



CM-71-015 EVENT SPONSORSHIP

PART 1-APPLICATION FORM

Lac La Biche County is a proud supporter of community events and celebrations. The Event Sponsorship Program has been established to allow organizations to submit both financial and in-kind requests to the County.

Directions for completing the grant application:

- Answer all questions on the form.
- Include all required documents.
- Return completed applications to:
 - Lac La Biche County Event Sponsorship Program
 - Box 1679
 - Lac La Biche, AB T0A 2C0
 - or by email at** carl.kurppa@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com

Applications for in-kind services and promotional items must be submitted at least 30 days prior to an event.

Applications for financial requests up to \$10,000 must be submitted at least 60 days prior to an event.

Applications for financial requests over \$10,000 must be submitted by October 31, 2017.

Organization Information

1. Incorporated Legal Name of Organization (must match your provincial incorporation name):	
2. Act your group is registered under (e.g. Societies Act, Agricultural Societies Act) :	
3. Registration Number:	4. Registration Date:
5. Location of Organization's Facilities:	
6. Organization Mailing Address:	
7. Organization Email:	



Contact Information

Primary Contact Person

8. Contact Person:	
9. Contact Email:	
10. Contact Phone:	11. Primary Contact Phone (cell):

Secondary Contact Person:

12. Contact Person:	
13. Contact Email:	
14. Contact Phone:	15. Primary Contact Phone (cell):

Event Information-General

16. What is the title of your event?			
17. Where and when will your event be held? If your event will happen at two or more locations, or on separate dates, please indicate each location and date, time, as well as provide the name/description of each sub-event.			
Sub Event Name	Date	Time (eg. 10am-5pm)	Location
18. For the event (or each sub-event, if applicable), please provide a summary of the activities that will be taking place.			
19. Is your organization open to the general public (Could any person attend, if they wanted?)			
20. Who is the target audience of this event? (Families, children, adults, sports enthusiasts, etc.)			



21. What is the purpose of your event? Does any part of your event (raffles, admission, etc.) have a fundraising component to it? If yes, for whom, or for which organization is the fundraising being done?
22. Where do you expect to draw participants from (Other Countries/provinces/municipalities/Lac La Biche County only)? If you expect to draw participants from other municipalities, which municipalities?
23. How many people do you expect to attend your event? If this event was held previously, how did you count the number of people (estimated, counted at door, ticket sales, etc)? How do you intend to count participants this time?
24. If you expect to draw participants from outside Lac La Biche County, how do you intend to advertise your event to these audiences?

Event History

25. Has this event been held before? If so, how many times has this event been held?
26. Has this event received past Event Sponsorship funding from the County? If yes, please indicate the year and the amount received.
27. If this event was held before, how do you expect this event to differ from previous years?

Event Delivery

28. Has your organization been in contact with any other County Departments or other agencies regarding approvals for your event? Events with liquor, food, closing roads, temporary structures, etc. may need permits/permission from other agencies.
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<p>29. Does your event have an emergency response plan? For big events or events with significant risk, you may need to discuss an emergency plan with Lac La Biche County Fire/Protective Services.</p>
<p>30. Do you have insurance for your event (party, alcohol, liability)? Are all organizations involved in delivering this event covered under your organization's insurance policy?</p>
<p>31. Are volunteers involved in the planning and delivery of this event? If yes, explain how volunteers are contributing to the event?</p>
<p>32. Are there other organizations involved in the delivery of the event? Will these organizations will be receiving any portion of revenues from the event (ticket sales, concession sales, donations)?</p>

Event Financial Information

<p>33. Do you expect your event to be revenue positive (will there be money left over after all the expenses are paid) If there is a profit (whether expected or not), what will these revenues be used for?</p>
<p>34. Will any revenues be collected specifically for donation or fundraising? If yes, please explain.</p>



Event Accountability

1. Are their members of your organization who have skills and experience in planning and delivering this type of event?
2. Will event funding be used to purchase goods and services from individuals who are relatives of employees or board members of an organization responsible for delivering this event?
3. Please describe how goods and services will be selected in a manner which ensures that they are purchased at fair market value.

Required Document Checklist

1. Proof of Insurance (if applicable)	
2. Organization's most recent financial statements (if not provided previously)	
3. List of the organization's officers and directors, and their contact information (if not provided previously)	
4. Board approved motion supporting the application	
5. Event Sponsorship Budget Form Completed and submitted with this application	
6. In-kind Request Form (only if you are requesting in-kind work)	

Event Sponsorship Grant

Incorporated (Legal) Name of the Applicant Organization (“Organization”)

The Organization declares that:

1. The information contained in its application and supporting documents (“Application Part 1-2,”) is true and accurate and endorsed by the Organization.
2. The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to, and form part of, the application.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization’s complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

1. The Organization will use the awarded grant funding only in a manner which has been approved by the County.
2. The Organization acknowledges that awarded funding may only be used for eligible expenses.
3. The Organization agrees that it will be bound by the final reporting requirements set out by the Policy and/or Guidelines.
4. The Agreement commences the date the application is approved until the date the final grant reporting has been received and approved.
5. The Organization acknowledges it will be liable for the full amount of the Grant, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
6. Societies that submits an application agree that any information provided in the application, may be made public subject to applicable exceptions under the *Freedom of Information and Protection of Privacy Act (FOIP)*.

7. The Organization acknowledges that *FOIP* applies to records submitted by the Organization to the County in relation to the grant application, including the application and agreement, and final reporting. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
8. The Organization agrees to give the County, or someone formally appointed by the County to audit, access to the Organization's operation and/or premises to verify the grant has been used for the purpose provided and will provide full access to all financial statements and records having any connection with the grant or the purpose during the term of the funding year, and three years after the funding year is over.
9. Nothing herein contained shall create a relationship of employment, partnership, agency, joint venture or joint enterprise as between the parties. The Society/Organization shall remain fully responsible and liable for its own costs, expenses, benefits and employees. The County shall not have any obligations, liability or responsibility to or for the society/Organization's employees, nor shall the County be required to make any further Contribution or payment to the Society/Organization, the Project, or any other operation or project of the Society/Organization.
10. The Society/Organization hereby indemnifies and saves harmless the County, and its employees, agents, servants, volunteers, elected representatives, officers, officials, and representatives from and against all claims, proceedings, actions, costs, expenses, damages and demands in respect of or related to the construction, maintenance or operation of the Project, or anything arising from or connected to this Agreement, including, but not limited to, any death, injury, loss or damage to person or property howsoever caused, including legal costs on a solicitor and his own client basis.
11. The Society/Organization shall be governed by, subject to, and shall comply with, the *Societies Act of Alberta*, R.S.A. 2000, c. S-14, as amended, and/or the *Agricultural Societies Act*, R.S.A. 2000, c. A-11, as amended, or any other similar statutes, all regulations passed pursuant thereto.
12. When necessary, the Society/Organization shall obtain the appropriate level of insurance coverage for the event.
13. Any part of the Grant not spent as set out by the Policy or Guidelines or upon termination of this Agreement must be repaid to Lac La Biche County. The Grant may be terminated upon:

- a. Mutual consent;
- b. 30 days written notice by either party;
- c. Demand by the County for immediate repayment in the event of a breach of any term or condition; or
- d. If the Organization becomes insolvent.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

(Signature of Authorized Representative)

(Date)

(Name of Authorized Representative)

(Title)

(Phone)

(Email)

Please keep a copy of your application for your records