



## EVENT FUNDING APPLICATION

### APPLICANT INFORMATION

Event/Date
Name of Applicant
Type of Applicant (Individual, corporation, association, etc.)
Mailing Address
Telephone / Fax
Email
Names of other parties associated with the event
Requested Funding Amount (\$)

## SUPPLEMENTARY INFORMATION

**Project Description** (Describe how and why your event is aligned with the funding objectives and criteria. Please indicate the target audience of your event and the expected attendance. 100 word max.):

**Event Plan** (The event plan should describe the activities held each day of the event. Include a timetable for the event and include the when it would start and finish.):

**Communications Plan** (Describe how you plan to communicate your event to the indicated target audience. Identify any and all communication activities and associated costs in the budget.):

**Budget** (The budget should detail the total cost of the proposed event and the required cash flow. Estimated income and expenses for the event should also be included as well as the funds required from BC Dairy Association. The applicant is to disclose if funding is being requested or has been received from other sources such as event sponsorship.):

**Evaluation** (Describe how you propose to evaluate the results of this event.):

**Partnerships** (List industry partners, other support, and background information (attach resumes if applicable.):

**Description of Applicant** (Describe the experience and credentials of the lead applicant. 100 word max.):

### **Certification and Authentication:**

I/We agree to the following terms and conditions:

- To provide all reports/budgets requested by the BCDA.
- To provide a final report upon event completion with all information requested.
- To submit a complete financial statement with the final report, accounting for all income and expenditures related to the project.
- Project costs incurred prior to project approval by the BCDA are not eligible for funding.

The BCDA reserves the right to request that an interim report(s) by the applicant as a condition of program funding. Upon project approval, a confidentiality agreement will be signed between the BCDA and the Applicant. The BCDA reserves the right to limit, adjust or deny funding.

**Applicant or Designated Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## CONTACT INFORMATION

Application deadlines are: at least 2 months before the specified date. Funding applications may be submitted to:

Email: DIREC@bcdairy.ca

Fax: 604-294-8199

## FUNDING OBJECTIVES:

To facilitate, encourage and financially support projects and programs that have been identified by the BC Dairy Association (BCDA) to benefit the BC dairy industry.

## FUNDING CRITERIA

The Dairy Industry Research & Education Committee (DIREC) of the BCDA will evaluate your application based on the following criteria:

1. The application must clearly demonstrate that the event objective(s) will address the funding priorities as identified above.
2. The applicant has completed all questions and followed the stated procedure for submitting an application to the BCDA.
  - a. All other sources of funding and in-kind contributions are clearly noted with supporting documentation with respect to funding source(s), amount(s), and condition(s) attached to providing funding.
3. The applicant has provided a detailed event plan that establishes dates and times for stated deliverables
4. The applicant has provided a clear communications plan on how the event will be shared with the BC dairy industry.
5. Eligible expenses include: contracted goods and services, materials and supplies, incremental labour and related costs such as travel, rent or lease of facilities and equipment. No more than 10% of funding can be allocated for administration.
  - a. The BCDA may fund capital costs in extraordinary circumstances. Applicants are requested to provide full justification if applying for funding to cover capital costs.
6. Ineligible expenses include: normal costs to establish and operate a commercial or not-for-profit operation, and costs incurred before the project has been approved.