

2022 Town of Sackville Special Events/Projects Funding Program

The Special Events/Projects Funding Program has been designed to provide financial support to local associations that are hosting a special event or would like to introduce or enhance a programming opportunity within the Town of Sackville. Associations must meet the eligibility criteria to receive support.

Applicants may apply for projects under the following categories:

- a. Special Events (recurring or nonrecurring)
- b. New Projects
- c. New Programs
- d. Program Enhancements

Applicants must meet the following eligibility requirements:

- a. Groups must be a non-profit organization offering one or more of a wide range of community-based activities, programs, or services including: cultural, artistic, children and youth, seniors, heritage, and environmental topics.
- b. The Special Events/Projects Funding program will cover up to ½ of the total costs of the proposed project, to a maximum amount of \$5000 for special events/projects and \$1000 for programming opportunities.
 - i. Special Events Criteria:
 - Events must encourage Recreational or Cultural Programming, or hosting provincial or national level competitions.
 - Events must be open to the public and be within the boundaries of the Town of Sackville.
 - The Town of Sackville must be recognized as a sponsor.
 - ii. Special Projects Criteria:
 - Groups creating new recreational/cultural opportunities or expanding existing programs/activities to reach a new/different user group.
 - Fundamental items include promotions, facility/equipment rental, leadership costs and supplies.
 - Groups seeking aid to offset the costs of supplying “qualified” leadership for a community recreation program. “Qualified” refers to leadership positions that demand certification or accreditation of those filling them.

The deadline to apply is **October 15, 2021**. Submit to Grants@sackville.com or by dropping off to Town Hall (31C Main Street)

Groups who received funding in spring, 2021 are required to file a report (template will be emailed to you) before **December 15, 2021** or new applications may not be considered.

Section 1: Applicant Information

Name of Organization:	Make cheque out to:
Organization's NB Corporate Registry or HST number: (REQUIRED)	Does the organization have a constitution or by-laws? (New applicants please attach)
Organization's Mailing Address:	Postal Code:
Applicants Name:	
Applicant's Position in the Organization:	
Telephone Number:	Alternative Telephone Number:
E-mail:	
Organization's Mandate:	
How will the Town's contribution be recognized?	

Section 2: Project Details

Event/Project/Program Name:
New or ongoing Event/Project/Program?
Please describe the event/project that funding is being requested for:
Please explain why the event/project is necessary and what the benefits will be to the community:
Please check which grant you are applying for: <input type="checkbox"/> Special Event Hosting <input type="checkbox"/> Special Projects
Approximate age of the group served by proposed project:
The number of people who will benefit from the program:
Please explain how the project goals will be measured:

Section 3: Budget

Please note: The following responses should be supported by the descriptions and explanations		
Total project costs to the organization (before funding):		
Total project revenues to the organization (before funding):		
Total amount of request to the Special Events/Projects Funding Program (Must not exceed 50% of total costs or \$5000 for special events/projects, or \$1000 for programs):		
Please describe any in-kind services that you require or will be requesting from the Town:		
I hereby certify that the information contained in this application is accurate:		
_____	_____	_____
Full Name	Signature	Date
I hereby certify that this application has the approval of the above-named organization		
_____	_____	_____
Full Name	Signature	Date

Please see checklist on next page

Grant Application Checklist

Did you remember the following?

All applications submitted after October 15, 2021 may not be considered.

Special Events/Projects Funding Program:

- Completed the application in its entirety
- Included Organization's NB Corporate Registry or HST number
- Detailed project budget
- Meeting minutes or a letter from the Board with two signatures approving the grant application
- Demonstrate how the Town will be recognized as a sponsor

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