



## Village of Kingston

*Festival and Community Events and  
Funding Policy*

## 1.0 Background

Festivals and Community Events are valuable community building activities. Festivals can also be called ‘celebrations’, as they involve people coming together in the celebration and enjoyment of their culture or a common interest. There are a number of benefits or gains involved in the running of Festivals and Community Events, which may include, but not be limited to the following:

- vibrant and cohesive communities as people come together for common goals, celebration, expression, etc
- fun and enjoyment
- skill development, through organizing and/or participating
- recognizing local community personalities who have made significant contributions, local artists and their work

## 2.0 Policy Objective

The objective of the Festival and Community Events policy is to enable a comprehensive and diverse mix of projects that reflect and celebrate local identity so that all members of the community have access to, and may participate in, a variety of activities that reflect the community's cultural identity.

## 3.0 Key Principles

This Festivals and Community Events policy is based on the following key principles:

- festivals and community events are valued as a celebration of the Village, and festivals and community events promote innovation and excellence in the community
- the Commission has a role to play in supporting the community to provide a wide range of festivals and community events
- the development of partnerships is encouraged, including a range of community groups and committees, local businesses, government and other agencies
- support will be directed towards festivals and community events which are not-for-profit or where proceeds are used for community donations or improving the event in future years (and not for the benefit of groups or individuals)
- events for groups in the community are encouraged in bringing together residents and visitors with a common interest
- participation by residents, groups and visitors in festivals and community events is encouraged
- the Commission has limited resources to support festivals and community events and any financial and in-kind support will be within the context of budget allocations in line with the Village’s annual budget

## 4.0 Policy Statements

### Grants

The Village will consider providing direct financial assistance through a grants program, subject to agreed criteria (section 5.0) being addressed, based on the following parameters. Category A events will get priority funding over Category B events.

#### Category A

- operate as a community event within the Village of Kingston
- promote civic pride and community collaboration, and incorporate family activities
- be free of charge to spectators/participants
- be non-profit

#### Category B

- government agencies
- fund raising activities
- organizations whose activities come under the jurisdiction of other levels or departments of government, including schools, hospitals, libraries, etc
- events that already receive direct funding from the Village

### Seed Funding

Seed funding for new events will be considered for those events which satisfy the agreed criteria in Category A above, and will only be offered for the first year of the event or activity.

### In-kind Support

Village staff may be available to assist festival and community events organizers in a number of ways, as outlined below.

It is important to recognize that in providing the in-kind assistance, the Village will incur costs, which must be able to be met within the Village's approved budget. Such costs are taken into account when considering the extent to which the Commission assists festivals and community events.

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In-kind assistance could include:

Assistance	Way in which Kingston could assist
Administrative support	<ul style="list-style-type: none"><li>• photocopying of written material (not printing of large quantities)</li><li>• assistance with funding applications</li></ul>
Use of facilities and venues	<ul style="list-style-type: none"><li>• use of village facilities, advice on availability of other venues</li></ul>
Public works department assistance	<ul style="list-style-type: none"><li>• assistance in some areas such as rubbish collection or additional parks maintenance</li></ul>
Use of village goods or equipment	<ul style="list-style-type: none"><li>• public address system, audio-visual equipment, staging, tables, chairs, etc</li></ul>

## 5.0 Decisions

The Policy and Finance Committee will assess all funding requests. For each application the committee makes an assessment on the value of the event, considers financial need and recommends final funding amounts to the Village Commission. All decisions are final.

The Committee will meet quarterly and attempt to stagger the amounts throughout the calendar year.

### **Maximum Allocation Amount per Single Application: \$1,000**

*Applications will be based on the following criteria:*

- achieving a positive cultural or economic benefit for the village
- encouraging participation of a range of residents, community organizations, local business sponsors, or tourism agencies and visitors
- recognizing and promoting local culture / talent / heritage / and talent performers, etc
- having a clearly defined purpose and philosophy for the existence of the event, a clear target audience and strategies to increase attendance and the potential to attract new audiences

*Applications must:*

- include an event budget, including event fees and charges, together with the event committee's expectations
- be prepared to provide a report to the Village on last year's event, financial statement, outcomes achieved and how they have been measured
- provide details on the extent of other external funding and assistance being sought, including in-kind support
- provide proof that sufficient public liability insurance has been arranged for the event
- the Village must be provided (within 60 days) after the event with a financial statement, together with a brief report on the event successes or failures

## Appendix A - Application

### General Information

Name of Organization/Event	
Contact Person & Title	
Organization's Mailing Address	
Phone	Email
Fax	Website
Event Title	
Event Location	
Event Date(s)	Event Rain Date(s)
Amount Requested \$	Is there an entrance fee to the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Expected Attendance	

**IMPORTANT: Please include a projected budget for the event. Ensure that projected revenues are specific to the event and not to the organization.**

**Event Details**

Describe the event activities including program content, timelines, locations and other relevant information. Attach a separate sheet(s) if required.