

Fabulous Festivals and Events Application Guide



Program Overview

The Fabulous Festivals and Events program provides annual grant funding to support unique festivals and events that contribute to local service sector revenues and promote northern B.C. as a destination for tourism.

Funding Terms

- Up to \$2,500 in grant funding is available to festivals or events with a total project budget less than \$50,000
- Up to \$5,000 in grant funding is available to festivals or events with a total project budget of \$50,000 or greater

Applicants may only apply for one festival or event per year.

Application Intake Deadlines

Northern Development accepts applications for the Fabulous Festivals and Events program on a continuous basis.

Applications must be submitted at least six weeks before the festival or event is scheduled to take place.

Eligibility

Eligible Applicants

*All applicants must be located within [Northern Development's service region](#).

- Registered non-profit organizations
- Applications from unregistered non-profit organizations that have a minimum of three years of financial statements may be considered. These financial statements must be submitted to Northern Development

Eligible Events

The [pre-qualification form](#) must be completed and submitted before submitting application unless the festival or event has previously been approved for funding.

Ineligibility

Ineligible Events

- The event is in its first year of operation
- The event is held in a concentrated time period (series of summer music concerts, multi-weekend regional mountain bike race, etc.)
- The event is a fundraiser (Terry Fox Run, Relay For Life, Festival of Trees, etc.)
- The event is political in nature (partisan rally or gathering, issue-based fundraiser, etc.)
- The event is religious in nature (Christmas, Halloween, Thanksgiving, or Easter event, etc.)
- The event is held annually in communities across the province or country (Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.)
- The event is a league or club event (sports training camps, provincial sport tournaments, bonspiels, etc.)
- The event is solely an artisan and craft fair
- The event is an industry-based event (oil and gas industry event, cattle industry event, forestry industry event, etc.)
- The event is part of a conference or workshop (Natural Resource Forum, Air Quality Workshop, Oil and Gas Conference, etc.)

Ineligible Costs

- GST
- Costs incurred prior to formal notification of approval from Northern Development

Application and Program Requirements

The [pre-qualification form](#) must be completed and submitted before submitting application unless the festival or event has previously been approved for funding.

All applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete [Application Form](#)
- Financial statements from the last festival or event
- Copy of the most recent festival or event brochure
- Society certificate of incorporation
- For first time applicants, a resolution of support by the respective local or First Nations government, based on festival or event location

Application Assessment

Northern Development staff will contact the applicant within 30 days of receiving the application.

If the festival or event is approved for \$2,500, the approval letter will be accompanied with the cheque.

If the festival or event is approved for \$5,000, the approval letter will be accompanied with a cheque for \$2,500. The remaining \$2,500 will be paid once complete reporting has been received confirming actual expenses were \$50,000 or greater.

Northern Development will advise if the application is unsuccessful.

Reporting

Applicants are required to submit the following documents within 60 days of the festival or event's completion:

- Complete [Reporting Form](#)
- Photos of the festival or event
- If approved for \$5,000 funding, financial statements from the festival or event

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#).

Resources

- [Funding Program Matrix](#)
Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

*Please note that applications should contain all relevant information requested as part of the application form. Fields with a **red asterisk *** are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Provide information about how the festival or event promotes or strengthens the unique character of the community.
- Indicate if the festival has previously received grant funding through the Fabulous Festivals and Events program.
- Provide details about paid and volunteer event staff.
- Provide information about how the funding will be used to increase hosting capacity.

Resolution of Support

- Identify the local or First Nations government that is providing a resolution of support.
- Upload the secured resolution of support, if secured.
- Provide the scheduled meeting date for the resolution of support, if not secured.
 - If the event was supported in the past, a new resolution of support is not required.

Direct Economic Benefits

- Provide details about the economic benefits the event will have on the local/regional economy and how the festival will attract tourists to the region.
- Provide information about the events anticipated attendance and tracking.
- Provide information about artistic performers.

Festival/Event Financials

- Provide actual expenses and revenue from the previous year's event.
- Provide budget and forecasted revenue from this year's event.

Attachments

- Upload the financial statements from the previous year's event.
- Upload a copy of the festival's most recent brochure.

- Upload the organization's incorporation documents.