



2018

Civic Events Funding Program Application

Deadline: October 12, 2017 by **4:00 p.m.**

Funding and Partnership Agreements (F&PA) Unit

Recreation, Cultural and Facility Services (RCFS) Department

City of Ottawa

F&PA Unit Information Line: 613-580-2424 extension 14133

F&PA Unit E-Mail: rec-info@ottawa.ca

F&PA Unit TTY: 613-580-2401

IMPORTANT

Please read the [Information Package](#) before completing the application form. This can be found on ottawa.ca by searching for 2018 Civic Events Funding Program. If you are unsure of your eligibility or have questions, please contact the Funding & Partnership Agreements Unit to discuss eligibility criteria and the application process.

Phone: 613-580-2424 extension 14133 Email: rec-info@ottawa.ca

NOTE

- Only one application per organization will be considered for funding
- Only one application per event will be considered for funding
- All supporting documents **must** be in the same legal name as the applicant organization (i.e. financial statements, insurance, etc.)

Civic Events Application Checklist

Please ensure all required documents are attached to your application, and that:

- Your submission meets the **Eligibility** criteria found in the [Information Package](#)
- Your application is filled out completely and **all** questions are answered
- The Event Budget is as realistic, accurate and as complete as possible. All in-kind goods and services should be included in Table 3 only.
- You provide the most recent year-end financial statements for your organization
- Advertising Material includes examples of the previous year's actual material or the current year's draft material/plan
- You attach the current and complete list of Board of Directors/Steering Committee, including phone numbers and current email addresses
- The Final Outcome Report from the previous year's Civic Events Funding, is included, if applicable

Application Format

The completed application form and all required documents must be submitted on single-sided 8½ x 11 white paper as all application materials are photocopied for the jury members. Do not send any portion of your application via USB or DVD. If you are submitting the application via e-mail, documents must be printer-ready and be sent in Adobe PDF or Microsoft Word format.

Ensure you send your completed application with attachments in one physical package or in one email, but not both.

Application Deadline

Applications must be received via **one** of the methods listed below, by the deadline of **October 12, 2017, no later than 4:00 p.m.**

Please take into consideration the time it takes for Canada Post to deliver regular mail and how long it can take for electronic transfers to take place. It can take from several minutes to several hours (or longer) to transmit electronic files, depending on their size. Allow adequate time when submitting applications so that they are received by our office by the 4:00 pm deadline. **Late and incomplete applications cannot be considered.**

By Canada Post or Courier Mail:

City of Ottawa – Funding & Partnership Agreements Unit
Recreation, Cultural and Facility Services Department
100 Constellation Drive, 8th Floor West,
Mail Code 26-51
Ottawa, ON, K2G 6J8

By Email:

rec-info@ottawa.ca

Please sign form prior to scanning.

Application Information

It is important to provide as much description as possible when completing the following information. If additional space is required for any of the following, please attach additional pages or examples. Applications are judged solely on current content and not on previous applications or events.

Organizational Information

Organization Legal Name:

Date Established:

Primary Contact Name:

Primary Contact Title:

Primary Contact E-Mail:

Primary Contact Telephone:

2nd Contact Name:

2nd Contact Title:

2nd Contact E-Mail:

2nd Contact Telephone:

Organization's Mailing Address:

City:

Postal Code:

Website:

Is your organization incorporated?

Yes

No

What is your organization's mandate?

Event Information

Event Name:

Funding Requested (\$3,000 Maximum):

Is there an entrance fee to the event? (If yes, consult Information Package-Eligibility)

Yes

No

Does your event take place in a City Park?

Yes

No

If yes, contact City Wide Allocations at sports@ottawa.ca

Does your event take place in a City Building?

Yes

No

If yes, provide the name:

Event Date(s)

(Day / Month / Year to Day / Month / Year)

Alternate Date(s) / Rain Date(s)

(Day / Month / Year to Day / Month / Year)

Start and End Time of Event (as advertised):

Start:

End:

Name of Event Location (i.e. Facility or Park Name):

Address of Event Location (i.e. Facility Address, Park Address):

Have you held this event previously?

Yes

No

Is your event held in/on your own building or land?

Yes

No

Are you having fireworks at your event?

Yes

No

(If yes, contact Fire Services at 613-580-2860 or fireprevention@ottawa.ca)

Are you planning to receive financial support from other sources?

Yes

No

(If yes, be sure to indicate on Budget page)

Ward where event is taking place:

- | | | |
|---|---|--|
| <input type="checkbox"/> Ward 1–Orléans | <input type="checkbox"/> Ward 9–Knoxdale - Merivale | <input type="checkbox"/> Ward 17–Capital |
| <input type="checkbox"/> Ward 2–Innes | <input type="checkbox"/> Ward 10–Gloucester - Southgate | <input type="checkbox"/> Ward 18–Alta Vista |
| <input type="checkbox"/> Ward 3–Barrhaven | <input type="checkbox"/> Ward 11–Beacon Hill Cyrville | <input type="checkbox"/> Ward 19–Cumberland |
| <input type="checkbox"/> Ward 4–Kanata North | <input type="checkbox"/> Ward 12–Rideau - Vanier | <input type="checkbox"/> Ward 20–Osgoode |
| <input type="checkbox"/> Ward 5–West Carleton-March | <input type="checkbox"/> Ward 13–Rideau-Rockcliffe | <input type="checkbox"/> Ward 21–Rideau–Goulbourn |
| <input type="checkbox"/> Ward 6–Stittsville-Kanata West | <input type="checkbox"/> Ward 14–Somerset | <input type="checkbox"/> Ward 22–Gloucester-South Nepean |
| <input type="checkbox"/> Ward 7–Bay | <input type="checkbox"/> Ward 15–Kitchissippi | <input type="checkbox"/> Ward 23 – Kanata South |
| <input type="checkbox"/> Ward 8–College | <input type="checkbox"/> Ward 16–River | |

Define the boundaries of the geographic area of your event AND indicate where your event’s attendees will likely come from.

Total Expected Attendance

Total Expected Number of Volunteers Required

Identify peak time periods for your event (i.e. April 16th: 8-9 pm fireworks)

This event is geared towards (choose all that apply)

Children under 12

Youth 13 - 18

Adults

Seniors

What methods do you use to conduct outreach to the entire community where the event is being held?

Check all advertising methods that apply.

Flyers by mail

Posters in Neighborhood

Advertise in newspapers

Through Councillor's Office

Other:

By email

Through a website

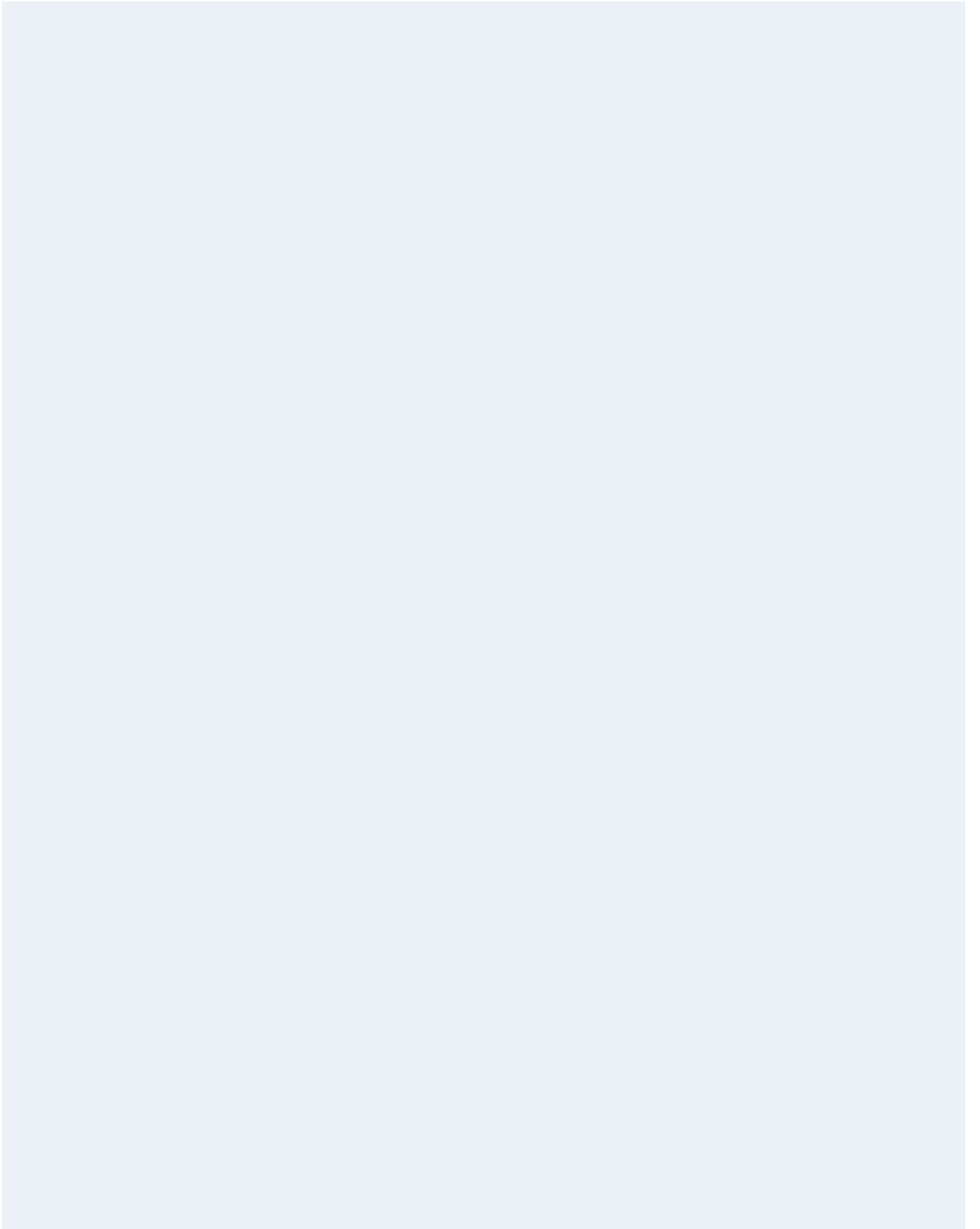
Social Media

Radio announcements:

Attach details of planned and/or previous year's advertising material.

Event Description

Provide a detailed description of the proposed event in the following area. The description should detail programming activities, event highlights, sponsorships, themes, attractions and vendors. Indicate which of the above items are “confirmed”, “in progress” or “not started/incomplete.” Also include an agenda/timeline for the event. If more space is required, please attach additional sheets. Please be very detailed in this section. Description continues on the next page.



Please check all that apply to your event:

Food

Inflatables/Bouncy Castles, Slides etc.

Games

Outdoor Activities

Arts & Crafts

Indoor Activities

Music

Dunk Tank

Entertainment

List the names of any other organizations you are working with on this event. Outline their key duties and responsibilities.

Proposed Event Budget – Revenues and Costs

Proposed Revenues

In Table 1, list all of the proposed revenues you will have to deliver your event.

Note: The proposed revenues \$ and proposed costs \$ columns should balance.

Table 1: Proposed Revenues

Event Revenues (If a required category does not exist, please add it under Other)	Proposed Revenues \$
Government Funding	
City of Ottawa 2018 Civic Events Funding	
Other City of Ottawa Funding:	
Other Government Funding:	
Other Government Funding:	
Non-Government Funding	
Sponsorships	
1.	
2.	
3.	
Fundraising	
1.	
2.	
3.	
Monetary Donations	
1.	
2.	
Other	
1.	
Total Event Revenues	

Proposed Costs

In Table 2, list all of the proposed costs to deliver your event.

Table 2: Proposed Costs

Event Costs (If a required category does not exist, please add it under Other)	Proposed Costs \$
Programming Costs (i.e. Performers, Band Expenses, etc.)	
1.	
2.	
3.	
4.	
Rental of Space	
1.	
2.	
3.	
Production/Technical Costs (i.e. Lighting, Sound, etc.)	
1.	
2.	
3.	
4.	
Marketing/Advertising	
1.	
2.	
3.	
Rental of Equipment	
1.	
2.	
3.	
Insurance	
1.	

Event Costs (If a required category does not exist, please add it under Other)	Proposed Costs \$
2.	
3.	
Volunteer Expenses	
1.	
2.	
3.	
4.	
Protective Measures (Police, Security, etc.)	
1.	
2.	
3.	
Other Activity Expenses	
1.	
2.	
3.	
Total Event Costs	
Event Surplus/Deficit	

In Kind Goods and Services

In Table 3, list all of the contributions of goods and services that are provided free of charge for the event and their estimated value if known.

Table 3: In Kind

Goods and Services Provided Free of Charge	Estimated Value \$
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
Total Goods and Services	

Civic Events Funding Signature Block

Original signatures of two Authorized Officers: One of the signing officers must be a member of the Board of Directors.

On behalf of and with the authority of the organization, I certify that the information given on this funding application and attachments are true, correct and complete in every respect.

I understand that if my organization is successful, prior to any funding being released, the corporation or the directors of the unincorporated group will be required to enter into a Contribution Agreement with the City of Ottawa.

I understand that it is the responsibility of the organization to ensure that the appropriate insurance, permissions and/or permits are in place to execute the event.

I accept the terms and conditions of the Civic Events Funding Program as outlined in the Information Package and Application form, and agree to abide by the Allocations Committee decisions.

1. _____	_____
Print Name	Title
_____	_____
Date (DD/MM/YYYY)	Signature Required
2. _____	_____
Print Name	Title
_____	_____
Date (DD/MM/YYYY)	Signature Required

PLEASE NOTE: Retain a copy of this application and all supporting documents for your records.

Municipal Freedom of Information and Protection of Privacy Act (Ontario): The Recipient acknowledges and agrees that the City is bound by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, c.M.56, as amended from time to time (“MFIPPA”), and that any information provided to the City in connection with this application is subject to disclosure in accordance with the requirements of MFIPPA.

Questions regarding the collection of this information may be addressed to:

Program Manager, Business Support Services, at 613-580-2424, ext. 46203 or rec-info@ottawa.ca