



680 Westchester Road, Strathmore, Alberta, T1P 1J1

## Town of Strathmore

### Community Investment Funds (CIF)

### Application Form - Schedule B

#### How to Use this Guide

CIF has three funding programs:

1. Matching Community Funds (up to \$500)
2. Small-Scale Festivals and Events Funds (up to \$5,000)
3. Large-Scale Festivals and Events Funds (up to \$15,000)

Each funding program has very specific requirements and eligibility criteria: therefore it is crucial that you familiarize yourself with the information contained in the Community Investment Funds (CIF) Application Guide (separate from this application form) to reduce delays in the processing of your application.

	Community Matching Funds	Small-Scale Festival & Events Matching Funds	Large-Scale Festival & Events Matching Funds
Schedule A	A		
Schedule B		<b>B</b> Step 1,2, & 4	<b>B</b> Steps 1,2,3, & 4
Schedule C (separate Excel Form)		C	C
Eligible Funding up to:	\$500	<b>\$5,000</b>	<b>\$15,000</b>

#### **NOTICE!** Deadline for submitting applications:

Community Matching Funds	Year Round
Small-Scale Festivals & Events Funds	February 29 to be funded March 2016 June 17 to be funded July 2016
Large-Scale Festivals & Events Funds	February 29 to be funded March 2016 June 17 to be funded July 2016

*This is a fillable form. Please complete all sections, incomplete forms will not be accepted. You must save the form after completion before you submit.  
Electronic submission is preferred.*

	<b>SCHEDULE B: FESTIVALS &amp; EVENTS FUNDS</b> (Small Scale Funds Applicants complete STEPS 1, 2 & 4) (Large Scale Funds Applicants complete STEPS 1, 2, 3 & 4)		
	(If you require additional room please complete on blank page and attach.)		
<b>STEP 1</b>	<b>ORGANIZATION INFORMATION</b>		
	PROJECT TYPE	⇒ <input type="checkbox"/> Festival	<input type="checkbox"/> Event
	PROJECT NAME	⇒	
	ORGANIZATION NAME	⇒	
	CONTACT PERSON	⇒	
	MAILING ADDRESS	⇒	
	TELEPHONE	⇒	
	EMAIL	⇒	
<b>ABOUT YOUR ORGANIZATION</b>	What is your organization? <input type="checkbox"/> Society <input type="checkbox"/> Non-Profit <input type="checkbox"/> Charity	Registered Entity? <input type="checkbox"/> AB Societies Act <input type="checkbox"/> AB Companies Act <input type="checkbox"/> CRA	Registration Number?
<b>BOARD MEMBERS</b>	Frist & Last Name	Role on the Board	Length of Involvement (years)
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

STEP 2	DESCRIPTION OF FESTIVAL OR EVENT	
DESCRIPTION OF FESTIVAL OR EVENT	⇒	
SITE LOCATION <i>(Where will you host your festival or event? Reference site map if needed.)</i>	⇒	
DURATION OF FESTIVAL OR EVENT <i>(Date and Time)</i>	⇒	
TARGET AUDIENCE <i>(Specific cultural group, special interest or sporting group, all residence etc.)</i>	⇒	
EXPECTED ATTENDANCE	⇒	

<p><b>SUSTAINAIBILITY OBJECTIVES:</b></p> <p><b>1. Pride &amp; Ownership</b></p>	<p>⇒ How does your project promote pride and ownership by:</p> <ul style="list-style-type: none"> <li>- SMALL-SCALE: showcasing local achievements, heritage and culture?</li> <li>- LARGE-SCALE: showcasing broadly recognized arts, culture, heritage and recreational achievements in?</li> </ul>
<p><b>2. Partnerships</b></p>	<p>⇒ Does your organization work in partnership with the private and public sectors to accomplish your mission and vision? How?</p>
<p><b>3. Volunteerism</b></p>	<p>⇒ How does your organization utilize volunteerism in the planning and hosting stages of your festival or event?</p>

Small Scale Event Applications please move to Step 4 (page 6). Large Scale Event Applications please complete Step 3 (page 5).

STEP 3	ARTS, CULTURE AND RECREATIONAL PROSPERTY (LARGE SCALE EVENTS ONLY)	
OBJECTIVES 1. Eventful City	⇒	How does your festival or event enhance Strathmore’s reputation as an “eventful” Community?
2. Tourism	⇒	How will your festival or event attract visitors from outside the Town? How will you know they have attended?
3. Economic Impact	⇒	How will your festival or event impact local economies? Will local businesses experience increased activity because of your festival or event? How will you know you have made an impact?
4. Gifts in Kind	⇒	For your group to be successful, what other supports would you need from the Town ordinarily not available through other sources (e.g. police, fire assistance, road closure etc.)?

STEP 4	REQUIREMENTS	
PLEASE CHECK AND ATTACH COPIES OF THE FOLLOWING APPLICABLE DOCUMENTS:	<input type="checkbox"/>	Permission from private property owner
	<input type="checkbox"/>	Necessary permit(s)/license(s)
	<input type="checkbox"/>	Adequate insurance coverage
	<input type="checkbox"/>	Parking/traffic plan
	<input type="checkbox"/>	Event layout (include tents, events, vendors, vehicles, bleachers, etc.)
	<input type="checkbox"/>	Most current annual general meeting financial report
	<input type="checkbox"/>	Letters of endorsement from professional bodies (required for sporting events)
<b>CERTIFICATE OF COMPLIANCE</b>		
<ul style="list-style-type: none"> <li>• The information contained in this application and supporting documents is true and accurate and complies with the requirements outlined in STEP 4.</li> <li>• The event will benefit the general public and not specific individuals and families.</li> <li>• The Funds must be used solely for the purposes stated within this application and complies with the Community Investment Funds Policy.</li> </ul>		

\_\_\_\_\_  
**Signature (Member of the Board of Directors)**

\_\_\_\_\_  
**Title**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature (Member of the Board of Directors)**

\_\_\_\_\_  
**Title**

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

\_\_\_\_\_  
**Date**

**ALMOST DONE!** Complete the separate SCHEDULE C: Budget Sheet.

**Submit application one of three ways:**

1. Email to recreation@strathmore.ca \*\*preferred\*\*
2. Fax to 403-934-9942
3. Mail or Drop off at 680 Westchester Road, Strathmore AB T1P 1J1

# Appendix

## DEFINITION

<b>Community not-for-profit organization</b>	An eligible community not-for-profit organization is an entity operating within the Town of Strathmore boundaries, whose core mandate is to host festivals and events, and registered under Service Alberta as a society regulated by the <i>Societies Act</i> .
<b>Community Associations</b>	A community association could be a registered organization or an informal group consisting of a minimum of two (2) individuals, acting as project coordinators, who have organized for the purposes of creating an inclusive community project.
<b>Festival</b>	A festival is a temporary gathering of people for the purposes of recognizing and celebrating arts, culture and recreational attributes of Strathmore. A festival must have the following characteristics: <ul style="list-style-type: none"> <li>• Unique or special from everyday occurrences;</li> <li>• Reoccurs at a specific place, time and duration;</li> <li>• Organized and hosted by a community not-for-profit organization;</li> <li>• Open to the public and be free of charge or charge a nominal fee; and</li> <li>• Attracts a significant audience.</li> </ul>
<b>Event</b>	An event (also referred to as ‘special event’) may have very similar characteristics to a festival but is generally offered as a one-time or infrequent event. An example of a special event would be a centennial celebration or a regional, national or international hosting of a sporting event.
<b>Community Investment Funds Policy (CIF)</b>	CIF is the funding framework that supports the proliferation of arts, culture and recreational activities in Strathmore. The purpose of this policy is to establish a set of principles that will facilitate strong partnerships between council and community not-for-profit organizations in nurturing, supporting and celebrating Strathmore’s Artistic, cultural, sports and recreational attributes that enhance Strathmore’s overall identity, sense of place and quality of life.
<b>Cultural or sporting interest</b>	A cultural or sporting interest is defined as an activity such as a festival or event with a specific cultural or sporting significance reflective of the community environment.
<b>Excellent organizational ability and financial management</b>	A community not-for-profit organization who has the capacity to: <ul style="list-style-type: none"> <li>• Not duplicate or be similar in nature to existing festivals and events currently being offered;</li> <li>• Demonstrate strong retention of Board Members and volunteers;</li> <li>• Demonstrate high level of experience and expertise of those involved in the planning process;</li> <li>• Demonstrate need for funding support;</li> <li>• Demonstrate funds support the growth and sustainability of the festival or event; and</li> <li>• Benefit the community of Strathmore.</li> </ul>
<b>Partnership</b>	CIF recipients are required to submit a financial report 60 days after the closing of the festival or event. A partnership or partnering organization is defined by a reciprocal relationship benefiting both parties. <b>Trustee partnerships and fiscal agents:</b> A community not-for-profit organization who may have recently been incorporated or may not have a recent financial statement may apply with a trustee or a fiscal agent. A trustee or a fiscal agent is a registered community not-for-profit organization who meets the applicable requirement set out in STAGES 1, 2 AND 3, who has a service/core mandate similar to the partnering organization.
<b>Financial contribution</b>	A financial contribution could be money from private, public or funds support from another funding body.
<b>In-kind donation/Gifts in Kind</b>	An in-kind donation is any resource, including those provided by various Town departments, other than money, such as a donation of supplies, contributed expertise, collaboration with other organizations, volunteer participation and use of land and facilities. It is your responsibility to request for Town in-kind donations. You may include the costs of permits and fees in your funding application; however, receipt of CIF does not negate all applicable policies, bylaws and legislation required for the safe operation of your festival or event.
<b>Sporting event</b>	To be eligible for CIF, a sporting event must be sanctioned by a governing body specific to the sport such as regional, provincial, national or multi-sport games.
<b>Strengthen local Economies</b>	Community not-for-profit organizations who claim to have the capability to attract visitors must be able to demonstrate their impact on local businesses.