
EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: FESTIVALS BURNABY GRANT PROGRAM

RECOMMENDATIONS:

1. THAT Council approve the Festivals Burnaby Grant program as outlined in this report.
2. THAT all festival grant applications be submitted to the Executive Committee for consideration and recommendation to Council.

REPORT

The Executive Committee of Council, at its meeting held on 2010 December 01, received and adopted the *attached* report outlining a proposal for a Festivals Grant Program in the City of Burnaby.

The report proposes three grant categories; Neighbourhood Events, Small Scale Events and Large Scale Events as well as creating the criteria, deadlines and requirements for each type of grant. The Executive Committee has conducted an extensive review of this process and submits the Festivals Burnaby Grant Program for Council approval.

Respectfully submitted,

Councillor N.M. Volkow
Chair

Councillor P. Calendino
Vice Chair

Councillor P. McDonell
Member

Copied to: City Manager Deputy City Manager Director Finance
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TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2010 December 01

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

SUBJECT: FESTIVALS BURNABY GRANT PROGRAM

PURPOSE: The purpose of this report is to provide Council with an outline of the proposed Festivals Grant Program for approval.

RECOMMENDATIONS:

1. **THAT** Council approve the Festivals Burnaby Grant Program as outlined in this report.
2. **THAT** all festival grant applications be submitted to the Executive Committee for consideration and recommendation to Council.

REPORT

At the Executive Committee open meeting held on 2010 November 15, the Committee considered the Festivals Burnaby Grant Program and recommended a further staff review of the program with suggested revisions.

The grant program package has been streamlined. The amended applications merge the organizational profile with the application forms for the three grant categories. The “Neighbourhood Events” category has been increased from a maximum of \$2,000 to \$3,000 (50% of total budget) for events with project budgets *up to* \$6,000. The “Small Scale Events” category offers a maximum grant of \$10,000 (50% of total budget) for events with project budgets *up to* \$20,000. The “Large Scale Events” category offers a maximum grant of \$50,000 (33% of total budget) for events with project budgets *up to* \$150,000. If project applications have budgets exceeding \$150,000, this program still offers a maximum grant of \$50,000. The final report form applies to all grant categories.

It is recommended the application deadlines for each category be maintained as proposed. While applications for any project can be received at any time, the review dates vary by category. “Neighbourhood Events” applications can be received at any time and will be considered by Executive Committee at regular monthly meetings. To simplify the process Neighbourhood Events may attach a copy of their final review record to the Final Report. “Small Scale Events” and “Large Scale Events” will be reviewed twice a year in March and October. However, Large

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From: Director Parks, Recreation & Cultural Services
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Scale Event applications must be received at least 8 months in advance of the event and are subject to confirmation the Burnaby venue or event location is secured. The process of reviewing and approving applications will take approximately eight weeks.

The Festivals Burnaby Program requests that applicants submit organizational and statistical information that will provide an overview of festival and special event frequency, scope, capacity and attendance in Burnaby. This information can be used in assessing the performance of the pilot project in each of the three initial operating years.

The role of staff is clarified. Staff will receive applications, consult with applicants and ensure all applications are complete and accurate. Executive Committee will receive all applications for consideration and recommendation. Executive Committee will advance grant recommendations to Council for consideration.

In 2010 June, Council approved the Festivals Burnaby Program which includes the grant component as well as a component to assist service support departments with funds to offset special event and festival support (RCMP, Engineering and Parks). Further, other services, rental fee waivers, admission waivers, printing costs, etc. are intended to be considered as production costs within the cash grant request.

With Council approval, it is recommended the launch of the Festivals Burnaby Program be in 2011 January. Further details of this event will be provided to the Executive Committee and Council in due course.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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Copied to: City Manager
Deputy City Manager
Director Finance