



2010 Community Festival & Event Partnership Program Application
County of Elgin & City of St. Thomas
Application Deadline: Friday, May 21, 2010, 4:00 p.m.

APPLICATION PROCESS:

STEP 1 – Application

You may either;

- 1) Print this application and complete the hard copy, or
- 2) Type your responses electronically and print or save for submission.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all the necessary information.
- Complete the Community Festival & Event Partnership Program (CFEPP) Application Form.
- Include additional supporting materials (e.g. photos etc.) *Optional*
- Have the form and terms and conditions signed by appropriate official(s) from the organization.
- Include a letter of support from the relevant municipal/city department if project is linked to municipally owned or city owned land or a facility.

STEP 2 – Evaluation & Approval

Projects will be reviewed by the Economic Development Department, which makes the final project approvals on the three CFEPP recipients of \$2,000 each.

Once approved, applicants may request an advance of up to 50% of the total contribution amount of \$2,000, if required and subject to approval on a per project basis.

Invoices and proof of the completion of the work will be required before total CFEPP funds will be released.

STEP 3 – Completion

The applicant must provide a one-page report (plus photos) confirming that the project is complete, along with a financial statement and supporting documents/invoices in order to receive the CFEPP funds.



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Please answer all questions completely, including as much detail as possible. Ensure you have read the "Community Festival & Event Partnership Program Guidelines" prior to completion of this form.

CFEPP contribution recommendations will be decided based upon a competitive review process; this application and any attachments are intended to be the primary subject of evaluating your CFEPP proposal. Applicants will be notified of award decisions no later than May 28, 2010.

Applications may be submitted by fax (519) 631-4549, e-mail, in-person or by mail to:
County of Elgin, Attn: Economic Development, 450 Sunset Drive, St. Thomas, Ontario, N5R 5V1.

If you have questions or require more information, call (519) 631-1460 ext. 164, or e-mail lmorritt@elgin-county.on.ca. You may also visit us online at www.progressivebynature.com.

APPLICANT INFORMATION:

Sponsoring Organization(s): _____

Is the sponsoring organization a member of Elgin County & St. Thomas Tourism? Yes No

Authorized Representative Information:

Name: _____
Title: _____
Organization: _____
Phone (wk/cell): _____
Email: _____
Mailing Address: _____
Web Address: _____

Mandate of the Organization: _____

Is the organization an incorporated non-profit or registered charitable organization?

Yes If YES, please print the Incorporated/Charitable Registration Number: _____

No If NO, please provided background information on the organization and how it would handle the financial requirements of the project: _____



6. What steps are you taking to ensure a well-planned, safe festival or event?

7. Is there an admission fee/cost to attend your festival or event?

Yes If YES, how much?
Adult _____ Senior _____ Child _____ Other _____

No

8. Is the project linked to a municipally owned or city owned land or a facility?

Yes If YES, a letter of support from the relevant department is required.

No

Marketing & Promotion:

6. Is your festival or event County/City wide or targeted to a particular neighbourhood, demographic or geographic area (include location)? If targeted, to whom?

7. How many people do you expect to attend your festival or event? How did you arrive at this estimate?

8. Please describe your promotional plan to notify the public of your festival or event.



FESTIVALS & EVENTS PROJECT BUDGET SUMMARY:

9. Please describe what kind of controls you have in place to ensure that your festival or event will be planned cost effectively, with strong financial management and effective overall event management? How has your organization demonstrated these qualities in the past?

10. Please attach a detailed budget for your festival or event including:

- Total Expenses
- Anticipated Revenue (if applicable)
- Net Cost (Total Expenses less Anticipated Revenue)
- Any expenses you expect to be donated / in-kind (include an estimated dollar value of each donated / in-kind expense in your budget)

11. How will you obtain the remaining funding for your festival or event? Why are you requesting a CFEPP contribution from the County and City of St. Thomas?

Authorized Signature(s) (two needed if not incorporated):

Name _____

Name _____

Position _____

Position _____

Signature _____

Signature _____

***Thank you for your interest in the Elgin County & City of St. Thomas
Community Festival & Event Partnership Program!***