

Schedule A: FESTIVALS AND EVENTS GRANT APPLICATION

Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist.
- Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the Town of Florenceville-Bristol grants program is available on the Town's website at www.florencevillebristol.ca.ca or by contacting the Town at (506) 392-6013.
- Please forward complete application to the Administrative Services Manager at the Town of Florenceville-Bristol.

APPLICATION CHECKLIST

- A signed original of your **Town of Florenceville-Bristol Festivals and Events Grant Application**.
- A **cover letter**, if you would like to provide additional information about your organization and its goals/objectives. Please do not include bound materials, promotional materials or reports. If additional information is required, you will be contacted during the review process.
- Two letters of support** or testimonials are recommended but not required.
- The **budget for the event or festival**. (See Part D)

PART A-APPLICANT INFORMATION

Community group/Organization/Business (applicant):

Title of project:

Contact name:

Title:

Mailing address:

Telephone:

Fax:

Email:

Federal Charitable Status Number (if applicable):

PART B-APPLICANT MANDATE

1. Please briefly describe your organization's mandate/objectives.

2. Please describe the community, area and/or group(s) your organization serves.

PART C-ORGANIZATION/PROJECT/SERVICE INFORMATION

3. Please describe your organization’s festival or event requiring support from the Town of Florenceville-Bristol.

4. Please describe the benefits your festival or event will provide to the Town of Florenceville-Bristol and the community.

5. List contributions that your organization will provide to this festival or event including use of own staff, services facilities and equipment. Please include the number of participating volunteers and describe their roles.

PART D-ORGANIZATION/PROJECT/SERVICE BUDGET

Festival or Event Name:

PLANNED EXPENDITURES

(Itemize and list all costs related to your festival or event)

	AMOUNT
TOTAL PLANNED EXPENDITURES	

ANTICIPATED REVENUE <i>(Itemize and list all revenue sources for your project, program or service)</i>	AMOUNT	
	Requested	Confirmed
Provincial government support		
Municipal government support		
Town of Florenceville-Bristol <i>(include amount requested in this application)</i>		
Other municipal governments		
Donations/Fundraising		
Other (please specify)		
TOTAL ANTICIPATED REVENUE		

FUNDING/SUPPORT REQUESTED FROM THE TOWN OF FLORENCEVILLE-BRISTOL <i>(Please check the type of grant you are applying for and indicate the amount requested)</i>	AMOUNT REQUESTED
<input type="checkbox"/> Festival and Event Grant funding	\$
<input type="checkbox"/> In-Kind donation requested. Itemize all in-kind donations being requested (number of tables, chairs, labour, use of each,...)	

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Town of Florenceville-Bristol authority to verify any and all information pertaining to this application.

Application prepared by:

<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

Board authorization (if applicable):

<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

Town of Florenceville-Bristol approval:

<i>Sarah Pacey, Chief Administrative Officer</i>	<i>Date</i>

