



Town of Quispamsis Arts and Cultural Events and Festivals Grant Program

PURPOSE

The Town of Quispamsis recognizes that community events are often best delivered to the community by the community. Town Council's primary role is to facilitate, mediate and enable the public to promote a strong sense of community. Therefore the Town of Quispamsis is pleased to support town arts and cultural events and festivals that reflect the prevailing municipal philosophies through a community grant program.

The Arts and Cultural Events and Festivals Grant Program provides a process to evaluate applications with the focus of maximizing community unity, exposure, and the long-range economic impact on the Town.

OBJECTIVES

1. To encourage arts and cultural events and festivals in Quispamsis.
2. To improve the quality and quantity of community arts and cultural events/festivals by financially assisting community organizations with new and existing initiatives with the potential for community wide participation.
3. To expose residents and visitors to local arts and culture.

ELIGIBILITY CRITERIA

All applicants for grants under this program must:

- Allow free entrance to the event/festival
- Be appropriate and attractive for all ages
- Hold all events within the boundaries of the Town of Quispamsis.
- Recognize the Town of Quispamsis as a sponsor.
- Provide proof of insurance, noting coverage for the event.
- Provide opportunities for volunteers to participate in organizing or implementing the event or festival.
- Demonstrate financial responsibility, either by financial statements or, in the case of new organizations, a sound business plan.
- Demonstrate the ability to inform the public of the festival or event through marketing and promotional plans to fully maximize audience potential.

EVALUATION PROCESS

A committee will evaluate each application and make a final decision within one month of submitting the application. The organization's written application will be evaluated to determine the level of support that may be provided to the event or festival. In addition, the committee may request a meeting with a representative of the host organization to gather further information pertaining to the event or festival.

The following factors are considered in evaluating grant requests:

Arts and Cultural Merit

- Quality of the arts and cultural program content
- Standards of artistic achievement demonstrated in past activities
- Artistic vision of the project, and the plan to achieve the vision
- Distinctiveness of the proposed project in the context of comparable activities in Quispamsis

Organizational Competence

- Evidence of financial stability and accountability
- Evidence of a clear mandate, competent administration and a functional volunteer committee
- Demonstrate need for financial assistance from the Town
- Evidence of other sources of revenue, such as: financial support from audiences, donations, gifts-in-kind from the private sector, and funds from other levels of government

Community Impact

- Level of public access to the festival, including access by diverse communities
- Potential benefit to the Town of Quispamsis regarding tourism
- Opportunities for volunteer involvement

If due to unforeseen circumstances the event or festival does not occur, the grant monies are to be returned to the Town of Quispamsis immediately.

CONCLUSION

The Events and Festival Grant Program provides the Town with a tool designed to assist local organizations in hosting arts and cultural events in our community. In addition to the immediate economic benefits associated to hosting events and festivals, this program is part of our strategy to expose our residents and visitors to arts and culture in Quispamsis.

8. Area facilities occupied during the event: (Please check all that apply)

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Meenan's Cove Park | <input type="checkbox"/> Recreation Center | <input type="checkbox"/> Library |
| <input type="checkbox"/> Beach House | <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Arena | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Arts and Culture Park | <input type="checkbox"/> Civic Center | <input type="checkbox"/> Other _____ |

9. How do you plan to publicize this proposed event? Please note that any material using the name "Town of Quispamsis" must be approved by the Town of Quispamsis before printing or distribution. _____

10. Do you plan on providing musical entertainment for this event? ? **YES** ? **NO**

If YES, please describe the type of music. _____

11. Do you plan on providing other entertainment for this event? ? **YES** ? **NO**

If YES, please describe the type of entertainment. _____

12. Is an admission fee required to attend/participate in your event? ? **YES** ? **NO**

13. Have you made provisions for on-site medical services? Depending on projected attendance, the event may require medical coverage. ? **YES** ? **NO**

14. Have you made provisions for on-site security? ? **YES** ? **NO**

15. Media Exposure:

- Local Regional Provincial National

16. Please include a **detailed budget** for the festival including other public sector contributions and an explanation of where the funds will be used (please attach on a separate sheet).

As the applicant, I understand that failure to complete this form may result in a processing delay or the denial of the application.

If due to unforeseen circumstances the event or festival does not occur, the grant monies are to be returned to the Town of Quispamsis immediately.

PLEASE SIGN AND DATE BEFORE RETURNING THIS APPLICATION.

Signature of Applicant

Date

OFFICIAL USE ONLY

Date Received: _____ Received By: _____

Action Taken: _____ Action Date: _____ Authority: _____

Notes: _____

