



# Festival and Special Event Grant Application

City of Whitehorse

2121 - 2nd Avenue, Whitehorse, Yukon Y1A 1C2 Bus: (867) 667-6401 Fax: (867) 668-8398

**Background** – The City of Whitehorse has established a Festival and Special Event Policy which offers grants and in-kind support to community groups and organizations for festivals and special community events.

**Purpose** – The City of Whitehorse is committed to the development and support of special community events and festival celebrations that provide vibrant and diverse community experiences for residents and visitors.

**Eligibility** – Whitehorse non-profit registered societies in good standing and community organizations with a not-for-profit mandate hosting an event taking place within the City of Whitehorse.

**Not Eligible:**

- Capital costs or wages
- Retroactive funding of events that have already taken place
- Conferences
- Events that are billed as fundraising events where fundraising is the intent (events offering the opportunity to purchase food, t-shirts or souvenirs are not considered fundraising events)
- City facility park fees
- Festivals or events that seek to attract only a special interest audience
- Festivals or events that are organized or promoted as a for-profit commercial venture
- Festivals or events that are organized by an individual or private enterprise

**INTAKE DEADLINE:** the deadline for Festival and Special Event Grant applications for **ALL** events scheduled between January and December shall be prior to 4:30 pm on August 31.

- Late applications will not be accepted, no exceptions.
- No handwritten applications will be accepted.
- Applications must be single sided.

**Apply Online [www.whitehorse.ca/grants](http://www.whitehorse.ca/grants)**

**Submit Completed Applications to Parks and Community Development:**

Email: [parks@whitehorse.ca](mailto:parks@whitehorse.ca) / Mailing Address: 2121 – 2<sup>nd</sup> Avenue Y1A 1C2 /

Location: 4061 – 4<sup>th</sup> Avenue (Sport Yukon Building)

Name of Event: \_\_\_\_\_

Proposed Event Date(s): \_\_\_\_\_ Location(s): \_\_\_\_\_

**Grant Cash Request: \$** \_\_\_\_\_

**In-Kind Request:** No  Yes   
(Please provide a list or use the attached form)

**Signature Event:** No  Yes

**Organizational Information**

Name of Organization: \_\_\_\_\_

Registered Society #: \_\_\_\_\_  In Good Standing

President of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Y1A \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person who can answer questions pertaining to this application:**

Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Recent Grant History**

Has your organization previously received a grant from the City for this event or festival?

Grant Awarded:  Yes  No Year: \_\_\_\_\_

Have you submitted the Final Report from a previous City funded event?  Yes  No

New applications or multi-year funded events will not be considered until the previous year's report is received.

**Signature** – Signature of person who has completed this application, ensuring that all information included herein is accurate. Unsigned applications may not be considered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Resolution to Accept Financial Responsibility

### Organization WITH a Board of Directors:

PLEASE PROVIDE:

- A Board Resolution detailing the society's full responsibility for the event revenue generation.
- Have Board member and President complete and sign the following resolution:

MOVED by \_\_\_\_\_ that \_\_\_\_\_, accepts full  
*Name of board member* *Name of your organization*  
responsibility for fiscal management, (including revenue generation, expense control and profit  
distribution, and deficit management), for the \_\_\_\_\_, that is  
*Name of event*  
being held on \_\_\_\_\_, in the City of Whitehorse. CARRIED.  
*day/month/year of event*  
The above motion was passed by the \_\_\_\_\_, Board of Directors  
*Name of organization*  
at a board meeting held on \_\_\_\_\_.  
*Date of board meeting*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Print Name

### Committee WITHOUT a Board of Directors:

PLEASE PROVIDE:

- A signed Letter of Intent detailing the Committee's full responsibility for the event revenue generation.
- Have members of the Committee sign the following resolution:

The members of \_\_\_\_\_ accept full responsibility for fiscal  
*Name of organizing committee*  
management, including revenue generation, expense control and profit distribution, and deficit  
management, for the \_\_\_\_\_,  
*Name of event*  
being held on \_\_\_\_\_, in the City of Whitehorse.  
*day/month/year of event*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

## Event / Organization Information

1. Festival Event Detailed Budget – Please provide an estimate of the revenues and costs of the event for which a grant is requested. Provide how and where City grant funds will be spent. Include a list on the attached form of City in-kind support you are requesting. (A dollar value for in-kind support will be calculated by the Internal Evaluation Team as part of the assessment).
2. Organizational Background – Provide a brief history of your organization **IF YOU ARE A FIRST TIME APPLICANT** and its mandate.
3. Describe the event listing the following details:
  - Activities planned
  - Number of volunteers and their roles
  - Cost and target audience describing expected attendance, age, origin, etc.
4. How will this event be advertised and publicized?
5. Please outline environmentally friendly practices that you are considering as part of this event. The City of Whitehorse is encouraging active transportation. Preference will be given to those organizations that consider active transportation (bus, carpool, biking, walking and / or other).
6. What other sources of funding are you pursuing? Identify any groups, organizations or businesses that you have approached or secured as contributors to the event.
7. How will this event benefit the community?
8. Please specify the purpose(s) for which these municipal grant funds or in-kind services are being requested.
9. How will the municipality's contribution be recognized?
10. Why is your event eligible as a Signature Event (if applicable)?

# In-Kind Request

(A dollar value for in-kind support will be calculated by the review committee as part of the assessment).

Example: 8 Picnic Tables
Example: Free parking - 4 Meters in front of Old Fire Hall ( <i>Location: Front Street, Date: September 27 &amp; 28, Time: 10:00 am to 3:00 pm</i> )

# Final Report

## Festival and Special Event Grant

A Final Report and Financial Statement ***must be submitted within 90 days*** of the conclusion of the event. Failure to file this information may result in rejection of future applications.

**No handwritten** Final Reports will be accepted.

### 1. Project Summary

- a. Goals achieved and factors influencing outcomes
- b. Major variances from original application

### 2. Statistics

- a. Attendance figures
- b. Estimation of demographics and origin of patrons if available
- c. Number of volunteers

### 3. Budget

- a. Final accounting of event revenues and expenses
- b. How were the City's funds expended?

### 4. Media Exposure

- a. Representative samples of photos from event if available
- b. Media coverage (print, radio, TV)

### 5. Recognition

- a. Identify how the municipalities' contributions were recognized

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#### Submit Completed Final Reports to Parks and Community Development:

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