



**City Enrichment Fund
AGRICULTURE PROGRAM
EVENTS – SMALL REQUESTS (up to \$5,000)
2016 APPLICATION FORM**

**Applications to be received by:
4:30 pm, November 2nd, 2015**

Rosanna Melatti

City Enrichment Fund

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**SUBMIT THE ORIGINAL AND (1) PHOTOCOPY
(SINGLE-SIDED)**

**Late Applications will not be considered and will be returned
unopened**

ATTACHMENT CHECKLIST: ☒

- ☐ Completed and signed application (original and 1 photocopy)
- ☐ List of the current Board of Directors, including number of years on the Board and Board role (Chair, Secretary etc.)
- ☐ List of the current staff including job title and whether full or part time (if applicable)
- ☐ Most recent year-end financial statements (audited when available)
- ☐ The program, catalogue, fundraising and/or marketing materials from last year's event
- ☐ Most recent copy of the organization's Annual Report (if available) or any report in the previous year's activities (if available)

Submission Requirements

- Do not send any portion of your application, or support material, electronically via e-mail, fax or other electronic means
- All text material must be on single-sided 8.5 x 11 white paper
- Do not use staples, binders or separators in your submission. Paper clips or other removable clips are acceptable
- Use a typeface no smaller than 11 point
- Follow page length maximums if specified on the application. Additional pages will be removed and not assessed
- Incomplete applications will be considered ineligible

Inquiries:

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**PLEASE DO NOT INCLUDE THE FIRST TWO PAGES
WITH YOUR SUBMISSION**

Section 1: Organizational Information

Organization Name			
Name of Event			
Organization Legal Name (if different from <i>Organization Name</i> above)	<input type="checkbox"/> If the application is successful, make the cheque payable to the legal name instead of the organization name.		
Organization Contact			
Suite / Apt. / Floor			
Number and Street Name			
City			
Province	ON	Postal Code	
Phone Number		Email	
Fax Number		Website	

Individual Contact Information				
Board or Committee Chair/President	First Name		Last Name	
	Title		Email	
	Phone		Extension	
Primary Contact for this funding application	<input type="checkbox"/> Board or Committee Chair/President listed above <input type="checkbox"/> Other:			
	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Legal status of organization (must be not-for-profit)
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<input type="checkbox"/> Incorporated not-for-profit	Incorporation date	<div style="text-align: center;"> ____ / ____ / ____ (month/day/year) </div>
	Incorporation number	
<input type="checkbox"/> Unincorporated group with not-for-profit goals and governance structure		
<input type="checkbox"/> Charitable registration number (please provide, if applicable):		

Grant Request Information				
2016 Event date(s)	From		To	
Grant request Requests can be up to \$5,000 but no more than 30% of the total event budget				
<input type="checkbox"/> Annual event grant	\$ _____ for the 2016 event			
<input type="checkbox"/> Multi-year event grant Only events that have happened for three years or more can apply for multi-year funding	\$ _____ per year for the 2016, 2017 & 2018 events			

DECLARATION: On behalf of and with the authority of the organization named above, in signing this application we certify that:

We have carefully read the Agriculture Program Guidelines and eligibility criteria. Our organization and activities meet these criteria.

- ☐ We accept the conditions of this Program as outlined in the Guidelines and agree to abide by City Council’s funding decision.
- ☐ All the information provided is accurate and complete and we are authorized to make an application on behalf of this organization.
- ☐ Our organization is not-for-profit.
- ☐ All confirmed and pending revenue from City of Hamilton has been reported in the financial section and does not exceed 30% of the total eligible budget of the organization’s operation, program or project.
- ☐ We understand that approved grant amounts may be less than the maximum or requested amount.
- ☐ We understand that if this application is successful, no funds will be released until all outstanding documentation for previous City of Hamilton grants has been submitted.
- ☐ If a grant is awarded, we accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in this application.

Municipal Freedom of Information and Protection of Privacy *Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25. The City of Hamilton will use this information in the determination of eligibility and in establishing funding allocation recommendations. A list of successful applicants will be made public. Questions regarding the collection of this information may be addressed to:*

Rosanna Melatti, City Enrichment Fund
71 Main Street West, City Hall, 1st Floor, Hamilton ON, L8P 4Y5
P: 905.546.2424 ext. 4524
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Three signatures are required for this application.

	First name / Last name	Title	Signature
Board or Committee Chair/President			
2 nd signature			
3 rd signature			
Approval date	The full Board of Directors or committee has approved this application at its meeting on:		____/____/____ (month/day/year)

Section 2: Organizational Profile (Maximum 1 page)

Organizational Mandate / Mission

What is your organization’s mandate, mission or vision?

Brief History

Include anything important to know about your organization. This could be the year your organization was founded, important milestone or any changes to organizational direction. Identify any past events/activities that the organization has successfully organized.

Current leadership

Provide information about your event planning team for 2016. List any experience individual team members have that will help the project be successful and well managed.

Section 3: Event Plan (Maximum 2 pages)

Describe the purpose and/or the theme of your event	
Describe the programming and activities planned for your event. Identify any that relate to the purpose or theme of your event. Identify the event location(s).	
For Multi-year funding requests only: Describe any theme, programming or activities planned for the event in 2017 and 2018 that are different than the plan for 2016	
How will you know that your event is successful? Identify 3-5 outcomes you expect the event to achieve (see the Instruction Manual for suggestions). If you receive funding, you will be required to report back and identify if the outcomes were achieved.	
Outcome 1 (required)	
Outcome 2 (required)	
Outcome 3 (required)	
Outcome 4 (optional)	
Outcome 5 (optional)	

Section 4: Community Impact (Maximum 1 page)

How many people will attend your event?
How many volunteers will be involved with your event?
Describe how the community is involved in your event. Identify the ways people can be involved (including volunteer opportunities) as well as any partnerships (not-for-profit and for-profit groups).
How will you promote the event to the public? Identify your target audience, if you have one, and any special promotion for them. You can include sample marketing materials with your application. If you already have a marketing plan, include it in your application instead of describing it here. Please indicate if your marketing plan is attached to the application.
How is your event unique from other agriculture and agri-tourism events in Hamilton?

Section 5: Educational Impact (Maximum 1 page)

Describe how the event raise awareness, inform and engage the community, on the importance of agriculture and local food?
Describe how the event will create educational opportunities for the youth in Hamilton to become engaged and involved with agriculture and local food?

Section 6: Financial Information

First time events – please do not complete the “Actuals from last year” column

Event Revenues	Actuals from last year (\$)	2016 event (\$)
EARNED REVENUE		
Admission fees		
Concessions/merchandising		
Advertising revenue		
Vendor fees		
Sponsorships		
Fundraising events/activities		
Other (Specify)		
GOVERNMENT REVENUE		
Grant from Federal government		
Grant from Provincial government		
This request from City Enrichment Fund (City of Hamilton)		
Other cash from the City of Hamilton (specify source)		
Other (specify)		
TOTAL EVENT REVENUES		

Event Expenses	Actuals from last year (\$)	2016 event (\$)
All Administrative Salaries / Fees / Honoraria		
Fees and supplies for activities		
Entertainment		
Equipment rentals (tables, tents, toilets, dumpsters, etc.)		
Technical rentals (stage, lights, etc.)		
Venue/park rental fees		
Marketing and promotion (expenses only)		
Fundraising (expenses only)		
Administrative/office overhead (supplies, printing, office equipment)		
Police		
Security		
Road closures/other municipal charges		

IT/website		
Insurance		
Legal/accounting		
Event evaluation/measurement		
Other (specify)		
TOTAL EVENT EXPENSES		

Surplus/deficit for the project (Total Project Revenues (\$) – Total Project Expenses (\$)) = (\$) surplus/deficit)	\$
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In-Kind Contributions	Actuals from last year (\$)	2016 event (\$)
Volunteer hours The contribution of volunteer hours to your event has a dollar value. Ex. Event volunteers = \$20.00 per hour # hours provided by event volunteer X \$20.00 = \$ value		
In-kind services from the City of Hamilton (specify)		
Other (specify)		
TOTAL EVENT IN-KIND CONTRIBUTIONS		

TOTAL EVENT BUDGET	
To determine the total budget, add the Total Event Expenses and the Total Event In-kind Contributions together.	2016 event (\$)

Please provide any additional information or clarification regarding the financial data (above) that will be of assistance to the assessment panel. Identify if other sources of revenue are confirmed. If the total event revenues and total event expenses do not equal each other, please explain why.

Section 6: Additional Documents

Please submit **one copy** of the following documents with your completed application form:

- ☐ List of the current Board of Directors or Committee members, including number of years involved and role of each member (Chair, Secretary, etc.)
- ☐ List of the current staff including job title and whether full or part time (if applicable)
- ☐ Most recent year-end financial statements (audited when available)
- ☐ The program, catalogue, fundraising and/or marketing materials from last year's event
- ☐ Most recent copy of the organization's Annual Report (if available) or any report on the previous year's activities