Grant Application
Stream 2 – Special Events Grant

For more information, please review **City Policy 4.2.1.1. – Guidelines – Grants Committee** at https://orillia.civicweb.net/filepro/documents/366817/

Required Documentation
The following documentation will be required to proceed: a) Financial Statements for the previous year b) Proposed Budget *c)* List of Executive Officers
Funding Request
Please note the maximum grant funding for each eligible Stream 2 – Special Event Grant applicant is $5,000.
Grant Request Amount: $
Organization and Contact Information
Organization
Organization Name:
Address:
City and Province:
Postal Code:
Type of Organization: □ Registered Charity □ Non-Profit Organization □ Community-Based Volunteer Group
Registration Number, if applicable:
Contact Person
Prefix (Ms. / Mx. / Mr. / Mrs.):
Name:
Title:
Email:
Phone Number:
Festival or Event Information
Festival or Event Name:
Date(s):
Location:
Total Event Budget: $
Anticipated Attendance Figures:

Grant Application
Stream 2 – Special Events Grant

Is this event open to the public:
□ No
□ Yes

Will this be a ticketed event:
□ No
□ Yes

Total Permit Fees (if held at City facility or park): $

Provide an overview of the festival or event, including its purpose and the community impact it will have:

Is this event expected to attract visitors to the region:
□ No
□ Yes

Do you currently receive subsidies or in-kind support from the City? This could include facility subsidization, photocopying, secretarial support, etc.
□ No
□ Yes

If yes, please explain:

Grant Application
Stream 2 – Special Events Grant

Previous Grants
Has your organization received previous grants from the City: □ No □ Yes
If yes, provide the amount received: $
If yes, provide when:

Attachments
Please check the attachments that have been included in this grant application: □ Financial Statements for the previous year □ Proposed Budget □ List of Executive Officers

Authorization
I certify that: □ I am authorized to represent the interests of the organization for this grant application. □ All information provided in this application is accurate and complete. I understand that falsified information shall be considered sufficient cause for denying this grant request and/or requiring repayment of the grant and may also jeopardize future funding. □ I understand that the default payment method is an Electronic Funds Transfer (EFT) and will submit any forms and banking information needed to effect payment should this application be successful. □ I acknowledge that successful grant applicants cannot receive further discounts on City fees for facility rental or service as per City policy. □ I understand that any logo use identifying the City as a supporter must be approved by the Communications Division and that questions may be emailed to corporatecommunications@orillia.ca □ I have read and will comply with all the written policies and guidelines relevant to this application.

Primary Authorized Official
Name:
Title:
Date:
Signature:

Secondary Authorized Official, if required
Name:
Title:
Date:
Signature:
Return completed form to: City of Orillia Corporate Services Department 50 Andrew Street South Orillia, ON L3V 7T5 Telephone: 705-325-1311 Fax: 705-325-5178 E-mail: councilservices@orillia.ca
Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of administering City Policy 4.2.1.1. – Guidelines – Grants Committee. Further information concerning the collection of personal information should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew Street South, Orillia, Ontario, L3V 7T5, 705-558-9539.