



## Event Grant Application

<i>For Office Use Only</i>	
Date Received: _____	Application #: _____
Amount Received: _____	Date Approved: _____

### APPLICANT INFORMATION

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### GRANT REQUEST & INFORMATION

Grant Request Amount: \$ \_\_\_\_\_  
*(Up to \$1,000.00 for events and projects, \$500.00 for fundraisers)*

Type of Event Being Held: *(please check one)*

- Special Event, Project, Sports Event, Festival
- Fundraiser

Title of Event/Project: \_\_\_\_\_

Date(s) of Event/Project: \_\_\_\_\_

Describe the Event. Attach additional pages if necessary. Be sure to include the following information:

- Program of activities planned
- How you will promote your event
- Number of people you expect to attend
- Economic impact on the Town of Strasbourg
- Demonstrate financial need for the event

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**ATTACHMENTS**

Please attach any letters of support that you may have at a local, provincial, or federal level.

**BUDGET**

Please use the provided template. Some notes about the budget:

- Totals of revenues and expenditures should balance, and if they do not, an explanation is needed.
- In the case of a fundraiser, the revenue and expenditures totals do not have to balance, but it needs to be demonstrated that revenues will cover expenses.
- In the revenues section, please list all sources of revenue, and if you have received the revenue (confirmed) or are waiting for it (pending).

**Examples of Revenues:** ticket sales, donations from individuals, local, provincial or federal organizations, other grants, organization membership fees, etc.

**Examples of Expenses:** insurance, facility rent, performer costs, decorations, equipment rentals, food, remuneration/honorariums, printing, advertising, project supplies, promotional products, etc.

**SIGNATURE**

By signing this application, you are acknowledging that the information provided is accurate, complete, and endorsed by the organization that you represent.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

