

TOWN OF SHAUNAVON

EVENT FUNDING PROGRAM

Please read the application guidelines and eligibility carefully. Applications must be completed in full, with all required documentation attached.

Application Period: Applications will be accepted on a first come, first served basis throughout the year, until all the funds have been allocated.

Follow-up Report: Due within 60 days of event end date.

1. **Objective:** The Town of Shaunavon is committed to making Shaunavon a great place to live, visit and do business in; and believes that events hosted in Shaunavon enhance the quality of life in our community. This program is to help local organizations with the costs associated with holding community events in Shaunavon throughout the year.
2. **Event / Organization Eligibility:**
 - a. Events must take place between: January 1st and December 31st of the current calendar year.
 - b. Events must take place in Shaunavon, Saskatchewan.
 - c. Events must demonstrate:
 - i. Activities that increase visitation, spending and length of stay in Shaunavon, resulting in positive economic impact for the Town.
 - ii. A well-developed marketing plans.
 - iii. Strong organizational and leadership capacity capable of delivering the proposed project.
 - d. Applying organizations must demonstrate sound financial management and accountability by submitting a financial statement from your organization from your most current year-end. Please note: If a financial statement is not included with the application, it will NOT be considered.
 - e. Maximum ONE event application per organization per calendar year.
3. **Program Guidelines**
 - a. This program is open to both new or existing festivals or events in the Town of Shaunavon.
 - b. Applicants must fully and legibly complete the application form and submit it to the Economic Development Committee with a financial statement from your organization from your most current year-end.
 - c. The Economic Development Committee will review all applications and allocate funding.
 - d. Applicants must consult with the Economic Development Officer if there are any changes to the proposed event. Only expenses approved in the initial application are eligible.
 - e. Applicants must complete the project follow-up report and attach receipts to verify their expenditures. **The follow-up report with receipts is due within 60 days of the event date.**



4. Funding

- a. Funding is available at the discretion of Town of Shaunavon Economic Development Committee.
- b. Funding will be allocated based on the amount requested, number of applicants and funds available.
- c. Successful applicants will receive an approval letter acknowledging the amount of funding they are approved for and the date their follow-up report and receipts must be submitted by.
- d. 50% of approved funding will be issued upon approval. The additional 50% of the approved funding will be issued to the organization by the Economic Development Committee, once the follow-up report and supporting documents have been submitted, and approved. The amount of submitted receipts must equal the amount of grant funding received to show how the full grant amount was used. Funds will only be given for the total amount of receipts received up to the approved amount.
- e. Any overages will not be considered.
- f. Funding will only be given for approved event expenses.
- g. If the follow-up report and supporting documentation is not submitted by the deadline, the organization will not be eligible to receive event funding the following year.

5. Eligible Expenses

- a. Marketing costs, including advertising, promotion and communications. This includes marketing material development/distribution, social media costs, print advertisements etc.
- b. Operating costs, equipment rentals and required supplies directly related to the event.
- c. Fees paid for live performers.
- d. Other costs as deemed acceptable by the Economic Development Committee.

6. Ineligible Expenses

- a. Per diems, travel costs and employee wages.
- b. Donations to other events / organizations.
- c. Prizes, cash, gifts or awards of any type.
- d. Other expenses that the Economic Development Committee may deem inappropriate.

SUBMIT APPLICATION TO: Shaunavon Economic Development Committee
Box 820
Shaunavon, SK. S0N 2M0
OR EMAIL TO: shaunavonedc@sasktel.net
OR Drop Off at the Town Office



TOWN OF SHAUNAVON

EVENT FUNDING PROGRAM APPLICATION

Name of Organization: _____

Address/PO Box: _____

Contact Person: _____

Phone: _____ Email: _____

Name of Event: _____

Date(s) of Event: _____

Event Funding Requested: \$ _____

Briefly describe your organization: _____

Event Description (What is involved, number of participants, where it is taking place etc.): _____

Who is the target audience? _____

What is your media/marketing plan for the project? (This could include posters, billboards, TV, radio, internet presence, newspaper or other publications.) _____

Anticipated contributions from your organization: \$ _____

Is your organization applying for funding from other sources? Yes No

If answered "yes" to the question above, have those funds been approved? Yes No



Please indicate the approved amount from external funding : _____

PROPOSED EVENT BUDGET

REVENUE	AMOUNT (\$)
Membership Fees	\$
Fundraising	\$
Sponsorships	\$
Grants / Donations	\$
Other (Please Specify)	\$
Amount of Town of Shaunavon Event Funding Requested	\$
TOTAL REVENUE	\$

EXPENSES	AMOUNT (\$)
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$