Minimum 2 day event, civic events being the exception
All first-time grant applicants	Minimum 12 hours of programming with no less than 2 hours a day	Minimum 18 hours of programming with no less than 4 hours a day
		Reports an operating budget expenditure greater than \$30,000

To all applicants:

If awarded funding, organizations will be expected to:

1. Use the funds solely for the purposes outlined in this application.
2. Provide the City of Orillia with a certificate of insurance naming the Corporation of the City of Orillia as an additional insured.
3. Appropriately acknowledge the support received from the City of Orillia.

GENERAL APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS

All applicants must complete this general application form. Those applying for multi-year funding, or to Tiers 2 and 3, must also complete the **Supplemental Application Form** available online at orillia.ca/grants.

Type of Application:		
1 st Time applicant Tier 1	Annual applicant Tier 2	Multi-year applicant Tier 3
Part A – Organization Name & Contact Information		
Organization Name:		
Organization's Mailing Address:	Street No:	Street Name:
	Unit No:	Postal Code:
Main contact name:		Phone No: Ex.
E-mail:		Fax:
Type of Organization:		
Registration number, if applicable:		
<i>NOTE: If the organization has "no status," the festival or event cannot be a for-profit venture whereby organizers receive payment for services rendered. The organization can, however, have paid staff.</i>		
Part B – Festival Information		
Festival Title:		
Festival Site:		Year Founded:
Average attendance over previous 3 years (numeric value):		
Date(s) of Festival (MM/DD/YYYY)		Is membership in your organization required to attend the festival?
Date:	No. of Programming Hours:	
Date:	No. of Programming Hours:	Yes No
Date:	No. of Programming Hours:	Number of volunteers:
Date:	No. of Programming Hours:	

Provide a general overview of your festival or event. Please include your mandate and programming objectives. (Note, your festival must meet at least one of the program objectives listed in Item 2 of Policy 4.2.1.2.)

Explain how your festival is unique to Orillia and how it benefits the community.

What community support does your festival have? (Check all that apply)

Funding partners (please list in your supporting budget documentation)

Partnership programming

Community volunteers

Other - Please specify:

Please elaborate:

Funding Request

Total amount requested from the City: \$

NOTE: For multi-year applicants, this is the amount you are requesting for the next 3 years, and can only be changed at the time of renewal.

Do you currently receive subsidies or in-kind support from the City of Orillia? (facility subsidization, photocopying, secretarial, etc.)

No

Yes. Please specify:

Have you received grants from the City of Orillia in previous years?

Yes

No

Year of request:

Amount requested:

\$

Year of approval:

Amount approved:

\$

Explain how you plan to use the grant, if approved (ie to add new programming, expand marketing, support volunteer development) .

In addition to funding, what in-kind support would be most beneficial to your festival?
This could be support facilitated by City staff or other partners.

If this support could be arranged within the current funding year, would you consider it in lieu of funding? Yes No Maybe

Part C – Additional Documentation Required

Please attach the following to your application:

Financial statements from previous year (Balance Sheet, Income Statement, and explanation regarding any significant surplus or deficit). *Tier 3 applicants must include an **audited** financial statement or a financial statement **professionally prepared** by an accountant.*

Budget for the next operating year (Balance forwarded from previous year, revenues, and expenditures).

Supplemental Grant Information Form (Tier 2 and Tier 3 applicants only).

List of Executive Officers including names, addresses, and telephone numbers.

Minutes from the last annual general meeting (if applicable).

Optional – Other explanatory information – limited to 5 pages.

Part D – Signature of Authorized Official(s)	
Name & Position	Date
Name & Position	Date
For Office Use Only:	
Approved	Denied
Amount: \$	Date:
Comments:	

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, any personal information that is collected is done so under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to contact applicants under the Partnership Program for Festivals and Events. Questions about this collection should be directed to the Freedom of Information Coordinator at 705-325-1311.