



DEPARTMENT OF TOURISM, HERITAGE AND CULTURE

COMMEMORATIONS & CELEBRATIONS PROGRAM

Please read the Program Guidelines before completing the application.

It is highly recommended that first-time applicants contact Arts, Culture and Commemorations to discuss eligibility and the application requirements at culture@gnb.ca or (506) 453-2555

Section 1 – Applicant Information

Municipality or Legal Registered Name of Organization

Non-profit Status and Date of Incorporation

Organization's Mailing Address

Contact Person / Salutation / Title

Email

Phone

Web Site Address

Section 2 – Project Proposal

Project Title: _____

Location of Project: _____

Target Audience: _____

Anticipated Number of People Reached: _____

Commencement Date: _____

Completion Date: _____

**Please read the program guidelines to determine eligibility for funding before applying.
Please use the headings below when formulating your proposal.**

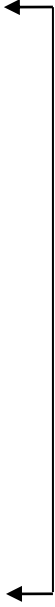
1. In a few sentences, briefly describe the initiative.
2. Indicate how the proposed project will commemorate or celebrate the history of New Brunswick.
3. Provide a timeline showing the major milestones of the initiative.
4. Describe the long-term impacts of your initiative on your organization and your community.
5. Describe how you will measure the success of the project. Please describe what you will measure and how you will measure it.

Section 3 – Project Budget

- Provide a budget for this initiative including all revenues and expenses and any in-kind contributions.
- Please list all other Federal or Provincial funding programs that have been applied to for this initiative.
- Budget must be balanced to be considered for funding.

| PROJECTED REVENUES PLEASE ADD LINES IF REQUIRED | |
|--|----|
| Federal government (specify) | |
| Grant Requested | |
| Other Provincial government (specify) <i>Please add lines to specify other GNB financial assistance.</i> | |
| Municipal government (specify) | |
| Other funders (specify) | |
| Financial contribution of applicant organization | |
| Partners' contribution | |
| Private sector contribution | |
| In-kind donations (specify approx. value). Please note that in-kind values donated must be reflected in the appropriate categories of expense. Please indicate the origin of the in-kind donation. | |
| • Rental of premises or venue | |
| • Donation of material | |
| • Professional/volunteer time | |
| • Other (specify) | |
| Total Revenues (Must equal total expenditures) | \$ |

| PROJECTED EXPENDITURES | |
|---|----|
| Equipment | |
| Materials | |
| Technical and production fees | |
| Coordination | |
| Professional fees | |
| Venue rental | |
| Production costs (if not included above) | |
| Advertising, brochures, and promotion | |
| Other costs (specify): | |
| | |
| Total expenditures (Must equal revenues) | \$ |



Section 4 – Declaration

I affirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.

I certify that my organization is incorporated in New Brunswick, that I have signing authority for the above-named organization, and that the Board of Directors has reviewed and approved this application.

I agree that, upon approval, I commit to completing this initiative precisely as described in this application.

I agree that once funding is provided, any change to the project proposal will require prior approval from Arts, Culture and Commemorations.

I agree to acknowledge the financial participation of the Province of New Brunswick in all publicity related to the activities of the proposed project.

I agree to submit a final report and financial accounting for evaluation of the initiative within 30 days following the end of the initiative.

I hereby acknowledge and agree that, if awarded a grant, the name of the grant recipient, the recipient's community, the program name, and the amount of the grant, will be published by the Department of Tourism, Heritage and Culture on the Government of New Brunswick website and in the Department's Annual Report.

I understand that failure to adhere to these conditions will result in my organization being disqualified from receiving future grants from the Commemorations and Celebrations program.

Name of Applicant (**Please print**)

Signature (Applicant)

Title

Date

Send applications to:

Arts, Culture and Commemorations
Department of Tourism, Heritage and Culture
20 McGloin Street
4th Floor, North Tower
Fredericton, New Brunswick E3A 5T8

or by e-mail to:
culture@gnb.ca