



Festival Support Grant Guidelines Building Communities with Festivals and Events

The City of Maple Ridge supports special events and festival activities that benefit the residents, businesses and visitors through fostering community spirit, pride and making Maple Ridge a great place through 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:

- Show relevance of the festival's purpose to the City's strategic priorities (see criteria below)
- Increased citizen and volunteer participation in community festivals and special events.
- Greater social, cultural and economic benefits to the local community.
- Improved environmental sustainability.
- Enhanced safety planning and risk management.

Eligibility Requirements:

- 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
 - Takes place in Maple Ridge
 - 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 \$8,000 per festival/annually, which excludes in-kind contributions from the City.
- In recognition of COVID-19 impacts, recipients may provide an update on anticipated expenses related to the pandemic in the production and implementation of a modified format for proposed festival in compliance with health and safety guidelines.
- Grant amount will be up to 50% of an applicant's budget for the festival or special event.
- The purpose of the grant is to support the production of the festival (online/digital and/or limited in-person) in Maple Ridge, and excludes regular operating expenses (eg. storage, office rent and utilities, debt).
- **Note:** New and emerging festivals are encouraged to apply through the Grassroots Special Events stream. Grant awards for grassroots festivals range from \$300 to \$1500. Details available on mapleridge.ca/1535 or contact us at culture@mapleridge.ca
- All applicants must comply with BC public health guidelines. See [Provincial website](#) for details.
- Any requests to use civic property either for limited in-person or filming purposes, applicants must submit a special event application to City's Parks, Recreation & Culture at least 90 days prior to the proposed community special event.
- Applicant has the full right, power, and authority to enter into a binding Agreement with the City for the use of the funds and complete the work.

APPLICATION PROCESS & DETAILS

For all events taking place May 1, 2023 to April 30, 2024: Including NEW special events, and EXISTING annual festivals requesting funding, a full application to the City's Festival Support Grant Program is required. Note maximum funding amount in this grant program is \$8,000 per applicant/year and the following deadlines apply:

For Festivals and special events taking place May 1, 2023 through September 30, 2023

- Deadline: **4:00 PM, February 28, 2023**

For festivals and special events taking place October 1, 2023 to April 30, 2024

- Deadline: **4:00 PM, August 25, 2023**

Requests for Grassroots Funding during January 1 to Dec 31, 2023.

- Applicants can apply year-round and received on a first come, first served basis until the funds are fully allocated. Applicants are encouraged to apply early, as funding may not be available later in the year. Please apply at least 90 days in advance of your proposed special event.

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 to Maple Ridge. 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 safe public engagement within the Public Health Order, and safe celebration. Increases residents' 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 engagement and celebration
- Increases residents' sense of belonging
- Is accessible and inclusive

4. Demonstrates a sense of accountability to the community

Uses sound financial practices and has sources of revenue other than from the City to be sustainable. 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 implement common goals.

- Sound financial practices and revenue sources including adequate liability insurance as required
- Demonstrates environmental stewardship (impact on natural and built environment)
- Supports local businesses and community projects

- Ensures safety through a public safety plan and applicable health plan (eg. detailed site location map, first aid, traffic control, security, communicable disease prevention plan etc.)
- Offers range of volunteer opportunities
- Provides leadership development for volunteers
- Has a sustainability plan including resources to plan and implement the event successfully

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:

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| <input type="checkbox"/> Signed Festival Support Application | <input type="checkbox"/> Business Plan |
| <input type="checkbox"/> Evidence of good standing with the Registrar of Societies | <input type="checkbox"/> Multi Year Budget |
| | <input type="checkbox"/> Financial Statements |

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



Questions and Support:

Staff can work with applicants to provide additional clarification and guidance in the preparation of an application or update. Please reach out by email or phone.

Darlene Slevin, Coordinator, Special Events & Volunteers
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