



Festival Support Funding Guidelines Building Communities with Festivals and Events

The City of Maple Ridge through Parks, Recreation & Culture supports special event and festival activities that benefit the citizens of our community through fostering community spirit, encouraging active involvement and providing opportunities for social, economic and cultural development. Details about the festival support policy and application forms can be found at mapleridge.ca/1535

Expected Outcomes:

- Increased citizen and volunteer participation in community festivals and events.
- Greater social, cultural and economic benefits to the local community.
- Improved environmental sustainability.
- Enhanced safety planning and risk management.

Eligibility Requirements:

- Event is organized in Maple Ridge.
- The festival fits the following definition of a “Community Special Event”
 - Fosters community spirit, identity and responsibility
 - Free or low cost
 - Volunteer driven
 - Accessible to the general public and tourists
 - Occurs annually
 - Does not promote a religious or political cause
 - Not a sporting tournament, artistic competition or exhibit, or commercial event
- Has evidence of good standing with the Registrar of Societies.
- Has a festival business plan and annual budgets.
- Has recent financial statements including a statement of revenue and expenses, and a balance sheet that includes investments and capital revenues.
- Has been established for a minimum of two years. Grant awards for established festivals range from \$500 to \$7000 per festival/annually excluding in-kind contributions.
- **Note:** New and emerging festivals are encouraged to apply through the Grassroots Special Events stream. Grant awards for grassroots festivals range from \$300 to \$500. Details available on mapleridge.ca/1535 or contact us at culture@mapleridge.ca

Your proposed special event and festival will be evaluated against the following criteria:

1. Fosters economic benefits

Draws a critical mass opportunity, attracting a large number of attendees including tourists. Provides opportunities for business to network with or promote their services to the community in a positive environment.

- Opportunity to draw a critical mass
- Attracts a large number of tourists
- Provides businesses with the opportunity to network and promote services to the community and visitor

2. Fosters community identity and spirit

Involves citizens in planning creatively for the community. Enhances the image and reputation of the community by contributing to a vibrant and creative environment that attracts citizens, visitors and business.

- Involves citizens in planning
- Enhances image and reputation of community
- Includes volunteers in planning & implementation

3. Fosters community involvement

Increases the range of experiences available to residents and visitors through cultural, playful and educational

components. Provides an environment for public gathering, mingling and safe celebration. Increases resident's sense of belonging and comfort participating in their community. Ensures access to these activities through inclusive practices and low-cost opportunities.

- Increases range of experiences to residents and visitors
- Provides an environment for safe public gathering and celebration
- Increases residents' sense of belonging
- Is accessible and inclusive

4. Demonstrates a sense of responsibility to the community

Uses sound financial practices and has sources of revenue other than from the Commission. Demonstrates environmental stewardship. Supports local business and community projects. Ensures safety is a primary consideration when planning and staging festivals. Incorporates a range of quality opportunities for citizen volunteerism. Provides volunteers with leadership development and training opportunities that increase their capacity to come together, plan and take action toward common goals.

- Sound financial practices and revenue sources
- Demonstrates environmental stewardship
- Supports local businesses and community projects
- Ensures safety
- Offers range of volunteer opportunities
- Provides leadership development for volunteers
- Has a sustainability plan

Other Planning Considerations:

1. The Society must submit a Special Event Application 90 days in advance of the event, and is responsible for scheduling all facility and equipment needs in accordance with Parks, Recreation & Culture Fees and Charges Policy.
2. There will be no charge for use of the Parks, Recreation & Culture festival equipment, such as the water unit and electrical panels. However, the cost to transport any equipment to or from the festival site is the responsibility of the festival group. Staff support can be requested and the cost will be the responsibility of the festival organizer.
3. It is the event organizer's responsibility to make all arrangements for portable washroom facilities, if required. Event organizers should not rely solely on adjacent community centres for washroom facilities.
4. The park site or facility will be found in a clean and tidy condition in preparation for the festival. The festival group is responsible for leaving the site in the same or near to the same condition it was provided in.
5. The electrical needs of the festival will be met to the best ability of the site it is located at. Additional electrical requirements are the responsibility of the festival group. Electricity and gas costs that are particularly high may be billed back to the festival group. If this requirement is in effect, it will be noted in advance in a fee-for-service or rental agreement.
6. Event organizers can submit event information to the online Event Calendar in order to promote the event and to notify the community of your happening. A link to this communication tool is provided on the municipal website. Please call Parks, Recreation & Culture if you need support with posting your event.

Application will need to include the following documents:

- Signed Festival Support Application
- Evidence of good standing with the Registrar of Societies
- Business Plan
- Multi Year Budget
- Financial Statements

Online applications, supporting documents and details about the Festival Supporting Funding Policy are available on www.mapleridge.ca/1535

Application deadlines:

For events taking place May 1, 2020 to October 31, 2020
Submit application by: **4:00 PM, November 30, 2019**

For events taking place November 1, 2020 to April 30, 2021
Submit application by: **4:00 PM, April 15, 2020**

If you require support in preparing your funding application, please contact:



Darlene Slevin

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