

**WINTERCITY FESTIVALS & EVENTS GRANT
EVENT BUDGET**

Event Name:

Event Date:

Organization Name:

Revenue <i>(*Add rows as needed)</i>	Estimated Amount (\$)	Actual Amount (\$)
Total Revenue	\$0.00	\$0.00
Winter Operations Expenses <i>(*Per the Eligible Expenses List below. Add rows as needed)</i>	Estimated Amount (\$)	Actual Amount (\$)
Sub-Total Expenses	\$0.00	\$0.00
Other Event Expenses <i>(*Add rows as needed)</i>	Estimated Amount (\$)	Actual Amount (\$)
Sub-Total Expenses	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00
Operating Surplus or Deficit	\$0.00	\$0.00

*For a list of revenue types, eligible and ineligible expenses, please see the next tab "Reference List".
This information can also be found on the [WinterCity Festivals & Events Grant webpage](http://edmonton.ca/wintercityeventsgrant) (edmonton.ca/wintercityeventsgrant)*

WINTERCITY FESTIVALS & EVENTS GRANT EXPENSES: ELIGIBLE AND INELIGIBLE

Webpage Link www.edmonton.ca/wintercityeventsgrant

Examples of Types of Revenue Grants (please list each one separately), sponsorship, in-kind donations, fees (admission, registration, etc), merchandise sales, food and beverage sales, private donors, etc

Eligible Expenses *Winter Operations including, but not limited to:*

Purchase or rental of infrastructure and/or equipment required to support the safe delivery of the event and to keep attendees/staff/volunteers warm (i.e. four season tents, fire pits, heaters, warming huts, hot food, hot chocolate, cider, hot shots, trailers etc);

Hiring more staff and artists or paying premiums (.e. overtime) for those who have expertise in outdoor winter programming and production;

Sourcing reliable snow making options (equipment or options to gather/haul), including water and/or dechlorination costs

Purchase or rental of equipment / supplies to keep snow and ice cool (i.e. tents, air conditioners, etc)

Additional staffing/volunteers/officials needed to ensure health and safety protocols followed, especially in extreme cold weather (i.e. additional warm food, drinks, clothing (toques, scarves), hotshots, etc.

Additional needs to manage increasing operational demands as more people embrace winter and enjoy outdoor winter activities;

Other winter specific operating costs;

Winter specific Civic Services costs, materials and equipment such as snow & ice removal, sand/gravel, grading, windrow removal, etc;

Winter Programming elements including, but not limited to:

Production and technical costs related to programming (staffing, performers, artists, volunteers, etc.);

Honorariums and wages for workers and artists who are not already employed as staff (event contract staff, artists, performers, etc).

Ineligible Expenses Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video recorders or power tools

Volunteer honorariums or gifts

The purchase of alcohol or cannabis or related expenses

Allowances or personal expenses for program registrants and participants

Organization's base operational costs including

Salaries and expenses of existing staff

Office and administration fees, utilities, rent and/or rental of an applicant organization facility