



# Culture Days Event Micro Sponsorship Request



**Coordinated by the Culture Days Committee and the City of Prince Albert and funded by SaskCulture and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, and the City of Prince Albert Culture Plan (MCAP)**

The Culture Days Event Micro Sponsorship will support events or programs, virtual, in person, or a hybrid of both formats (following all COVID public health orders at the time), that will be planned for, and implemented during the 2021 Culture Days between September 24 and October 24, 2021. Events and programs must also be linked to the Prince Albert 2021 Culture Days theme - RE:IMAGINE the Possibilities - in some way.

Requests will be assessed and awarded on a **first come, first serve basis** until all available funding is expended. They will be assessed based on how it serves the community, how it is organized and fits with the theme, if it is free to attend, and if it includes hiring Artists and/or Cultural Workers.

### 1. Request/Applicant Contact Information

**The Culture Days funding request is from one of the following, located in the City of Prince Albert (check one):**

- Non-profit organization
- Private business
- Artist(s)
- Other, please list: \_\_\_\_\_

### Event Organizer Contact Information:

Name: \_\_\_\_\_

Organization/Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mail: \_\_\_\_\_

### 2. Event Details

Name of the Event: \_\_\_\_\_

Purpose/Brief Description of the Event (no more than 1/2 a page please) and how it fits with the Prince Albert Culture Days 2021 theme, RE:IMAGINE the Possibilities:

Date(s) of the Event: \_\_\_\_\_

Is there a target audience? If so, please note: \_\_\_\_\_

Expected participation:

Organizers: \_\_\_\_\_

Artists/Cultural Workers: \_\_\_\_\_

Volunteers: \_\_\_\_\_

Audience/Participants: \_\_\_\_\_

Other, please list: \_\_\_\_\_

**TOTAL EXPECTED PARTICIPATION:** \_\_\_\_\_

**3. Will the event/program be:**

- Virtual
- In person
- Hybrid (combination)

**4. Will the event be free to attend?**

- Yes
- No

**5. Are there any partners you are working with? Please list who they are and their involvement (be brief):**

**6. Amount Requested**

Requests to a maximum of \$250 per applicant will be reviewed. Applicants should have the necessary funding in place to host the event when the request is made. Events will not be funded retroactively.

**How much are you requesting? \$** \_\_\_\_\_

100% of the total amount approved for an event will be forwarded to the applicant with confirmation of event implementation. A brief follow-up report is required, see section 6.

**What will you spend this sponsorship on (within your overall budget)?**

\*Event budgets should attempt to pay artists appropriately, using CARFAC rates where applicable.

**Expenses:**

Expense Type	Brief Detail	Budget	Actual
<b>Total Expenses</b>			

**What is your total budget (revenue and expenses) for your event? \$\_\_\_\_\_**

If you'd like, you can attach a copy of your complete event budget to this application.

**7. How will you recognize the funding (Saskatchewan Lotteries, SaskCulture, and the City of Prince Albert Municipal Cultural Action Plan (MCAP)?**

- \_\_\_\_\_ Logos on poster
- \_\_\_\_\_ Logos and acknowledgement in your program and/or banners
- \_\_\_\_\_ Logos and acknowledgement in your social media promotion
- \_\_\_\_\_ Speeches during event
- \_\_\_\_\_ Acknowledgement through media coverage
- \_\_\_\_\_ Other: \_\_\_\_\_

**8. Funding Requirements**

Successful applicants will be required to complete the following:

- Submit your event on the paevents.ca calendar of events and the Culture Days website
- Submit an invoice (based on the budget request) and a brief final report within fifteen (15) days of the event completion. Final Report forms will be forwarded to successful applicants. A refund will be requested from members that do not submit the required follow up report information or for unused funds or funds spent incorrectly.

**Please Note:**

- ❖ ***Events will not be funded retroactively.***
- ❖ ***All decisions are final.***

**This funding is provided in part by Sask Lotteries, as part of a SaskCulture Culture Days initiative.**

