

**DISTRICT OF CARLETON NORTH**  
**FESTIVALS AND EVENTS GRANT POLICY**

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**POLICY NO. R-02**

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<b>Category:</b>	<b>Tourism &amp; Recreation</b>
<b>Policy Number:</b>	<b>R-02</b>
<b>Effective Date:</b>	<b>June 13, 2023</b>
<b>Approval by Council:</b>	<b>June 13, 2033</b>
<b>Supersedes:</b>	<b>N/A</b>
<b>Amended:</b>	<b>N/A</b>

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**1. PURPOSE:**

The purpose of this policy is to provide guidelines for approving financial grants given by the District of Carleton North Town Council to community groups, organizations, individuals and businesses. It is the intent of this policy to enable and encourage citizen involvement in civic events and festivals. This policy is adopted under authority of Section 102 of the *Local Governance Act*.

**2. BASIC STATEMENT:**

The Town Council of the District of Carleton North recognizes the importance of groups, organizations, individuals and businesses that contribute to the overall well-being of the Town. The Town Council will consider grant applications from community groups, organizations, individuals and businesses requiring funds to host public events and festivals that are being held in the District of Carleton North offered to its residents.

Those groups, organizations, individuals and businesses holding an event or festival outside the Town may write a letter to Council for consideration of a donation.

**3. ELIGIBILITY:**

- a) Grants must be applied to a specific festival or event, which will be a benefit to the community. Grants for general administrative purposes will not be considered;
- b) Funds requested by businesses may only cover a deficit of anticipated revenue and expenses for the event or festival; and
- c) The organization, group, individual or business applying for funding under this policy must demonstrate the need for financial assistance.

**4. ELIGIBLE PROJECTS**

For their festival or event, applicants may request:

- a) Funding;
- b) In-Kind donations including use of Town staff, services, facilities or equipment; or
- c) A combination of funding and in-kind donations including use of Town staff, services, facilities or equipment.

## **5. GRANT REVIEW PROCESS:**

- a) All grant applications must be submitted using the Festivals and Events Grant Application provided by the District of Carleton North, see *Schedule A: Festivals and Events Grant Application*.
- b) Applications must be received at least two (2) months prior to the event or festival in order to be considered for a grant under this policy. It is the responsibility of the applicant to ensure that applications are complete. Incomplete or late applications may not be considered.
- c) All grant applications must be accompanied by a disclosure of all funding sources being pursued by the group, organization, individual or business.
- d) The submission of an application does not guarantee that funding will be awarded for the festival or event under this program.
- e) The amount of funding may be reduced from the requested amount at the discretion of Council.
- f) All applications will be reviewed by the Director of Tourism & Recreation, following relevant input regarding use of Town staff, services, facilities or equipment from the CAO and applicable Department Heads.
- g) The Director of Tourism & Recreation will present the application and make a recommendation to the Tourism & Recreation Committee. The Tourism & Recreation Committee will determine a recommendation to Council.
- h) Council will review the Tourism & Recreation Committee's recommendation, and will determine whether to pass a motion to support the festival or event, along with any applicable terms or conditions.
- i) The application procedure must be repeated each year for which funding is sought as the Town shall not commit to funding any single initiative for more than one year at a time.
- j) All applicant accounts with the Town must be current. For business applicants, this includes officers of the company.

### Application Evaluation:

- a) Festivals and Events Grant Applications shall be evaluated by the Director of Tourism & Recreation and Tourism & Recreation Committee.

- b) Applicants may be requested to make a presentation to Town Council to explain the details of the funding request and/or may be required to provide additional documentation.
- c) Applicants shall be notified in writing of Town Council's decision on a grant application.

Post-grant Reporting:

- a) At the end of the month following the festival or event, grant recipients must submit a report to the Town detailing a brief summary of the festival or event.
- b) Organizations who fail to report on a grant received from the District of Carleton North shall be ineligible for further funding until the conditions of funding are satisfied.

**6. GENERAL CONDITIONS:**

- a) Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.
- b) Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
- c) The group, organization, or individual or business receiving a grant under this policy must recognize the District of Carleton North as a sponsor when applicable.
- d) Approvals for financial assistance under this policy shall be at the discretion of the District of Carleton North Town Council.

**Certification for District of Carleton North Policy Manual:**

I certify that this *Festivals and Events Grant Policy*, as indicated above was adopted by Council.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
June 13, 2023  
**Date of Council Resolution**

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
June 13, 2023  
**Date Policy in Effect**

## Schedule A: FESTIVALS AND EVENTS GRANT APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist.
- Incomplete submissions may delay or disqualify your request for funding.
- Please apply at least two (2) months prior to required date.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the District of Carleton North's grants program is available on the Town's website at [www.carletonnorth.ca/policies](http://www.carletonnorth.ca/policies) or by contacting the Town at (506) 392-6763.
- Please forward completed application to:

District of Carleton North  
Attn: Director of Corporate Affairs  
19 Station Road  
Florenceville-Bristol, NB E7L 4L7  
Email: [amy.mcintosh@carletonnorth.com](mailto:amy.mcintosh@carletonnorth.com)  
Fax: 506-392-5211

### APPLICATION CHECKLIST

- ☐ Your District of Carleton North **Festivals and Events Grant Application** delivered in person, mailed, emailed or faxed.
- ☐ A **cover letter**, if you would like to provide additional information about your organization and its goals/objectives. Please do not include bound materials, promotional materials or reports. If additional information is required, you will be contacted during the review process.
- ☐ **Two letters of support** or testimonials are recommended but not required.
- ☐ The **budget for the event or festival**. (See Part D)

### PART A - APPLICANT INFORMATION

Community group/Organization/Business (applicant):

Title of project:

Contact name:

Title:

Mailing address:

Telephone:

Fax:

Email:

Federal Charitable Status Number (if applicable):

**PART B-APPLICANT MANDATE**

**1. Please briefly describe your organization's mandate/objectives.**

**2. Please describe the community, area and/or group(s) your organization serves.**

**PART C-ORGANIZATION/PROJECT/SERVICE INFORMATION**

**3. Please describe your organization's festival or event requiring support from District of Carleton North Town Council.**

**4. Please describe the benefits your festival or event will provide to the District of Carleton North.**

- 5. List contributions that your organization will provide to this festival or event including use of own staff, services facilities and equipment. Please include the number of participating volunteers and describe their roles.**

## PART D-ORGANIZATION/PROJECT/SERVICE BUDGET

*Festival or Event Name:*

## PLANNED EXPENDITURES

*(Itemize and list all costs related to your festival or event)*

	AMOUNT
TOTAL PLANNED EXPENDITURES	



<b>ANTICIPATED REVENUE</b> <i>(Itemize and list all revenue sources for your project, program or service)</i>	<b>AMOUNT</b>	
	<b>Requested</b>	<b>Confirmed</b>
<b>Federal government support</b>		
Name of fund:		
<b>Provincial government support</b>		
Name of fund:		
<b>Municipal government support</b>		
District of Carleton North <i>(include amount requested in this application)</i>		
Other municipal governments		
Specify municipalities:		
<b>Donations/Fundraising</b>		
<b>Other (please specify)</b>		
<b>TOTAL ANTICIPATED REVENUE</b>		

<b>FUNDING/SUPPORT REQUESTED FROM THE DISTRICT OF CARLETON NORTH</b>  <i>(Please check the type of grant you are applying for and indicate the amount requested)</i>	<b>AMOUNT REQUESTED</b>
<input type="checkbox"/> Festival and Event Grant funding	\$
<input type="checkbox"/> In-Kind donation requested. Itemize all in-kind donations being requested (number of tables, chairs, labour, use of each,...)	

**DECLARATION**

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the District of Carleton North authority to verify any and all information pertaining to this application.

Application prepared by:

\_\_\_\_\_

*Signature*                      *Print Name*                      *Date*

**District of Carleton North approval:**

☐ Application approved for: \$ \_\_\_\_\_

To the following organization: \_\_\_\_\_

☐ Application denied

\_\_\_\_\_

*Director of Corporate Affairs*                      *Date*