

Community Large Scale Event Investment Program - Application

(Page 2 of 4)

Event Information

Has your organization hosted this event previously? No Yes ► Dates _____

Do you have partnerships with other organizations to support your event? If so, who?

Which Strathcona County hotels are you using for your event?

How many nights will event staff / volunteers / attendees be staying? _____

Which local businesses have you partnered with for your event?

What is the estimated number of attendees coming to the event from outside of Strathcona County? _____

What actions will your organization take to ensure the event is open and accessible to the public?

Describe the potential benefits the event may bring to Strathcona County.

Promotion and Marketing

Organizations receiving grant funding must acknowledge receipt of the grant in event promotion and advertising. Visual identity guidelines must be followed. Strathcona County logo and other promotional materials are available and must be requested.

If successful in receiving support from this grant, how will you recognize Strathcona County in promotional material and efforts?

Expected general media coverage for your event? (check all that apply)

Newspaper Radio TV/Broadcast Social Media Other (specify) _____

Budget

Have you previously received funds from the Community Large Event Investment Program?

no yes ► when _____

Have you previously received funds from Strathcona County? No Yes ► when and what program?

If your event realizes a financial surplus, describe how that surplus could be used to benefit the community.

Community Large Scale Event Investment Program - Application

If the investment program is oversubscribed and you receive less than your request, would you still be able to host your event?

What are the expected event expenses based on the items eligible for investment support, as per the budget template?

Budget Template – Must provide quotes.

Expenditures	
Performer Fees	
Rental License*	
Permit Fees	
Equipment Rentals*	
Marketing Costs*	
Safety Training (for staff and volunteers) *	
Sustainable Practice Costs* (e.g., green event initiatives)	
Volunteer Recognition*	
Administrative Costs	
Other (specify)	
Other (specify)	
Total Expenditures	
Revenues	
Community Large Scale Event Investment Program	
Provincial Grants (specify)	
Federal Grants (specify)	
Other Grants or Subsidies (specify)	
Sponsorships	
Fundraising	
Ticket Sales/Registrations/Participant Fees	
Cash Donations	
Other (specify)	
Total Revenues	
NET	

* Indicates budget items that may be covered with the Community Large Scale Event Investment Program

Community Large Scale Event Investment Program - Application

(Page 4 of 4)

Attach the following required supporting documentation:

- Event budget showing revenues and expenditures.
- Current annual financial statement, reviewed, dated and signed by a member with signing authority in your organization.
- A printed confirmation from Alberta Corporate Registry stating that your organization is in good standing and active for one or more years.

I/we the undersigned party of _____, certify this application contains a full and accurate account of all matters stated herein.

Name (First and Last name) Signature Date

Name (First and Last name) Signature Date

Submission deadlines: May 8 and November 1

Applicants can expect a response to their application within 3 – 4 weeks.

Collection and use of personal information

Information is being collected under the authority of s. 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the Community Large Scale Event Investment Program. Information related to program applications and approvals may be made public as allowed or required by law. If you have any questions about the collection, use or disclosure of this information, contact the Manager, Finance & Business Operations at 780-467-2211.