



Downtown Victoria Business Association
Event Support Grants Application

Please ensure that you have read the Event Support Grant Guidelines before filling out the application. If you have any questions regarding the application or grant process, please email grants@downtownvictoria.ca.

Submission Date of Application:
Organization name:
Amount Requested:
Event Name:
Event Dates and Times:
Event Location(s) (specific):

Applicant Information

Primary Contact:
Title/Position in Organization:
Contact Email:
Contact Phone:

Organization Information

Mailing Address:
Website:
Organization Email:
Social Media Profiles:
Date the organization was founded:

Is the applying organization a registered non-profit*? (Yes/No):

*non-profit status preferred, but not required for eligibility.

BC Society Number: _____

Briefly describe the organization's mandate and/or objectives. (max 100 words)

[Empty text box for organization mandate and objectives]

Briefly describe the services the organization provides. (max 150 words)

Event Details

1. Please check the box that BEST identifies the type of event you are seeking support for:

- Music
- Dance or Theatre
- Film or Multi-Media
- Other Performing Arts
- Visual Arts
- Cultural Celebration
- Sports and/or Recreation
- Food or Beverage
- Other

2. Describe the event/festival. (30 words min, 200 words max)

3. Describe the positive impact the event will have on the community. Also describe the impact it will have on businesses in Downtown Victoria. (200 words max)

4. Is this a free event? If no, please indicate admission fees and any other costs for attendees.
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5. Which other businesses/organizations are involved in the event as partners or supporters? (100 words max)

6. What is the anticipated number of attendees of the event?
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7. Age of targeted audience (check all that apply):

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

8. Describe how the organization will evaluate the success of this project to the organization and to the community. Please describe specific performance measures you (will) use. (200 words max)

Event Financial Information

Please fill out the table below with event budget information only. If specific details are unavailable, please provide best estimates. This budget information is requested to create a clear picture of event management and sustainability and will not be used for any other purpose. Please simplify as needed to condense budget info to fit into the table – additional budget info is not required.

Revenue	
Admissions/Ticket Sales	
Vendor Fees	
Merchandise Sales	
Sponsorships	
Grants or Donations (not including DVBA grant request)	
Partnerships & In-Kind Support	
Organization Cash	
Other	(describe briefly)
Other	(describe briefly)
TOTAL REVENUE	
Expenses	

Operations	
Venue	
Marketing	
Administration	
Personnel	
Other (limit 2 lines)	(describe briefly)
Other	(describe briefly)
TOTAL EXPENSES	

Have you received event support from the DVBA in the past? (Yes/No):

If yes, please list year of award(s): _____

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. Incomplete or partially completed application forms will not be evaluated.
2. If funds provided are not used in its entirety for the event indicated by the application, the organization must return the remaining funds to the DVBA to the attention of the Culture and 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 event.
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 logo will be used to recognize the contributions of the DVBA.
6. 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.
7. The organization receiving funding will complete and submit a Final Report form 45 days following the event. Failure to file a Final Report may affect the success of future DVBA grant applications.
8. All awards shall be considered as term grants, subject to all requirements specified in this policy.

I have read and accept the Terms and Conditions, and attest that the information that I have given is the truth to the best of my knowledge.

Signature

Date