



# Request for Funding Guideline Form

## Parkdale Village 2022



The BIA Community Festival & Event fund supports local events by providing funding, access to event equipment, helping navigate city application processes or permits.

### SUBMITTING

1. Email the below details and request to [director@parkdalevillagebia.com](mailto:director@parkdalevillagebia.com)
2. You may apply for more than one activity/event per year.
3. Email any copies of Posters or photos if the event is recurring.
4. We recommend submitting your request at least 8+ weeks prior to your event date.
5. Ensure your event is taking place within the Parkdale Village community.
6. The BIA may contact you to discuss additional details.

### ABOUT YOUR ACTIVITY/EVENT

1. Name, date, time, location of your event.
2. What is the objective of your activity/event?
3. How is your event/campaign incorporating current COVID-19 precautions?
4. Who do you hope to target for your activity/event? (*ex; families, seniors*)
5. Who else does the activity/event bring together (*ex; does your activity/event provide inclusive and affordable opportunities for local residents, artists, arts organizations, underserved children, youth, and participants from a broad demographic spectrum*)?
6. What are the scheduled activities taking place during the event (*ex; music, sport, art, dance, language, crafts, cooking, gardening, BBQ, workshops*)?
7. Is the activity/event free to participants, is there admission, and are you fundraising?
8. Are there any other sponsors or community partners participating in the activity/event?
9. How do you plan on promoting the activity/event?

### ARE YOU REQUESTING FUNDING, EQUIPMENT OR SUPPORT?

Please let us know if there are other ways we can support your activity/event, for instance if funding is not available we can still support by offering access to our event equipment inventory.

1. Are you requesting funding, if so, what amount are you requesting; \$100-\$800
2. How do you plan on using any monetary funds?
3. Are you requesting equipment, if so, what equipment are you requesting? (*ex; tents, tables, logistical equipment, seating, props*)
4. How do you plan on using any additional equipment (*ex; do you hope to animate a kids area, if so, we can better assist in recommending our inventory of rentals*)?
5. Are you requesting additional support, if so, what else can we assist you with (*ex; advertising, navigating City permits, finding sponsors, partners or volunteers, finding performers or entertainment*)

Thank you again for taking the time to submit.

### OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to race, religion, ethnicity or nationality, gender, sexual preference, or age, and to accommodate people with physical and/or mental disabilities.