



FESTIVAL GRANT PROGRAM - GUIDELINES

The City of Maple Ridge supports special events and festivals that enhance the lives of residents, businesses, and visitors. These activities foster community spirit and pride, making Maple Ridge a vibrant place with opportunities for social, economic, and cultural growth. Details about the Festival Support Policy and application forms can be found at mapleridge.ca

OVERVIEW

- The City of Maple Ridge Festival Grant program includes two streams: a **Grassroots Grant** and a **Festival Support Grant**
- Event organizers are encouraged to apply for a **Grassroots Grant** if their event:
 - Is small, new or emerging
 - Has been established for less than 3 years
- Event organizers are encouraged to apply for a **Festival Support Grant** if their event:
 - Is free or low cost, volunteer driven, and accessible to the public and tourists
 - Occurs annually in Maple Ridge
 - Has been established for a minimum of 2 years
 - Does not promote a political or religious cause, is not a sporting tournament, artistic competition or exhibit, or commercial in nature.
 - Shows relevance to the City's strategic priorities
 - Promotes social, cultural, and economic benefits to the community
- The grant amount can cover up to 50% of an applicant's budget for the festival or special event
- The grant is intended to support the production of festivals in Maple Ridge and does not cover regular operating expenses like storage, office rent, utilities, debt, etc.
- The applicant has the full right, power, and authority to enter into a binding agreement with the City to use the funds and complete the work

APPLICATION DEADLINES

Grassroots Grant Applications are accepted year-round until available funds are allocated. Please see mapleridge.ca for application.

A **Festival Support Grant** Application is due (in full) by the following dates. Please see page 2 for an Application Checklist.

- Events taking place between **May 1, 2025 – September 30, 2025** | **DUE: FRIDAY FEBRUARY 28, 2025**
- Events taking place between **October 1, 2025 – April 20, 2026** | **DUE: SUNDAY AUGUST 31, 2025**

CRITERIA

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

1. Fosters economic benefits

- 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 visitors

2. Fosters community identity and spirit

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

3. Fosters community involvement

- 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

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

PLANNING CONSIDERATIONS

1. Special Event Application

- The applicant must submit a Special Event Application 90 days in advance of the event. The applicant is responsible for scheduling all facility and equipment needs in accordance with the Parks, Recreation & Culture Fees and Charges Policy.

2. Equipment

- Special event equipment will be provided free of charge, but its availability is not guaranteed.
- Please connect with your City Liaison to request equipment and be aware that there may be charges for staff time to assist with the set-up and take-down of equipment.

3. Washrooms

- The event organizer is responsible for arranging portable washroom facilities, if needed.
- Event organizers should not depend solely on nearby community centres for washroom facilities.

4. Park Site or Facility

- The park site or facility will be clean and tidy in preparation for the special event or festival.
- The festival group is responsible for ensuring the site is left in the same or nearly the same condition as it was provided.

5. Electrical

- The park site or facility will meet the festival’s electrical needs as best as possible.
- Any additional electrical requirements are the event organizer’s responsibility.
- High electricity and gas costs may be billed to the event organizer, with advance notice provided in a fee-for-service or rental agreement.

APPLICATION CHECKLIST

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|--|---|
| <input type="checkbox"/> Signed Festival Support Grant Application | <input type="checkbox"/> Budget (Current Year & Past 2 Years) |
| <input type="checkbox"/> Evidence of good standing with the Registrar of Societies | <input type="checkbox"/> Financial Statements, including statement of revenue & expenses, and balance sheet |

Online applications, supporting documents, and further details about the Festival Supporting Funding Policy are available at www.mapleridge.ca

QUESTIONS

City staff are available to assist applicants by offering guidance in preparing or updating their applications. Please reach out by email or phone: culture@mapleridge.ca or 604-467-7325