

Cultural Events Fund Application

1. What is the name of the event seeking funding?

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2. What is the name and address of the organization seeking funding?

Name:	
Street/PO Box:	
Town/City:	
Province:	
Postal Code:	
Telephone:	Fax:
Other:	Other:
Email:	Web Address:

3. Are you incorporated as a non-profit organization? Yes No

A. If yes, what is your Incorporation Number? _____

4. Are you listed with the Canada Revenue Agency as a Registered Charity? Yes No

A. If yes, what is your Registration Number? _____

5. What is your fiscal year end? *(If unsure or not applicable leave blank.)* _____ / _____ / _____
Y M D

6. Please provide the name(s) and contact information of the person(s) responsible for answering any questions relating to this application. The contact person(s) will also be responsible for filing any reports or answering questions that may arise should you receive funding.

Name:	
Position:	
Telephone:	Fax:
Other:	Other:
Email:	

Name:	
Position:	
Telephone:	Fax:
Other:	Other:
Email:	

7. In order to receive a grant, all applicants must indicate an individual(s) in their group/organization who will have signing authority and take responsibility for the transfer of funds. Please provide the contact information for the individual(s) and/or signing officer(s) below.

	Name	Address	Position	Phone #	Signing Officer? (Y/N)
1					
2					

8. How many active volunteers and paid staff are involved in assisting your group or organization?

Volunteers:	Full -Time Staff:	Part -Time Staff:
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9. What is the total estimated cost of your event? _____

10. What is the total number of projected attendees? _____

11. What is the start date of your event? _____ / _____ / _____
Y M D

12. What is the end date of your event? _____ / _____ / _____
Y M D

13. Is this a recurring event? _____
Yes No

14. Has your group previously received funding under the Cultural Events Fund? _____
Yes No

15. Will the event present the work of local artists, artisans or historical performers? _____
Yes No

16. Where will the event take place? {Community(s)}

17. Please list the names of any groups or organizations you plan to partner with should you be successful in being awarded funding as a result of this application.

1.	5.
2.	6.
3.	7.
4.	8.

18. Please provide us with a brief description of your organization, project description along with your budget and a list of schedule events. (Budgets in excess of \$10,000 require detailed breakdown. Attach separate sheet if needed.)

Terms and Conditions

- Provincial Funding may be used only for the purposes specified in this application.
- No substantial change in these activities shall be made without consent of the department responsible for providing funding and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.
- Any funding not used for these purposes must be returned to the department.
- The organization is wholly responsible for its own debts. Any application to pay debts will not be accepted.
- Whenever appropriate, public acknowledgement of funding by the issuing department is expected. Publications should clearly acknowledge the department's assistance.
 - A standard statement of acknowledgement is available on request.
- If any or part of this funding is used to pay salaries or **honoraria**, federal and provincial laws concerning salaries and **source deductions** must be applied (i.e. deductions for income tax, CPP etc)
- The organization agrees to respect and apply the spirit and provisions of existing **human rights legislation**.
- Under the **Access to Information and Protection of Privacy Act** members of the public may request and obtain access to information held in Provincial Government records.
 - Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld.
 - When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization(s) receiving the funding are considered public information.

Privacy and Confidentiality Notice

We will only use the personal information collected or provided as part of this application process for purposes directly related to the operation of the relevant programs and for statistical reports. Information you provide us in confidence, both personal and business-related, will be kept confidential unless:

- you approve its release, or
- we are required or authorized by laws such as the Access to Information and Protection of Privacy (ATIPP) Act to release it.

If you have questions regarding privacy and confidentiality, contact the Access and Privacy Coordinator, Department of Tourism, Culture, Industry and Innovation, phone (709) 729-7000 or email TCH@gov.nl.ca.

Declaration and Disclosure

I Declare that:

- the information in this application is accurate and complete
- the application is made on behalf of the organization named (Pg 1) with its full knowledge and consent
- if financial assistant is provided the organization will submit financial and activity reports and submit to an evaluation of the activity and expenses
- If funding is received by the agency/organization, I understand and agree that:
 - the agency/organization must comply with those terms and conditions set out in section 5 above;
 - this agreement is not binding until signed by an authorized official of the funding department or agency;
 - At the discretion of the funding department or agency, a more detailed agreement may be required before funding is released.
- I have the authority to legally bind the agency/organization.

Applicant's Signature		Witness	
Date:		Date:	

For Government Use Only

Date Received	File No.	Amount Funded
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Cultural Events Fund, P.O. Box 8700, St. John's, NL A1B 4J6 t (709) 729-3842 f (709) 729-0057