



- At least two applicants in the same neighbourhood but from different households.
- Two applicants that are part of the same group but from different households.

### Part 1 – Applicant Information

Registered non-profit society?  Yes  No Society #: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_  
yyyy/mm/dd

First Last

Name of Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Part 2 – Details About Your Project

a) What is the name of your project?

\_\_\_\_\_

b) Describe your project (in 300 words or less). Please include how it meets one or more goals of the Richmond Neighbourhood Celebration Grant Program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) When will your project or event take place? Please be as specific as possible.

\_\_\_\_\_

d) Where will your project or event take place?

\_\_\_\_\_

e) How will you promote the project and reach out to and/or include people in the community? Give as many details as possible (projects must be open, inclusive and actively engage diverse community members).

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f) Please describe your experience hosting similar events.

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g) The City of Richmond strongly encourages events to be as sustainable as possible. Do you agree that your event will be committed to fostering positive environmental, social and economic impacts for the current and future generations within the local community?

Yes    No

h) How will your project be sustainable? For more information, please read the Richmond Sustainable Event Toolkit at [www.richmondsustainableevents.com](http://www.richmondsustainableevents.com).

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### Part 3 – Budget

Please provide an itemized list of your project expenses. Examples of expenses include space rental, food, permits, liability insurance, marketing and promotion materials and supplies, equipment rental, photocopying and artist fees

Description	Amount \$

What amount are you requesting from the Richmond Neighbourhood Celebration Grant Program (may not exceed \$2,500)?

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Do you have other sources of funding?

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**Are City services required for your event?**     Yes     No

If yes, what services?     Traffic     Police     Facility     Equipment    Other: \_\_\_\_\_

If yes, contact City staff.

**Are you applying for other grants through the City of Richmond?**     Yes     No

## **Contact Information**

City of Richmond  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
Manisha Jassal, Program Coordinator  
(o) 604-204-8651

## **Please mail this application to:**

City of Richmond  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
Manisha Jassal, Program Coordinator

Please complete this application form and mail it to the City by **Tuesday, January 15, 2019 at 5:00 pm.**