Section 1: TDF Project Summary

Event name:

Event type:

What is the proposed event start and completion dates?

Provide a detailed description of the event, the location, programming, activities, duration, expected scale, and any unique features.

Section 2: Organization Information

Organization Name:

Organization Website: Social Media:

Legal Name (if different):

Physical Address:

Mailing Address (if different):

Lead Contact Person: Position:

Cell Number: Email:

Please identify the individual(s) who have the legal authority to sign agreements and bind the organization to contractual obligations related to this event.

Authoritative Person: Position:

Cell Number: Email:

Describe your organization, providing a clear overview of its core activities and role within the community or industry.

Section 3: TDF Project Information

Are there permits and/or approvals required to host the event? Examples may include event permits, licenses, or road closures. Indicate whether each is secure, pending, or not yet initiated.

Permit or approval required	Current status
	Secure
	Secure
	Secure

Do you require the use of City-owned facilities to run your event? If yes, City owned facilities should be secured in advance and rental fees must be paid prior to use.

Is this a new or recurring event? If recurring, when was it last held? Describe past results, successes to build on, and areas for improvement.

What partnerships, if any, are in place to support delivery and promotion?

How will you attract out-of-town visitors to your event? What assumptions support this strategy? *Reference past performance, comparable events, or market data where possible*.

What regions are you targeting? *Identify key geographic markets (e.g., Northern Ontario)*

What promotional channels will be used? (e.g. social media, marketing, paid advertising)

Section 4: Community and Tourism Benefits

Describe how the event will benefit the community, including hotels, businesses, and vendors. How will it contribute to tourism in Timmins? *Highlight economic impact and visitor spending.*

Provide estimates for the following and briefly explain how they were determined:

- Number of out-of-town event participants staying in hotels (e.g. registrations, vendors, artists, crew)
- Number of out-of-town event attendees staying in hotels
- Number of local/regional attendees

Section 5: Financial Information

Provide estimated project costs (for larger events, please provide a spreadsheet)

Cost Category	Description	Estimate Costs
Marketing		
Venue rental		
Artists/Speakers		
Other costs		
	Total Estimated Project Cost:	0.00

HST - only the non-recoverable portion of HST is eligible. The final claim must confirm your organization's HST rebate percentage.

How much TDF funding are you requesting?

Do you require a cash advance? If yes, specify the amount requested and how funds will be used.

List funding being sought:

Funding source	Amount	Status
Registration:		Secure
Sponsorships:		Secure
Applicant:		Secure
TDF:		Secure
Other:		Secure

For pending funding, include expected decision timelines and a contingency plan if funding is not secured.

Section 6: Other Information

Identify any missing or outstanding information and when it will be provided. *Incomplete applications may not proceed to committee review until required information is received.*

Certification

As the Applicant or an authorized signing officer, I certify that the information provided is accurate and complete. I understand that any material misrepresentation will result in the application being withdrawn. I agree to provide additional information as required to support the evaluation and administration of this funding

Applicant/Authorized Signing Authority:

Date: