

Community Futures Event-Based Grant Application

For Events Occurring: April 1, 2026 through March 31, 2027

How did you hear about the Community Futures Grant program? *

- Letter from us
- Media (radio, newspaper)
- Social media (Facebook, Instagram etc.)
- Word of Mouth
- Other _____

What is the total grant funding that you are seeking with this application? * \$ _____

Section A – Application & Eligibility Information

An **event** is a time-bound activity that occurs on a specific date or over a scheduled period and is designed to bring people together for a shared experience, program, or activity.

Examples of events would include:

- Community festivals, fairs, or seasonal celebrations
- Arts, cultural, or heritage events (e.g., performances, exhibitions, cultural showcases)
- Educational or skill-building workshops, conferences, or speaker series
- Tourism-focused events that attract visitors or promote local attractions
- Youth-focused events such as camps, leadership days, or tournaments
- Fundraising events that support community programming
- Vendor markets, artisan markets, or food-based events
- Community competitions, tournaments, or recreational events

Use this application form if you are applying for funding to support an EVENT.

Examples of projects or initiatives, include:

- Ongoing programs, training, or services without a fixed end date
- Technology development or implementation
- Resource or curriculum development
- Capital improvements (e.g., purchasing equipment, facility upgrades, accessibility improvements)
- Organizational capacity-building (e.g., staff training, strategic planning, new systems or software)
- Volunteer program development

DO NOT use this application form if you are applying for funding to support a PROJECT or INITIATIVE, instead click [HERE](#).

Tick the box (or boxes) that best describe your application. *

- This application will support an event that will principally involve youth
- This application will support an event that will grow or promote tourism
- This application will support the development of volunteers who will participate in an event
- This event will support a social or cultural event.



Tick the box that best describes you as the applicant: *

- Charitable organization or Registered Charity
- Non-Profit Corporation
- Accredited Service Club
- Social Service Organization
- Recognized Educational institution
- Other (Please describe) _____

Organization Legal Name* _____

Organization's Operating Name (if different from above*) _____

- Not applicable

Incorporation number (for not-for-profits) * _____

- Not applicable

Year of incorporation (for not-for-profits) * _____

- Not applicable

Charitable registration number (for charities) * _____

- Not applicable

Year of registration (for charities) * _____

- Not applicable

9-digit Canada Revenue Agency (CRA) Business Number* _____

- Not applicable

Address - Street Number (include post office box number if applicable) *: _____

Address - Street Name*: _____

Address - City / Town*: _____

Address - Province*: _____

Address - Postal Code*: _____

Website* _____

- Not applicable

If your organization is active on social media, provide the social media platforms (e.g., Facebook, Instagram etc.) and the handles under which you operate. _____

- Not applicable

MISSION & ACTIVITIES

Provide your mission statement. If your organization does not have a formal mission statement, provide a statement that captures the organization's principal mandate or overarching goal.

Maximum 200 word *

Tell us about your typical activities, services or programs. Maximum 200 words. *

How many people does your organization service annually? * : _____

How many paid staff did your organization employ over the last 12 months (regardless of full-time or part-time status)? * :

Lead Applicant Contact Person*

Position / Title*: _____

Email*: _____

Telephone*: _____

Secondary Applicant Contact Person*

Position / Title*: _____

Email*: _____

Telephone*: _____

If approved, the cheque should be made payable to*: _____

- I have read and agree that this organization will comply with [Community Futures Lambton's Workplace Violence Policy](#). *
- I have read and agree that this organization will comply with [Community Futures Lambton's Workplace Harassment Policy](#). *
- I have read and agree that this organization will comply with [Community Futures Lambton's Accessibility for Ontarians with Disabilities Policy](#). *

FINANCIAL HEALTH & STABILITY

It is important to Community Futures Lambton that our Grant funding is utilized responsibly. As such, we are requesting that organizations provide financial statements – or other such alternative documents summarizing their financial operations – for the last two years. These documents will be kept confidential and will not be shared beyond the Grant Review Committee. If your organization does not have this information, please select 'Not Applicable' below.

Please include your financial information for your last two fiscal years. *

- Included
- Not applicable

Section B – Event Summary

What is the Event Name for which you are applying for grant funding? *: _____

Event Description

Provide a clear overview of your proposed event, including its purpose, who it will serve, why it is important, and who you expect to attend. *

In your response, please address the points below.

Event Purpose & Goal

Describe what the event aims to achieve and why it matters.

Consider:

- What is the primary purpose of the event?
- What experience, opportunity, or value will it create for participants or the community?
- How does the event align with your organization's mission or mandate?

Who will the event serve?

Describe the intended audience and participants.

Consider:

- Primary attendees (e.g., families, youth, seniors, tourists, community members)
- Secondary participants (e.g., volunteers, vendors, performers, partners)
- Whether the event supports specific or underserved groups

Expected Attendance & Participation?

Provide an estimate of who you expect to attend or participate in the event.

Please include:

- Total estimated attendance
- Approximate breakdown, where applicable (e.g., community members, youth, volunteers, vendors, performers, visitors)
- Whether attendance is free, ticketed, or registration-based

Why This Event is Needed Now

Provide background or context that helps reviewers understand the timing and relevance of the event.

Consider:

- A gap in local programming or unmet community need
- Growing interest, demand, or opportunity
- How the event responds to current community, social, cultural, or economic conditions

Event Overview & Key Details

Briefly summarize the structure of the event.

Consider:

- Type of event (festival, workshop, performance, market, tournament, etc.)
- One-day or multi-day format
- Core activities or attractions
- Whether this is a new or returning event

(max of 500 words – your answer may use bullet points or paragraph format.) *

Is this the first year for this event? * Yes ____ No ____

Will this event continue in subsequent years? * Yes ____ No ____

Event Dates & Schedule

Event Start Date *: _____

Event End Date *: _____

Section C – Event Deliverables & Execution Plan

Using the chart below, list up to three (3) deliverables for this event.

NOTE: a “deliverable” is what you are going to do successfully execute your event.

Then for each deliverable, list the key tasks that need to be completed. Provided a maximum of 3 tasks for each deliverable.

Finally provide the timeframe to complete each key task. *

Event Deliverables	Key Tasks	Timing
1.	a) b) c)	- - -
2.	a) b) c)	- - -
3.	a) b) c)	- - -

Below is a SAMPLE Event Plan

Event Deliverables	Key Tasks	Timing
1. Recruit Vendors	a) confirm number and type of vendors needed b) distribute vendor applications and promotional materials c) finalize vendor list and collect required documentation	March to April
2. Secure Venue	a) Identify venue options and confirm availability b) Obtain permits, insurance, and required approvals c) Finalize venue contract and site layout	April to May
3. Manage ticketing/registration	a) Set up online and/or in-person registration system b) Promote registration through marketing channels c) Monitor registrations and provide attendee confirmations	June to August

Section D – Community & Economic Impact

*Describe how your event will positively impact the local economy, the community, and the people who participate or attend. **

In your response, please explain the ways in which your event may support economic activity, attract visitors, strengthen community wellbeing, and contribute to cultural, social, or civic life in Lambton County.

Where applicable, include answers to the following questions?

Economic Activity and Local Spending

- Will your event generate spending at local businesses (restaurants, retail, accommodation, services)?
- Will vendors, performers, volunteers, or attendees contribute to local economic activity?
- Will the event increase foot traffic in business districts or tourism areas?

Tourism and Visitor Attraction

- Will your event bring visitors into Lambton County?
- Will it encourage people to explore local attractions, return for future visits, or stay longer in the community?

Opportunities for Local Businesses, Vendors and Creators

- Will your event create opportunities for food vendors, artisans, performers, or service providers?
- Will it support the visibility or growth of local entrepreneurs and small businesses?

Employment and Volunteer Development

- Will your event create temporary jobs or contract roles (e.g. coordinators, performers, instructors, technicians)?
- Will volunteers gain skills, experience, or leadership opportunities?
- Will the event support youth involvement or community engagement?

Impact on People and Community Wellbeing

- Does your event support families, youth, seniors, or specific community groups?
- Will it enhance cultural expression, social connection, recreation, or learning?
- Will it help build a sense of community pride or inclusiveness?
- Does it support mental wellness, belonging, or opportunities for community connection?

Long-Term Community or Economic Benefits

- Will your event help build community capacity, partnerships, or future opportunities?
- Could it establish or strengthen a recurring event that becomes part of the community's identity?
- Will it create ongoing economic or social value beyond the event itself?

(max of 500 words – your answer may use bullet points or paragraph format.)

SECTION E — Event Marketing & Promotion

How do you plan to promote your event? Who is your target audience, and will you be working with any partners to support your promotional efforts? *

In your response, describe:

1. Your Marketing Approach

Examples include:

- Social media (Facebook, Instagram, TikTok, LinkedIn)
- Printed materials (posters, brochures, flyers, postcards)
- Radio, newspaper, or online advertising
- Email newsletters or community mailing lists
- Community calendars, local tourism pages, or partner websites
- Outreach through schools, service clubs, or community groups

2. Your Target Audience

Consider identifying:

- Age groups (youth, families, seniors, adults)
- Specific interest groups (tourists, volunteers, cultural groups, hobbyists, athletes)
- Local vs. out-of-town attendees
- Special populations served by your organization or the event

3. Promotional Partners (if applicable)

Examples include:

- Municipal partners
- Tourism Sarnia-Lambton
- Business improvement associations
- Schools, colleges, or service clubs
- Local businesses or community groups

Describe how they will assist (sharing posts, co-promoting, contributing resources, etc.)

(max 300 words – Responses may be in bullet points or paragraph format)

Provide detail on the ways in which the Community Futures Grant will be recognized. *
(e.g. social media, website, signage, radio, print materials, in-person events and the like)
(max 150 words)

SECTION F — Volunteers (if applicable)

Will your event involve or develop volunteers? If so, how? *

- No
- Yes, please complete the following:

Describe how volunteers will be involved in your event, including how many are needed, how they will be recruited, and what training or orientation they will receive.

In your response, please consider addressing the following:

1. Number of Volunteers Needed

- How many volunteers are required to successfully deliver the event?
- Will volunteers support setup, registration, logistics, programming, clean-up, or other roles?

2. Volunteer Recruitment

Examples may include:

- Outreach through community groups, service clubs, schools, or partner organizations
- Social media or website postings
- Direct outreach to past volunteers or organizational members
- Partnerships with youth programs or community agencies

3. Training, Orientation, or Support

Consider describing:

- Any pre-event briefings, training sessions, or safety instructions
- On-site orientation or supervision
- Role-specific instructions (e.g. vendor check-in, attendee support, technical duties)
- How volunteers will be recognized or appreciated, if applicable

(max 250 words – responses may be bullet points or paragraphs)

SECTION G — Event Risk & Mitigation

Identify the key risks that could affect your event and describe how you will manage or reduce each of these risks. *

In your response, consider risks that could affect safety, operations, timelines, finances, attendance, or the overall success of the event.

Examples of risks you may wish to consider include:

Weather and Venue-Related Risks

- Outdoor weather conditions (rain, heat, wind, snow)
- Venue accessibility or capacity issues
- Power outages or equipment failure

Operational Risks

- Vendor or performer cancellations
- Insufficient volunteers or staffing shortages
- Delays in equipment or supply delivery

Financial Risks

- Budget overruns or unexpected costs
- Low ticket sales or lower-than-expected turnout

Safety and Compliance Risks

- Crowd control or safety concerns
- Injuries, medical issues, or emergency response gaps

- Lack of permits, insurance, or required approvals

Reputational or Communication Risks

- Negative publicity
- Miscommunication about event details
- Conflicts between stakeholders or partners

Please complete the following table, listing each identified risk and your planned mitigation approach:

Identified Risk (max 10-12 words)	Mitigations Strategy (how you will prevent or manage this risk; max 25-30 words)

(***)you may add additional rows as needed)

SECTION H — Event Budget

NOTE:

You can apply for \$500 and up to \$5,000 to cover your event costs.

Community Futures Grant funding will only cover Event costs that fall within the following categories:

- Personnel Costs – these are costs incurred to hire an individual(s) to support the successful execution of your event.
- Event Costs
 - Purchase of services
 - Venue costs (rental space and all associated costs)
 - Supplies and/ or materials
 - Non-fixed equipment purchases or rental

What is the TOTAL cost of this event: * \$ _____

List all sources of funding, including the Community Futures grand funding you have requested) *

(max 200 words)

What portion of your total event costs does the Community Futures Grant represent? * _____%

Using the below event budget, please provide a breakdown of how Community Futures grant funds will be used, listing each eligible event cost and the amount requested. *

(Please use the SAMPLE Event Budget below as a reference)

BUDGET CATEGORY (Maximum 10 words)	COST BREAKDOWN & REQUESTED AMOUNT (Maximum 25 words)
Personnel Costs	Item
	Item
	Subtotal
Event Costs	Item
	Item
	Item
	Subtotal
TOTAL REQUESTED CF GRANT FUNDING	\$

Below is a **SAMPLE** Event Budget

BUDGET CATEGORY (Maximum 10 words)	COST BREAKDOWN and REQUESTED AMOUNT (Maximum 25 words)
Personnel Costs <i>Event Coordinator (contract)</i> <i>On-site Support Staff (event day)</i>	\$40/hour x 20 hours = \$800 \$150 flax rate x 3 staff = \$300
	Subtotal - Personnel Costs: \$1,100
Event Costs <i>Venue Rental</i> <i>Marketing Material</i> <i>Vendor Tents / Equipment Rental</i> <i>Ticketing/Registration Software</i>	\$500/day + HST = \$565
	Posters + social ads = \$300
	\$75/tent x 6 = 450
	Flat event fee = \$75
	Subtotal – Project Costs: \$1,390
TOTAL CF GRANT FUNDING REQUESTED	\$2,490

SECTION I — Event Results

Describe the key results you expect your event to achieve and the evidence you will use to determine whether these results were met. *

In your response, consider both quantitative (measurable numbers/data) and qualitative (feedback, observations, stories) results.

Examples of outcomes you may wish to consider include:

Attendance and Engagement

- Number of attendees
- Level of community participation
- Youth, family, or specific group engagement

Economic or Tourism Impact

- Visitor turnout
- Vendor sales
- Local businesses activity

- Increased foot traffic

Community and Social Impact

- Volunteer involvement or leadership development
- Cultural enrichment or community pride
- Increased visibility or awareness of a cause or community group
- New partnerships or strengthen relationships

Learning, Skills, or Capacity Building

- Workshops completed
- Participant learning outcomes
- Improved organization or event capacity

Please complete the table below to outline expected outcomes for your event and describe how you will measure or demonstrate success for each outcome.

Expected Outcomes (max 12-15 words)	Evidence / How you will measure success (max 30-40 words)

(***additional rows may be added if necessary)

If applicable, how will you determine whether this event should be repeated or expanded in future years?

(e.g. demand, community response, financial feasibility, partnerships, sustainability)

(max 200 words)

CERTIFICATION

- I/we certify that the information contained in this application and the accompanying documents is true, accurate and complete. *
- I/we understand the importance of avoiding any conflicts of interest (or the appearance thereof) when obtaining goods and services. *
- I/we understand that should this application be approved, our organization will enter an agreement with Community Futures Lambton that is based on the information in this application. *
- I/we understand that should this application be approved, a one-page final report on the event for which the funding was provided will be required and that this report must include all relevant receipts to support the use of grant funds. *
- I/we understand that Community Futures Lambton may hold back a portion of the grant funding until such time as the final report on the project is received. *



- I/we understand that should this application be approved, Community Futures Lambton will provide brand guidelines and expectations for their recognition as a funder of the event. *
- Further to the above, I/we agree to utilize every opportunity to publicly recognize Community Futures Lambton for their grant funding contribution in accordance with the branding guidelines provided. *
- I/we understand that should this application be approved, Community Futures Lambton will publicly announce and share details on my/our event
- . *
- A representative with designated signing / decision-making authority has authorized this application. *

Lead Applicant Name* _____

Lead Applicant Position* _____

Signature* _____

Date* _____

Please note: Applications must be submitted between **March 1, 2026, and March 31, 2026**, to be eligible for review by the adjudication committee.

You can submit your completed application by:

◆ **Online:** Via the online application: cflambton.com

✉ **Email:** info@cflambton.com

● **In-Person Drop-Off:** CFL Office – 346 Christina Street N., Sarnia, ON N7T 5V7