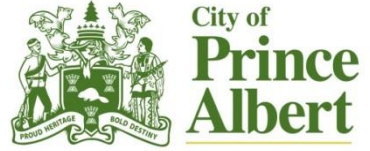




**City of Prince Albert**  
**Municipal Cultural Action Plan (MCAP)**  
**Event Funding Request – Revised for 2021**



The MCAP will support new, emerging or developing events that are linked to the Culture Plan (MCAP) and are not supported by the City of Prince Albert Destination Marketing Fund (DMF), major event, or special event policies. **For 2021 the grant will also support adapting annual/regular events due to COVID 19, such as virtual or hybrid events.** Whenever possible, requests should be made at least 3 months in advance of the event. While there is no firm criteria for this funding support, requests will be evaluated based on the need of the event in the community and funding available. Events will be funded no more than 3 consecutive years.

**1. Request/Applicant Contact Information**

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

- Non-profit organization
- Private business
- Other, please list: \_\_\_\_\_

**Event Organizer Contact Information:**

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

Organization: \_\_\_\_\_

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

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

**2. Event Details**

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

Purpose of the Event:

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

Brief Description of the Event (no more than 1/2 a page please):

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

---

---

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

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

Target Audience: \_\_\_\_\_

Expected participation:

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

Artists/Performers/Presenters: \_\_\_\_\_

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

Participants: \_\_\_\_\_

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

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

Are there any partners you are working with, please list who they are and their involvement:

---

**3. What goal(s) of the Municipal Cultural Action Plan does this event achieve and tell us how (briefly)?**

---

---

**4. Amount Requested**

Requests to a maximum of \$500 per applicant per year 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. Should a funded event not run in the year for which it was requested, this money must be returned to the City of Prince Albert.

**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 follow-up report is required, see section 6.

**5. Event Budget: (Complete below or attach. Budget MUST Balance or the application will not be considered)**

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

\*Ineligible expenses include administration, staff wages, travel, and general operations, food, or beverages, prizes, planning, marketing, and promotion.

\*Please include the budget for the full project, not just for the grant amount requested.

**Revenue:**

Revenue Type	Brief Detail	Budget	Actual
<b>Total Revenue</b>			

**Expenses:**

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

**6. How will you recognize the City of Prince Albert Municipal Cultural Action Plan (MCAP) Funding?**

---

**7. Funding Requirements**

Successful applicants will be required to complete the following:

- Submit your event on the paevents.ca calendar of events at the time of the request (or earlier)
- Submit a final report within forty-five (45) days of the event completion. Final Report forms will be forwarded to successful applicants. Receipts, photocopies of actual receipts, cancelled cheques or a schedule from the community’s audited financial statement which verifies program expenditures may be requested. 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:**

- ❖ *Feel free to attach letters of support.*
- ❖ *Events will not be funded retroactively.*
- ❖ *Requests will be evaluated based on the need of the event in the community and funding available. All decisions are final.*