



**City of Morden**  
100 – 195 Stephen Street  
Morden, Manitoba, R6M 1V3  
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## MUNICIPAL GRANT APPLICATION

**Organization:**

**Address:**


**Phone Number:**

**Fax Number:**

**Email:**

**Contact Person:**

# CITY OF MORDEN

## ELIGIBILITY AND THE CRITERIA FOR THE RECEIPT OF GRANTS

**Type of Event – Please check your type.**

	<b><u>Special Event or Project</u></b> - an event held in the City of Morden occurring with a frequency no greater than once every two years, lasting for a minimum of two consecutive days, which provides a high profile and significant economic benefit for the City of Morden through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.
	<b><u>Sports Event</u></b> - an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition is determined (i.e. provincial, regional, national, international).
	<b><u>Festival</u></b> - an event that provides for fun and enjoyment for the public in the City of Morden and attracts widespread spectators and tourists to the City.
	<b><u>Special Interest Groups</u></b> - groups in the City of Morden who request funds from the City on an annual basis to assist in their annual operating expenditures.

### **Criteria**

To be eligible for a grant your organization must meet the following criteria:

- Must be non-profit organization
- Organizations that exist primarily for political purposes, for-profit, or for the purpose of providing funding to other groups are not eligible.
- The Grant Application must be completed in full and submitted in writing two (2) months in advance of the event and in the case of special interest groups by December 15 of each year for the next calendar year.
- Each organization, if approved, may only receive one (1) grant per year.
- Each organization, in the case of special events or sports events, if they qualify, will normally receive a maximum of \$850.00 per year, or as otherwise approved by Council of the City of Morden for the special event in question.
- The event must be held in the City of Morden.
- The event must clearly demonstrate the potential to draw participants and spectators from outside the City of Morden area.
- The event must be officially sanctioned by the appropriate provincial, national or international organization that regulate the special event and should be accompanied by an official letter of support from the governing body.
- In the case of special interest groups as defined above, any funding requests must include annual financial statements and reports and should include any revenue sources from other organizations.

**Please provide the following information:**

Type of Event	
Date of Event	
Hours of Event	
Number of nights of Accommodation for Out-of-City Attendants	
Held at	
Amount of Grant Requested	
Date of Last Approved Grant Application	
Will the event draw participants and spectators from outside the City of Morden	<b>If yes,</b> Estimated # from less than 50 Km _____ Estimated # from more than 50 Km and less than 100 Km _____ Estimated # from more than 100 Km _____
Official letter of support from the governing body	
Copy of Budget for the Event	
Advance Funding Required	
How will the City's funding be recognized. (i.e. posters, advertisements, programs, web, tickets, news paper)	

For Office Use Only	
Amount Approved	
Date Approved	
Approved by:	<hr style="width: 30%; margin: auto;"/> City Manager

## **Final Report Guidelines**

Within 60 days following the event, the successful applicant(s) must provide the following documentation to the City of Morden prior to issuing payment:

- Program of activities for the event.
- **Certified copy** of detailed transaction record of total revenues and expenses signed by two (2) officers of the organization.
- Detailed report outlining the following:
  - Number of participants in the event.
  - Number of visitors to the City of Morden as a result of the event.
  - Amount of time the participants and spectators spent in the City of Morden.
  - Estimate of where the visitors came from:
    - Less than 50 Km \_\_\_\_\_
    - More than 50 Km and less than 100 Km. \_\_\_\_\_
    - Over 100 Km \_\_\_\_\_
  - Any other economic benefits derived from holding this event in the City of Morden.
- Samples/Copies of how the City of Morden's funding was recognized.

## **Payment**

- Special events, sports events, and festivals, the organization must demonstrate financial need in order to receive up to 50% of the funding prior to the event. The organization must indicate the impact on the activity that will take place if the advance funding is not received.
- A cheque for the balance of the approved amount of the grant will be issued to the organization within 30 days of the receipt of the required documentation.