

**\*\* Attention: Mac Users \*\***

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## WARD COMMUNITY EVENT FUND ("WCEF") APPLICATION

Office of the Councillors

### CONDITIONS

By accepting a grant the applicant agrees:

- a) To provide a post event summary within 90 days post-event. Post event summaries must be in writing and include actual revenues and expenses, attendance figures and a brief summary of what was achieved through the event. **Future WCEF applications will not be considered until such time as a post-event summary has been received by the WCEF Administrator.** (See WCEF Guidelines Section 4)
- b) To return, within 120 days of the event, any portions of WCEF funds awarded but not used for the purpose requested. (See WCEF Guidelines Section 6)
- c) To respond to a request for an Audit, should such notification be received. Each year, the CCCO shall conduct random audits on WCEF grant recipients. If selected for such an audit, recipients agree to, within 90 days from the date of notification, provide documentation regarding all revenues (donations/tickets/sales) and expenses including copies of receipts in support of the event. **Failure to respond to an audit will negate any future consideration for a WCEF grant.** (See WCEF Guidelines Section 9)
- d) That the City of Calgary or any Member of Council, individually or collectively, is not in any way financially or legally responsible for any deficits, cost over-runs or incidents arising or occurring in relation to any event or initiative. (See WCEF Guidelines Section 2)

**I have read and agree to the CONDITIONS above.**

#### Contact Information:

If you have any questions or require further information, please contact the City's Ward Community Events Fund Administrator, Cindy Aldous, by phone directly at 403-268-5492 or via email at [cindy.aldous@calgary.ca](mailto:cindy.aldous@calgary.ca).

Please refer to [WCEF Guidelines](#) for more information.



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Office of the Councillors

CC 896 (R2020-03)

**All fields must be completed prior to your application being considered for funding.**

**Post Event Summary:**

Has your organization received a WCEF grant in the past?  Yes  No

If yes, provide the date the Post Event Summary was submitted. Date (yyyy-mm-dd):  
See CONDITIONS a), Page 1 of the Application Form.

Qualified Applicant: non-profit, not-for-profit associations, charitable or community-based groups (with a dedicated bank account as per WCEF Guidelines). **Applications from individuals will not be accepted.**

**Name of Qualified Applicant:**

**Name of Payee (if different from Qualified Applicant):**

**Contact Name:**

**Alt Contact Name:**

**Phone Number:**

**Alt Phone Number:**

**Email Address:**

**Alt Email Address:**

**Mailing Address: include Postal Code**

**Address:**

**City:** **Province:** **Postal Code:**

**Name of Event or Initiative:**

**Date of Event or Start Date of Initiative (yyyy-mm-dd):**



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### Event Description and Scope of Event:

Describe benefits to the community, contribution to a positive image of Calgary, intended audience, number of communities supporting the event and projected attendance. Attach a copy of the event program or agenda, copies of publicity planned or whatever materials support describing the event.

### List Proposed Expenses\* & Revenues for Event:

\* Funds will not be awarded for capital-related purchases, regular operating costs or for any alcohol or alcohol-related expenses.

Dollars Requested: \$

\* Please attach additional information to support your application if the space provided is not sufficient.

Please save your application before submitting:

Submit the application via one of the following options:

- a) By email or email directly to [cindy.aldous@calgary.ca](mailto:cindy.aldous@calgary.ca)
- or
- b) By fax to 403-268-3823 attention Cindy Aldous

If you have any questions or require further information, please contact the City's Ward Community Events Fund Administrator, Cindy Aldous, by phone directly at 403-268-5492 or via email at [cindy.aldous@calgary.ca](mailto:cindy.aldous@calgary.ca).

This information is collected under section 33(c) of the *Freedom of Information and Privacy Act (FOIP)* for the purpose of administering the WCEF program. For additional information, contact the Manager, Office of the Councillors, The City of Calgary, Box 2100, Stn. M, Calgary, AB T2P 2M5 or call 403-268-2430.