**Questions for Community Events Letter of Intent**

Please note: This is a list of the narrative questions for the Community Events Letter of Intent. There are additional checkboxes and multiple choice questions in the online application.

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| **Question** | **Word Count** |
| Describe your group's event/activity. Tell us WHAT you want to  do. | 100 words |
| Describe HOW you will organize and deliver your event/activity. | 100 words |
| What are you hoping to achieve with your event/activity? What  is the anticipated impact? | 100 words |
| If community partners will help run this project, please tell us who they are and what role they will play. | A chart with organization/group and role/contribution is to be  filled out |
| Start Date: When will your event/activity take place? | Indicate date on calendar |
| End Date: When will your event/activity finish?  *If it is a one-day event, please select the same start/end date* | Indicate date on calendar |
| What is the total number of people you expect at your  event/activity? | Insert numerical value |
| What is the total budget to carry out the event/activity? | Insert numerical value |
| How much funding are you requesting from the City of Toronto? You can request between $5,000 and $10,000 | Insert numerical value |
| Briefly describe how you will spend the requested amount | 100 words max Applicants are invited to use bullet points to break down their budget line  items |