



DOWNTOWN BELLEVILLE GRANT REQUEST FORM

March 2019



Project/Activity Outline

The BDIA Board of Directors welcomes deputations as part of our monthly meetings. Deputations are limited to 10 minutes including Q&A from the Board. If you're requesting financial assistance or sponsorship for an event, we ask you to complete a grant application & your deputation at least 60 days prior to the event. When completing your application for a grant and/or sponsorship, it's important to provide a description of the tangible benefits that will be achieved for Downtown businesses and building owners. Performance indicators on how you will measure the success of your event will be beneficial in the Board's determination of financial support

Name of Organization/Committee/Individual:

Title of Project/Activity:

Date of Application:

Type of Project/Activity: * Please Note – the project/activity must take place within BDIA boundaries

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Social Activity | <input type="checkbox"/> Film/Video | <input type="checkbox"/> Performance/Show | <input type="checkbox"/> Art Show or related |
| <input type="checkbox"/> Speaker | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Concert | <input type="checkbox"/> Conference/Seminar/Retreat |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Meeting/Seminar | <input type="checkbox"/> Other _____ | |

Amount of BDIA Funding Requested: \$

Description of In-Kind Services from BDIA Requested: (ticket sales; media; social media, etc)

Individual(s) Responsible for Coordinating Project/Activity:

Name:

Email:

Cell Phone:

Work Phone:

Home Phone:

Project/Activity Details

Date of Event: _____ **Start Time:** _____

Location: _____ **End Time:** _____

Is this Project/Activity: A Fundraiser Y / N A Profit Oriented Event Y / N

Describe in detail your proposed project/activity (use 1 extra page if necessary):

Who is your target market / demographic?

What considerations will be given for accessibility?

Is your event taking place on City of Belleville property? Y / N

Do you require and will you arrange for:

- Power
- Water
- Portable toilets
- Lane/street closures (City)
- Barricades (City)
- Garbage bins (City)
- Recycle bins (City)
- Signage (City)
- Other: _____

Tents (If your event is on City property, please request a 'Temporary Tent Information and Approval Package from Mary Boyd, Booking and Rental Supervisor, City of Belleville; 613-968-3200, ext 3808; mboyd@city.belleville.on.ca)

Food trucks/refreshment vehicles (please attach a letter, on your letterhead, requesting the BDIA board to support the presence of food trucks/refreshment vehicles for your event. If an exception is supported by the BDIA Board, the BDIA will furnish you with a letter to request waiving the by-law for you to forward to the City. Approval is also required from the Board of Health and the City of Belleville.

Is this a licensed event? Y / N (if yes, you/your organization is responsible for applying to the Alcohol, Gaming Commission of Ontario for a Special Occasion Permit (SOP).

Setup Time Begins at:

Tear down Time Begins at:

Is this event during regular business hours: Y / N

Is road closure required: Y / N (If yes, please note a request must be submitted to the City's Grant Committee a minimum of 60 days prior to your event and will also require a letter of support from the BDIA. If such a letter is required, please attach a separate letter, on your letterhead, requesting our support for the road closure. If an exception is supported by the BDIA Board, the BDIA will furnish you with a letter for you to forward to the City.)

Estimated Attendance:

Other details / information: (please attach one page, if necessary)

Other Information/Requirements

1. Please provide

- a) A detailed budget (revenues and expenses) as an attachment as part of this application
- b) If you are approaching other funders please indicate if they are pending or confirmed
- c) What will happen if you do not secure all the funding you require?

2. Please describe, in tangible terms, how your project/activity will benefit Downtown businesses:

- a.
- b.
- c.

3. If you receive support for your project/activity, what entitlements/exposure will Downtown Belleville receive?

4. If your project/activity requires the use of musicians, catering, or other goods and services that can be provided by the members within Downtown Belleville, we encourage you to consider their involvement.

5. If you have any draft promotional materials please submit them with your application.

6. We require a copy of your Certificate of Insurance for \$2,000,000 of general liability coverage identifying the City of Belleville as a named insured for the duration of this project/activity submitted prior to its commencement.