



Active Living & Culture
 1800 Parkinson Way
 Kelowna, BC V1Y 4P9
 250 469-8800
 kelowna.ca

City Services Offset Grant Application Form

Provide the information requested below using additional pages as necessary. Once complete, submit to Event Services as listed at the bottom of this form.

1.0 APPLICANT INFORMATION

Event Name:		Website:	
Organization Name:		Date of Application:	
Mailing Address:		Contact:	
Phone:	Fax:	Position Title:	
Email:		Phone:	Email:

2.0 DESCRIPTION OF EVENT

Event Date:		Number of years event has been held in Kelowna:	
Event Location:		Capacity of licenced area (if applicable):	
Number of Participants:	Number of Spectators:	Total attendance:	

Please provide a brief description of your event including all activities/components:

3.0 EVENT DEVELOPMENT

Explain how your event will develop in the coming year to address one or more of the objectives. What's new and how will your event improve? See the grant guidelines for examples of the objectives.

Develop sustainable events	
Collect feedback and adapt	
Engage the community	
Establish strong partnerships	
Enhance experiences	
Encourage legacies	

4.0 FINANCIAL INFORMATION

City related costs incurred in previous year (as per Facility Use Agreement):	City related costs estimated for current year:*
Have you previously received offset grant(s)? If so, what year(s):	
Have you/will you receive any other City funding or other public funding this year? If yes, describe:	

*If current year estimate exceeds two per cent increase over previous year's expenses, please list the added expenses and reason for the added expenses on a separate sheet.

I have read and understand the City Services Offset Grant Guidelines and agree to all the conditions.

All applications can be submitted by	
Mail/in person to:	Event Services 1800 Parkinson Way Kelowna, BC V1Y 4P9
Electronically to:	outdoorevents@kelowna.ca
Questions?	Ph: 250-469-8780 Email: outdoorevents@kelowna.ca

Note: All applications received prior to March 1 each year will be evaluated. Applications received after March 1 will be evaluated as they are received if funding is available.

Office use only:

Rental Number	Total Rental (before tax)	Grant Awarded	Date Approved