



Council Initiatives Fund Application Form

Applicants should carefully and thoroughly review the **Council Initiatives Fund Utilization Policy** prior to completing this application. The decision of the approving authority will be based on the Policy and the written application. It is the responsibility of the applicant to make their case for approval through this application form. Incomplete information may adversely affect the application.

SECTION A- GENERAL INFORMATION

Name of Initiative/Event	
Date and Venue of Event or Start Date of Initiative	
Name of Organization	
Name of Payee (If Successful)	
Contact Names, Phone Numbers, Email Addresses	
Mailing Address	

This information is collected under the Freedom of Information and Protection of Privacy Act (FIPPA) and a resolution of City Council for the purpose of administering the Council Initiative Fund. Inquiries about FIPPA in relation to this program should be directed to the Office of the City Clerk, City of Surrey, 13450 -104 Avenue Surrey, BC V3T 1V8 Telephone: 604-591-4132 Email: clerks@surrey.ca

SECTION B- EVENT INFORMATION

Funding Request (\$)

If granted, how do you intend to allocate the funds?

Who have you been in contact or discussion with at the City?
(Please list name, department and phone number for each)

Event Description:
Please provide a brief description of your event. Include Objectives of the event and describe the benefits to The City and alignment with current Council priorities.

- Attach a copy of the event program, agenda, sponsorship package or other supporting documents that best describe the initiative.
- Attach your marketing strategy and include any examples of publicity items you may already have.

Scope of Event/Initiative:

- Projected attendance
- Participant demographics
- Cost of participation

Does the event have a Local, Provincial, National or International profile? Please describe:

SECTION C- ADDITIONAL INFORMATION		
	Response (Yes or No)	Comments
Is this a Re-occurring event? If yes, has this event received City funding in prior years?		
Is this a non-profit event?		
Is the event a fund raiser?		
Other sources of funding accessed?		
Does the event duplicate or directly compete with an existing event already being staged?		
Scope of opportunities for residents to participate?		

Please attach any additional information you feel necessary to support your request.

All applications must be received by The City at least sixty(60) days prior to the date of the event or commencement of the initiative. Exceptions to this requirement will be made only with the approval of Council.

If you have any questions or require further information, please contact the Office of the City Clerk at (604) 591-4132 or Email: clerks@surrey.ca