



Arts, Culture & Events office T: 250.361.0246
 720 Douglas St E: culture@victoria.ca
 Victoria, BC V8W 3M7

Festival Investment Grant Application

Event Name: _____ Event Date(s): _____

Event website(s): _____

Venue(s): _____

Organization Name: _____

Address: _____ City: _____ Postal Code: _____

Contact Person(s): _____

Phone: _____ Email Address: _____

Cash Grant Amount Requested: \$ _____ (max 25% of total event budget) Total Cash Expenditure: \$ _____

City Services Support Requested: Yes No Description: _____
 (City Services include police, fire, traffic control, parks, street cleaning, public works etc).

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Society, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Society is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The City cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.

Name of Board Chair or President (please print): _____

Signature: _____ Date: _____

Name of person preparing the form (please print): _____

Signature: _____ Date: _____

Please forward your completed application by DECEMBER 31 4:30 pm by mail or email to:

Festival Investment Grant
 Arts Culture & Events Division
 720 Douglas St, Victoria, B.C. V8W 3M7
culture@victoria.ca

Questions? Phone: 250.361.0357 or email jday@victoria.ca or visit www.victoria.ca

Part 1: Summary of Event

1. Summary Description (no more than 50 words please):

2. Detailed Description:

3. Purpose(s):

4. Changes from last year:

5. Artistic Discipline

Is there an artistic component to your event? If so, please select the PRIMARY artistic discipline:

- Dance
- Literary
- Music
- Theatre
- Visual Arts
- Media
- Multidisciplinary
- Heritage
- Other (please specify):

Please describe how the artistic discipline will be incorporated into your event:

Part 2: Community Impact and Involvement

1. Audience

- Have you previously conducted an audience survey? Yes No **If yes, please include the survey and your results with your application.**
- Expected total audience: _____
 - Local residents: _____
 - Visitors: _____
- Last year's audience: _____
- Please describe your audience:

2. Public accessibility

- Free component: Yes No
- How many hours of free programming do you anticipate? _____
- How many hours of free programming did you offer last year? _____
- Total cash expenditures related to free component: \$ _____ Percentage of cash event budget: _____%
- Gated or ticketed: Yes No
- Expected event admission or ticket revenue: \$ _____ Percentage of cash event budget: _____%
- Detailed description of free component:

- Admission prices (if applicable):

3. Community Support:

- Describe your event's involvement or partnerships with community organizations/local businesses:

- Describe your event's involvement or partnership with local professional performers, producers, technicians:

Part 3: Economic Impact

1. Employment

- No. of full-time employees: _____
- No. of part-time employees: _____
- No. of contractors (performers & production crew etc): _____
- No. of volunteers: _____
- No. of volunteer hours: _____

2. Spending

- What spending do you estimate will occur as a result of your event? e.g. hotel rooms, visits to downtown, eating etc. \$ _____
- What % of your budget is spent locally? \$ _____

Part 4: Organizational Effectiveness

1. Organization Incorporation Number: _____

- Date of incorporation: _____
- In "Good Standing"? Yes No

2. Organization mandate or purpose :

3. Please provide a copy of your organizations most recent **ANNUAL FINANCIAL STATEMENT** and comment on your organization's:

- Financial stability:

- Current fundraising initiatives:

- Long range planning:

Part 5: Event Budget

Please complete attached revenue and expense spreadsheets. Please indicate which revenue is confirmed and reflect in-kind contributions for both your revenue and expenditure. Please ensure in-kind contributions are included under expenditures. In-kind includes provision of equipment, services, advertising etc. instead of cash. ****Note any in-kind donation included as revenue must also be accounted for as an expense ****

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in place.

Part 6: Additional Information

Please include any pertinent additional information. Information may be written in the box below or attached as an appendix.

***NEW* Part 7: Scenario B**

Please share a brief (1 – 2 paragraphs) description of how you would pivot your program under continued COVID-19 restrictions on gatherings and events, as per the BCCDC recommendations. Also include an alternative Budget (both Expenditures / Revenues). Grant Spending should prioritize a) Artist / Performance fees b) Cost to pivot to alternative programming, i.e. Web-based programming c) Primary financial needs (consideration will be given to applicants who have not received other primary funding)

APPLICATION CHECK LIST

- Completed and signed application form
- Budget template sheets (revenue and expenditure) completed
- Scenario B** Budget template sheets (revenue and expenditure) completed ***NEW***
- Audience Survey (if available)
- Organization's Most Recent Financial Statements
- Proof of society's "good standing" with BC Registry Services
- Appendix with additional information (if applicable)

Deadline – December 31 4:30 pm