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✦ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

✦ **NOTICE:** You must fill out and submit a [pre-qualification form](#) before you submit an application unless your festival or event has previously been approved for funding.

1. Project Name

| | |
|---|---|
| Provide the name of the festival or event: | |
| | |
| Provide the date(s) of the festival or event: | Have you previously received any Northern Development funding for this festival or event? |
| ✦ <i>Applications must be submitted at least six weeks before the festival or event is scheduled to take place.</i> | Yes No |

2. Applicant Profile

| | |
|--------------------------------------|--------------------------------------|
| Applicant organization (legal name): | Non-profit society registration no.: |
| | |
| Mailing address: | Telephone: |
| | |
| Email: | Website (URL): |
| | |

3. Primary Contact Information

| | |
|---|-----------------|
| Primary contact (for this application): | Position/title: |
| | |

Complete the following if different from applicant organization contact information:

| | | |
|------------------|--------|------------|
| Mailing address: | Email: | Telephone: |
| | | |

4. Resolution of Support

Identify the local or First Nations government that is providing a resolution of support for this funding application*:

The resolution of support is:

Not required. The festival or event has been previously approved for funding.

✦ *If the festival or event is located in the North Coast Regional District or Village of Cache Creek, a resolution of support is required for each application.*

Attached.

Not yet secured. The scheduled council meeting date is:

✦ *Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.*

* *The appropriate government agency should be determined based on the location of the festival/event. For example:*

- *A festival/event within a First Nations community requires a band resolution of support.*
- *A festival/event within the municipal boundary requires a resolution of support from the municipality.*
- *A festival/event outside the municipal boundary requires a resolution of support from the regional district.*

✦ *Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).*

5. Eligibility Confirmation

Please check all that apply:

I have filled out the [pre-qualification form](#) available online. (If not, you must fill out this form before submitting an application.)

The event is not in its first year of operation.

The event is held in a concentrated time period.

✦ *For example, the event is not a series of summer music concerts, multi-weekend regional mountain bike race, etc.*

The event is not a fundraiser.

✦ *For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.*

The event is not political in nature.

✦ *For example, a partisan rally or gathering, an issue-based fundraiser, etc.*

The event is not religious in nature.

✦ *For example, Christmas, Halloween, Thanksgiving, or Easter event, etc.*

The event is not held annually in communities across the province or country.

✦ *For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.*

The event is not a league or club event.

✦ *For example, sports training camps, provincial sport tournaments, bonspiels, etc.*

The event is not solely an artisan and craft fair.

The event is not an industry based event.

✦ *For example, oil and gas industry event, cattle industry event, forestry industry event, etc.*

The event is not part of a conference or workshop.

✦ *For example, Natural Resource Forum, Air Quality Workshop, Oil and Gas Conference, etc.*

6. Festival/Event Overview

| |
|--|
| Provide a description of the festival or event: |
| |
| Please describe how the festival or event promotes or strengthens the unique character of the community: |
| |
| Has your organization previously been funded under this program? If so, what year(s)? |
| |
| Do you have any paid staff for this festival or event? If so, how many? |
| |
| Do you have any volunteers for this festival or event? If so, how many? |
| |

7. Direct Economic Benefits

| | |
|---|---|
| Outline the economic benefits to the local or regional economy: | |
| | |
| Outline how the festival or event will attract tourism to the community: | |
| | |
| Does your festival or event feature artistic performances? | If yes, do you compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards? |
| Yes No | Yes No |
| Number of people who attended or participated in the previous festival or event: | Number of people projected to participate or attend the festival or event this year: |
| | |
| Do you track where attendees and participants are from (e.g. their home community)? | What percentage or number of last year's attendees was from outside the community in which the festival or event was held? |
| Yes No | |

8. Festival/Event Financials

| | |
|--|--|
| Actual expenses for last year's festival or event: | Actual revenue for last year's festival or event: |
| \$ | \$ |
| Budgeted expenses for this year's festival or event: | Estimated revenue for this year's festival or event: |
| \$ | \$ |

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

9. Funding Request

The following funding is requested from Northern Development:

| Funding type: | Amount (\$): | |
|---|--------------|--|
| Grant | \$ | ✦ <i>Maximum allowable grant is:</i> ▪ \$2,500 per festival or event with a total project budget less than \$50,000. ▪ \$5,000 per festival or event with a total project budget of \$50,000 or greater. |
| Describe how will the funding be used to increase the event hosting capacity: | | |
| | | |

✦ Please refer to the [Fabulous Festivals and Events Application Guide](#) for ineligible costs.

10. Other Funding Sources (if applicable)

| Funding source: | Amount (\$): |
|-----------------------------|--------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL OTHER FUNDING: | \$ |

11. Attachments

List all documents attached to this application:

| Document name: |
|---|
| 1) Required: Financial statements from the last festival or event. |
| 2) Required: A copy of the most recent festival or event brochure. |
| 3) Required: Society incorporation document. |
| 4) Required (if applicable): Local government or band resolution of support <i>(as outlined in section 4. Resolution of Support)</i> |
| 5) |
| 6) |

12. Authorization

I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit a report using Northern Development’s reporting form to verify performance measures for the event within 30 days of the festival or event’s completion and where required, financial accounting for evaluation of the activity funded by Northern Development.

I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

| | | |
|---|-----------------|-------|
| Name (organization signing authority): ★ Please type name. | Position/title: | Date: |
| | | |

13. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form (if possible).

Email: info@northerndevlopment.bc.ca