



Application for Funding for Regional Meeting

Overview

The Creative City Network of Canada (CCNC) encourages communities to host regional meetings as a way to access each other's experiences and expertise. Among its member services, the CCNC hosts an annual Summit to gather creative municipalities, organizations and individuals. These regional meetings offer a smaller scale opportunity for dialogue around topics of geographical relevance. Since 2014 the CCNC has hosted 5 regional meetings of varied format and focus.

The CCNC provides funding to host communities to offset some of the costs for members to participate in regional meetings. In addition, the CCNC supports regional meetings by providing resources available from past meetings and staff support, including registration set up, templates, promotional materials, contacts, etc. Please reach out to the CCNC for further information on what assistance may be available to your community.

Once complete, please return this form and supporting documents via email to info@creativecity.ca no later than **April 15, 2019**. Responses will be provided to applicants within six weeks. Funding will be provided to communities on the basis of geography, impact as well as alignment with the CCNC's mission (referenced [here](#)). Regional meetings serve as a benefit to existing CCNC members and as an opportunity to recruit new members and build awareness about the network. As a CCNC sponsored event, CCNC members are to receive access at a complimentary or discounted rate. This should be reflected in the proposed budget of the regional meeting.

Full information on the CCNC and its membership is available at www.creativecity.ca.

Application Checklist

Please ensure that your application package is complete and includes:

- Application Form
- Projected Budget Breakdown
- Proposed Invitation List
- Proposed Agenda

Applications to be submitted to: info@creativecity.ca

Deadline to receive applications: **April 15, 2019**

Applicant Information

Municipality/Organization (if applicable): _____

Address: _____
(street) (city) (province)

Primary Contact Person: _____
(name) (title) (email) (phone)

Secondary Contact Person: _____
(name) (title) (email) (phone)

Are you, your municipality or organization currently a member of the CCNC?

Yes No

Have you, your municipality or organization hosted a CCNC regional meeting in the past?

Yes (if so, when? _____) No

Details of Regional Meeting

Proposed Date: _____ (Must take place between May 1, 2019 and April 1, 2020)

Proposed Venue: _____

Total Projected Budget: \$ _____

**Please provide budget breakdown of expenses and revenues, including cash and in-kind support sources*

Amount of Funding Requested from CCNC: \$ _____ (Not to exceed \$1,000)

Expected Number of Attendees: _____

**Please provide proposed invitation list*

Topics to be Discussed at Regional Meeting:

List of Speakers at Regional Meeting:

**Please provide proposed agenda*

Describe how the proposed topics are relevant to your community and how they align with the CCNC's goal of providing a way for communities to access each other's experiences and expertise around arts, culture and heritage in Canada (see [here](#) for more on the goals of the CCNC).

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that submission of this application does not guarantee funding and that any funding disbursement is dependent on availability.

If this application leads to funding, I understand that false or misleading information in my application will result in funding being withdrawn.

Signature: _____ Date: _____