City of Brantford Grant Application Form
Event Stream

Name of Applicant:

Amount of Request

Event Stream Grant Maximum: $5,000

Funding requests for the Event Grant stream are not limited to (but can include) City Services.

Supporting Documents

Please check that you have included the following mandatory supporting documents. Applications will not be considered if these documents are not included with the application.

Organization's Most Recent Financial Statements

Organization's Annual Budget

Organization's By-Laws (if Brant Community Foundation does not already have on file or by-laws have changed).

EVENT STREAM
APPLICANT DETAILS

Applicants are required to answer all questions.

The City of Brantford grant program is administered by the Brant Community Foundation (BCF). This application and all information received from the applicant will form part of the minutes and records of the BCF which may be subject to review by the public. No information supplied can be considered confidential and the applicant expressly consents to release of information by the BCF regarding applications received, decisions made and other matters relating to the granting process.

Overviews of the funding streams are available in the City of Brantford Community Grant Program Guidelines available on the Brant Community Foundation website. Questions should be directed to the Brant Community Foundation.

Name of Organization or Applicant:

Make payment payable to (if different from above):

Address

Postal Code: Telephone:

Contact Person:

Email Address:

(Parent if applicant is under 19 years of age):

Title: Signature:

Telephone: Email:

Alternate Contact Person:

Title: Signature:

Telephone: Email:

We, the undersigned, declare that:

- We are Principal Officers of this organization or the individual making the request.
- We have been authorized to make this application on behalf of the organization or another individual.
- We agree that the information provided is true and accurate to the best of our ability.

		Principal Officer
	Signature	
	Print name	
	Address	
	Phone Number	
	Date Signed	

EVENT STREAM
SUMMARY PAGE

Applicants must answer all questions.

About Your Organization

Briefly state the history and purpose of your organization. Include the following information: founding date; whom it serves; volunteer base; staff; location; achievements.

If applicable, please describe your sponsoring organization, as well as information about your own history and project.

About Your Funding Request

Purpose: What will the event specifically accomplish, and how does this relate to your overall aims? What are the main goals and purposes for which funding is requested?

Dates: What are the projected start-up and completion dates?

    Start Date: Completion Date:

Who Benefits: How will this event benefit the Community? What specific population will benefit from your event?

EVENT STREAM
ORGANIZATION AUTHORIZATION

Applicants are required to answer all questions.

(If the application is from a Steering Committee, list those members)

Does your organization have a Board of Directors or Steering Committee?	YES	NO
How often do they meet during the year ? Are minutes kept?	YES	NO
Are the duties of the directors & executive documented and approved (i.e. by-laws)?	YES	NO

POSITION	NAME
Chair / President	
Vice Chair / Vice President	
Secretary	
Treasurer	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

ADDITIONAL INFORMATION
PROVIDE ANY ADDITIONAL RELEVANT INFORMATION HERE

EVENT STREAM

Applicants are required to answer all questions.

Event Details
Name of the event:
Date of event:
Location of event:
Is the request for start-up funding for a new event?   YES   NO
Does the event serve the entire City?   YES   NO
Application Submission History: 1st Application   2nd Application   3rd Application
Outline of the type of Not For Profit Event or Community Event that is being applied for.

Funding Details
What other funding groups have committed or will be approached? (Details about other funding sources should appear in full on the budget sheet).
If the application is for the 1st year of the event, how will the event be financed in the future?
If you receive partial funding, how will you use the money you receive? Will it be possible to run the event with only partial funding?

EVENT STREAM SECTION ADDITIONAL
INFORMATION CONTINUED

Evaluation Details
How will you measure the success of your event?

Budget Details
Describe the items for which funding is requested (location or service fees, printing, materials, supplies, advertising and promotion expenses, etc.)

EVENT STREAM
FUNDING BUDGET DETAILS SECTION

All applicants are required to complete this section.

Event Title :

Estimated Revenue:

Please itemize all sources such as fees, donations, earned revenue, and fundraising (specify), grants (specify), and City of Brantford grant.

Source	Amount

TOTAL REVENUES $

Estimated Expenses

Please itemize all sources such as salaries, fees, honoraria, printing, materials and supplies, advertising and promotion, office expenses.

Source	Amount

TOTAL EXPENSES $

Other:

Do you have a reserve fund? If so, state amount and purpose.

For Questions related to documentation needed or application process, please contact
Brant Community Foundation Tel: (519) 756-2499 or email: grants@brantcf.ca