

**2019 City of Miramichi – Festival and Events**

**Grant Application**

Organization's Legal Name

Address

Address:  
City:  
Postal Code:  
Telephone  
Fax  
Website

Contact Person (List 2):

Name:  
Title  
Telephone(Home):  
Telephone (Business)  
Email:

Name:  
Title:  
Telephone (Home):  
Telephone (Business):  
Email:

State the Objectives of your organization/committee

Grant Applying for:

- Festivals and Events (please see attached Survey Information)

Brief Description of the Project:

Please indicate in percentages the purposes of the organization:

| <u>Purpose</u>              | <u>Percentage</u> |
|-----------------------------|-------------------|
| Recreation and Cultural     | %                 |
| Social and Family           | %                 |
| Environmental               | %                 |
| Heritage                    | %                 |
| Advocacy                    | %                 |
| Other – Provide Information | %                 |

Volunteer and participant information:

Number of Volunteers:

Number of Volunteer Hours (estimate):

Please identify other contributions applied for:

| Program | Amount |
|---------|--------|
| 1.      |        |
| 2.      |        |
| 3.      |        |
| 4.      |        |

Grant Amount/In Kind Services

Cash Grant requested: \_\_\_\_\_

In-Kind Services provided by the City(description and value):

Purpose of the Grant

Please indicate how grant would be utilized:

Financial Information

- Include the most recent audited/reviewed year-end financial statements. (Balance Sheet and Income statement)
- For current year grant provide a Budget including Revenues and Expenditures

Other Assets:

Bank Balance:

Investment Certificates/Reserves:

Any other liquid assets:

Is the organization a registered non-profit?

- Yes     No

Is the organization supported by other levels of government?

- Yes     No

Are there full-time paid employees?

- Yes     No

Does the festival/event attract media attention?

- No     Regional     Provincial     National     International

What is the expected paid attendance of the festival/event?

|  |
|--|
|  |
|--|

What percentage of the expected paid attendance are you expecting to be overnight visitors or day trips?

| Type of participant  | Percentage |
|----------------------|------------|
| 1. Overnight visitor |            |
| 2. Day visitor       |            |

Has the festival/event been successful in attracting sponsorship?

| Sponsor | Amount |
|---------|--------|
| 1.      |        |
| 2.      |        |
| 3.      |        |
| 4.      |        |

## Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

I hereby declare that if our organization is successful at obtaining a City of Miramichi grant we **will provide** the City with a post grant report for review of the project/program including the number of participants for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**Evaluation Criteria:**

- Completed application with required information
- Activity within the boundaries of the City of Miramichi
- Serve clearly identified community needs and benefits a meaningful number of people
- Has the proposed project /activity been thoroughly developed and carefully planned
- In-kind services required? Quantified?
- Encourage and promote the benefits of volunteering in the community
- Effectively markets city programs and culture to residents, visitors and businesses
- Continues partnerships that improve service opportunities
- Increase and sustain the number of visitors to the city
- Expected positive economic impact to the community

Festival and Event Results for Economic Impact Assessment:

Required if the event is gated (meaning they are selling tickets and tracking attendance).

Total budget for the event: \_\_\_\_\_

Final attendance of the event: \_\_\_\_\_

**Results of the following Survey:**

- 1) How far have you travelled to get to Miramichi? \_\_\_\_\_ KM
- 2) How many people are with you? \_\_\_\_\_ over 16 years  
\_\_\_\_\_ 16 years and under
- 3) What is your postal/Zip Code \_\_\_\_\_
- 4) Do you live in N.B. \_\_\_\_\_ YES  
\_\_\_\_\_ NO  

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graph TD; Q4[4) Do you live in N.B.] -- NO --> Q6[Are you staying overnight?]; Q4 -- YES --> Q5[5) How many times did you leave your place of accommodation today?]; Q6 -- YES --> Q7[How many nights?]; Q6 -- NO --> Q5;
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- 5) How many times did you leave your place of accommodation today? \_\_\_\_\_

**A sample Size of 100 surveys is recommended**