



2019 Civic Events Funding Program Application

Deadline: October 10, 2018 by 4:00 p.m.

**Funding, Partnerships & Agreements (FP&A) Unit
Recreation, Cultural and Facility Services (RCFS) Department
City of Ottawa**

FP&A Unit E-Mail: rec-info@ottawa.ca

FP&A Unit Information Line: 613-580-2424 extension 14133

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 **Civic Events Funding Program** or **recreation and parks funding**. If you are unsure of your eligibility or have questions, please contact the Funding, Partnerships & Agreements Unit to discuss eligibility criteria and the application process.

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

NOTE

- Only one application per organisation 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 organisation (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 only be included in Table 3

You provide the most recent year-end financial statements for your organisation

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 Allocations Committee. Do not send any portion of your application by USB or DVD. If you are submitting the application by email, documents must be printer-ready and be sent in Adobe PDF or Microsoft Word format.

Send the completed application and attachments in one physical package or one email, **but not both**.

NOTE: If you are submitting your application by email, please ensure the subject line reads: **2019 Civic Events Application**. You will automatically be sent a confirmation email after your message has been delivered. If you do not receive this confirmation, check with your service provider to determine its attachments' size limitations or call us at 613-580-2424 ext. 14133. The City of Ottawa does not accept emails with attachments greater than 15 MB. For details, refer to the 2019 Civic Events Information Package.

Application Deadline

Applications must be received via **one** of the methods listed below, by the deadline of:

October 10, 2018, 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 (it is recommended to not wait until the afternoon of the deadline to submit your applications).

Late and/or incomplete applications will not be considered.

By Canada Post or Courier Mail:

City of Ottawa – Funding, Partnerships & Agreements Unit
Recreation, Cultural and Facility Services Department
100 Constellation Drive, 9th Floor West,
Mail Code 26-55
Ottawa, ON K2G 6J8

By Email:

To: rec-info@ottawa.ca

Subject: 2019 Civic Events Application

Please **sign** the application form prior to scanning.

Application Information

It is important to provide as much detail as possible when entering the following information. If additional space is required, add extra pages or provide examples of what you want to describe. Applications are judged solely on current content and not on previous applications or events.

Organisational Information

Organisation Legal Name:

Date Established:

Organization's Mailing Address:

Unit No. / P.O. Box:

City:

Postal Code:

Website:

Is your organisation incorporated:

Yes

No

What is your organisation's mandate:

Primary Contact Name:

Primary Contact Title (e.g.; President, Chair, Treasurer, etc.):

Primary Contact E-Mail:

Primary Contact Telephone:

Secondary Contact Name:

Secondary Contact Title (e.g.; President, Chair, Treasurer, etc.):

Secondary Contact E-Mail:

Secondary Contact Phone:

Event Information

Event Name:

Funding Requested (\$3,000 Maximum):

Is there an entrance fee to the event:

Yes

No

If Yes, consult the Information Package-Eligibility criteria.

Event Dates:

 to

(Day-Month-Year to Day-Month-Year)

Alternate Date(s) / Rain Date(s):

 to

(Day-Month-Year to Day-Month-Year)

Start and End Time of Event (as advertised):

Start:

End:

Name of Event Location:

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

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:

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 the amounts on the Budget page.

Ward where event is taking place:

Ward 1–Orléans

Ward 2–Innes

Ward 3–Barrhaven

Ward 4–Kanata North

Ward 5–West Carleton-March

Ward 6–Stittsville-Kanata West

Ward 7–Bay

Ward 8–College

Ward 9–Knoxdale – Merivale

Ward 10–Gloucester – Southgate

Ward 11–Beacon Hill Cyrville

Ward 12–Rideau – Vanier

Ward 13–Rideau-Rockcliffe

Ward 14–Somerset

Ward 15–Kitchissippi

Ward 16–River

Ward 17–Capital

Ward 18–Alta Vista

Ward 19–Cumberland

Ward 20–Osgoode

Ward 21–Rideau–Goulbourn

Ward 22–Gloucester-South Nepean

Ward 23 – Kanata South

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 8:00-9:00 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

In newspapers

Through Councillor's office

By email

Through a website

Social media

Radio announcements:

Other:

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/time-line for the event.

The description may be continued on the next few pages. Press the TAB key to continue typing on the next page. If more space is required, please attach additional sheets. Please be very detailed in this section.

Please check all that apply to your event:

Food

Games

Arts & Crafts

Music

Entertainment

Inflatables/Bouncy Castles, Slides etc.

Outdoor Activities

Indoor Activities

Dunk Tank

List the names of any other organizations with which you are working 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 need to generate for 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 2019 Civic Event	
Other City of Ottawa	
Other Government	
Other Government	
Non-Government Funding	
Sponsorships	
1.	
2.	
3.	
Fundraising	
1.	
2.	
3.	
Monetary Donations	
1.	
2.	
Other	
1.	
2.	
Total Event Revenues	

Proposed Costs

In Table 2, list all of the proposed costs needed 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.	

Event Costs (If a required category does not exist, please add it under Other)	Proposed Costs \$
Insurance	
1.	
2.	
3.	
Volunteer Expenses	
1.	
2.	
Protective Measures (Police, Security, etc.)	
1.	
2.	
Other Activity Expenses	
1.	
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.	
10.	
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 organisation, 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 organisation 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 organisation 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):

Personal information is collected under the authority of section 107 of the Municipal Act, 2001 S. O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy.

Personal information will be used by the City for the purposes of administering the Recreation Funding programs.

Questions about the collection and use of your personal information may be directed to the Portfolio Manager, Funding and Partnership Agreements Unit, at 613-580-2424 extension 41237 or by emailing rec-info@ottawa.ca