



Downtown Victoria Business Association

Event Sponsorships and Grants Application

Ensure you read the Event Proposal Guidelines before completing this application

Organization name	
Amount Requested	
Date of Application	
Event Dates and Times	
Event Location	

Applicant Information

Primary Contact: _____

Contact Position: _____ Contact Email: _____

Contact Phone: _____ Contact Alternative Phone: _____

Mailing Address: _____

Organization Information

Website: _____

Facebook: _____ Instagram: _____ Twitter: _____

Registered Society in good standing? BC Society Number: _____ (Yes/No) _____

Briefly describe the organization's mandate and objectives:

Briefly describe the services the organization provides:

Sponsorship Details

1. Please check the boxes that best identify the type of event you are seeking support for:

- Arts & Entertainment
- Business
- Community
- Cultural
- Food & Beverage
- Film & Media
- Fundraising
- Sports & Recreation
- Other: _____

2. Describe the event/festival (two sentences minimum):

3. Describe the impact of the event on the community and the benefits for downtown businesses:

4. Is this a free event? Please indicate any costs:

5. Which other businesses/organizations are involved in the event? Include community groups and sponsors in your response:

6. What is the anticipated number of people who will directly benefit from the event/festival:

7. Who is your target market?

8. Ages benefitting from this event:

- Children (0-12)
- Youth (13-19)
- Adults (20-44)
- Adults (45-65)
- Seniors (65+)

9. Describe how the organization will evaluate the benefits of this project to the organization and to the community, as well as specific performance measures used:

10. Describe the ways the Downtown Victoria Business Association will be recognized as a sponsor in online and print media, including social media:

11. What is your estimated total budget? -----

12. Have you received funds from the DVBA in the past? Y __ N __

Terms and Conditions

1. Applications for Festival and Events Grants must be fully completed and submitted using the Downtown Victoria Business Association (DVBA) application form. The DVBA may refuse or delay incomplete or partially completed application forms.
2. If funds provided are not used in its entirety for the event indicated by the application, the organization must return the funds to the DVBA to the attention of the Culture & Events Manager.
3. If there is a change to the event indicated on the application for which a grant has been provided, email notification must be communicated to the Culture and Events Manager of the DVBA prior to the change.
4. The event may not be represented as an event of the DVBA nor may the organization hold itself out as an agent of the DVBA.
5. The DVBA will adjudicate all applications. The DVBA will provide grants up to \$1,500.00 and Sponsorships up to \$5,000.00. Note: The DVBA has a limited budget, not all applications will qualify for funding.
6. The DVBA official logo will be used to recognize the contributions of the DVBA.
7. The DVBA reserves the right to use any information related to the organization in its promotion and advertising. The use of information will be at the discretion of the DVBA and may be done without notice.
8. For groups receiving Sponsorship funding, the organization will complete and submit a Sponsorship Reporting Out form as on the DVBA website no later than 45 days following the event. Based upon the results reported, the DVBA withholds the right to abstain from granting the second half of the approved Sponsorship and may terminate funding to the organization.
9. For groups receiving Grant funding, the organization will complete the Grant Reporting Out form.
10. All Sponsorships and Grants shall be considered as one-time awards.

We hereby certify that the information provided in this application is accurate and complete, and endorsed by the organization we represent. If our organization receives a grant, we acknowledge and agree to the terms and conditions approved by the DVBA.

Signature

Date

Name and Position