

## Cultural Events Fund Application

<b>Contact Information</b>			
Name of organization/group:			
Mailing address:			
Primary Contact:			
Position:			
Telephone:			
Email:			
<b>Contact Information for 2 additional individuals in your organization with signing authority who are responsible for accepting transfer of funds (if applicable)</b>			
Name	Position	Phone #	Email
<b>Organization Information</b>			
Is the organization incorporated as a non-profit?		Yes	No
If yes, what is the incorporation number?			
Is the organization listed with the Canada Revenue Agency as a Registered Charity?		Yes	No
If yes, what is the registration number?			
When is your organization's fiscal year end? (YYYY/MM/DD)			
Please provide a brief description of your organization/group:			

Number of volunteers and paid staff involved with your organization		
Volunteers	Full - Time Staff	Part - Time Staff
<b>Event Information</b>		
Name of event:		
Event start date:	Event end date:	
Projected number of attendees:	Estimated total cost of the event:	
Is this a recurring event?	Yes	No
Has your organization previously received Cultural Events Funding?	Yes	No
Will the event present the work of local artists, tradition-bearers, knowledge-keepers, or heritage professionals?	Yes	No
Community where the event will take place:		
Please list any groups or organizations you plan to partner with for this event:		
<p>Please provide a brief description of the event, including the budget and a list of scheduled events. Describe how the public will observe, experience, or engage with arts and/or heritage. Attach a separate sheet if needed. Budgets more than \$10,000 require a detailed breakdown.</p>		

## Terms and Conditions

- A successful CEF grant may only be used for the purposes specified in the application.
- Any substantial changes to the activities outlined in the application must be approved in advance.
- Any funding not used for the stated purposes of this application must be returned.
- Funding may not be used to pay any debt owed by the organization.
- Where possible, public acknowledgement of the department's assistance is required; logos and information are available upon request.
- Federal and provincial laws apply if any part of the grant is used to pay salaries or honoraria.
- The spirit and provisions of existing human rights legislation must be respected and applied.
- Under ATIPPA (Access to Information and Protection of Privacy Act), members of the public may request and obtain access to information held in provincial government records:
  - The Department is obligated to consult with the applicant prior to disclosing any information, should a request be received about this grant application and the information contained within;
  - Only personal information and certain third-party confidential financial information may be withheld;
  - Once funding is approved, the funding amount, purpose for which the funds were granted, and the organizations name are considered public information.

## Privacy and Confidentiality Notice

We will only use the personal information collected or provided as part of this application process for purposes directly related to the operation of the relevant programs and for statistical reports. Information you provide us in confidence, both personal and business-related, will be kept confidential unless:

- you approve its release, or
- we are required or authorized by laws such as the Access to Information and Protection of Privacy (ATIPP) Act to release it.

If you have questions regarding privacy and confidentiality, contact the Access and Privacy Coordinator, Department of Tourism, Culture, Arts and Recreation, phone (709) 729-7000 or

[TCAR@gov.nl.ca](mailto:TCAR@gov.nl.ca).

## Declaration and Disclosure

I Declare that:

- the information in this application is accurate and complete;
- the application is made on behalf of the organization named (page 1) with its full knowledge and consent;
- if financial assistant is provided the organization will submit financial and activity reports and submit to an evaluation of the activity and expenses.

\_\_\_\_\_  
Name of authorized individual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Email completed application to: [CEF@gov.nl.ca](mailto:CEF@gov.nl.ca)

**Or mail to:** Department of Tourism, Culture, Arts and Recreation  
PO Box 8700  
St. John's, NL A1B 4J6