

**Bordertown 2019 - Programming Contribution Request Form – Deadline 4:30 pm February 15, 2019**

**PLEASE NOTE – new in 2019, Bordertown financial support is available to non-profit groups only. For-profit organizations wishing to take advantage of possible funding can do so by teaming up with a non-profit and having them apply for the subvention. For example, a for-profit restaurant could team with a non-profit music presenter, and the presenter would apply for the funding.**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project details (name of act, program or workshop, background information on them, duration of program, who it might appeal to – please use back if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Venue: \_\_\_\_\_

Proposed date and time: \_\_\_\_\_

Alternate date and/or time (please provide at least one alternate if possible):

\_\_\_\_\_

**Eligible Expenses (PLEASE NOTE – all expenses will have to be backed up with copies of receipt for subventions to be given. Include HST only if your organization collects and remits HST. Cheques for contributions will only be issued after the Festival and after all required materials have been submitted. Presenters/producers should be aware that this could take several weeks after the Festival).**

	<b>Amount</b>	<b>HST</b>	<b>Total</b>
Performer or workshop leader fee(s)	_____	_____	_____
Performer or workshop leader accommodations	_____	_____	_____
Workshop expenses	_____	_____	_____
Performer or workshop leader food	_____	_____	_____
Performer or workshop leader travel	_____	_____	_____
Total Eligible Expenses	_____	_____	_____

Requested contribution from the Town of Sackville (Bordertown Festival)\*: \_\_\_\_\_

\*Please note – maximum contribution is 60% of eligible expenses. Actual contribution offer may be less depending on the number of applicants and requests for funding.

Partnerships (partnerships are strongly encouraged) \_\_\_\_\_

**IMPORTANT NOTE** - the Town is not responsible for any commitments made before a purchase order is issued by the Town to support a project. Meeting the above criteria does not guarantee funding or guarantee a specific level of funding. No financial commitment will be made by the Town until after the February 15 deadline and until a formal agreement is signed in terms of a purchase order from the Town.

By submitting this application for a contribution from the Town I agree to adhere to all deadlines associated with the Bordertown Festival such as finalization of programming and submission of promotional materials to the Festival. Failure to adhere to these deadlines may result in the loss of the subvention or omission from promotional materials.

Submitted by: \_\_\_\_\_ On behalf of: \_\_\_\_\_

Name

Organization

Date: \_\_\_\_\_

Please return this form to: [bordertown@sackville.com](mailto:bordertown@sackville.com) by 4:30 pm on February 15, 2019.

Final note – up to 80% of available Bordertown funds will be assigned based on the February 15 deadline. If you have a project proposal after that please submit it there may still be funds available.