



Council Initiatives Fund (CIF) Application Form

Applicants should carefully and thoroughly review the **Council Initiatives Fund Utilization Policy** prior to completing this application. The decision of the approving authority will be based on the Policy and the written application. It is the responsibility of the applicant to make their case for approval through this application form. Incomplete information may adversely affect the application.

SECTION A - GENERAL INFORMATION

Name of Event / Initiative	
Date of Event (or Start Date of Initiative)	
Event Venue / Location	
Name of Organization / Individual	
Name of Payee (If different from above)	
Contact Names, Phone Numbers, Email Addresses	
Mailing Address	

SECTION B - ELIGIBILITY

Does your event/initiative fall within one of the following three categories? If yes, select the applicable categories and provide a brief rationale.	<input type="checkbox"/> Residents in need <input type="checkbox"/> Youth Focused <input type="checkbox"/> Free event open to the public (no admission Fee) Rationale:
Have you applied for or received City funding (including other grant programs) for the proposed event/initiative?	<input type="checkbox"/> Yes (select an option below and elaborate) <input type="checkbox"/> No (1) Applied but pending (2) Applied but denied (3) Received

SECTION B – ELIGIBILITY (CONTINUED)

Have you received funding from CIF for any other event or project this year? (Max. one CIF award per calendar year)	<input type="checkbox"/> Yes (specify below)	<input type="checkbox"/> No
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SECTION C - FUNDING INFORMATION

Funding Request (\$) (Max. amount per application \$10,000)*	
Detailed event / initiative budget (including all revenue sources and expected costs)	<input type="checkbox"/> Event / Initiative budget attached
If your application is successful, how do you intend to use the Council Initiatives Fund?	

* The maximum funding amount per application is \$10,000, with Council having the ability to make exceptions with simple majority support of Council.

SECTION D - EVENT INFORMATION

Event Description: Please provide a brief description of your event / initiative. Include objectives of the event / initiative and describe the benefits to the City and alignment with current Council priorities.	
A copy of promotional and other supporting documents that best describe the event or initiative (e.g. event program, agenda, sponsorship package, marketing materials, marketing strategy, publicity items) is attached.	<input type="checkbox"/> Documents attached

SECTION D - EVENT INFORMATION (CONTINUED)

Scope of Event / Initiative:

- Projected attendance
- Participants demographics
- Total number of benefitting Surrey residents

Does the event / initiative have a Local, Provincial, National or International profile? Please describe below:

SECTION E - ADDITIONAL INFORMATION

	Response (Yes or No)	Comments
Is this a recurring event / initiative? If yes, has it received City funding in prior years?		
Is this a non-profit event / initiative?		
Is the event / initiative a fundraiser?		
Do you have other sources of funding?		
Does the event / initiative duplicate or directly compete with an existing event / initiative already being staged?		

Please attach any additional information you feel necessary to support your request.

CIF applications will be considered four times a year, with a submission deadline for each intake.

Application Intake Session	Submission Deadline	Council Meeting	Event / Initiative Start Date
Intake # 1	January 31 st	March	April 1 st Onwards
Intake # 2	April 30 th	June	July 1 st Onwards
Intake # 3	July 31 st	September	October 1 st Onwards
Intake # 4	October 31 st	December	January 1 st Onwards

Please complete and submit your application to clerks@surrey.ca prior to the submission deadline of the applicable intake session for your event / initiative.

If you have any questions or require further information, please contact the Office of the City Clerk at (604) 591-4132 or Email: clerks@surrey.ca