



FOR REFERENCE ONLY

Special Events Stabilization Initiative (SESI) 2024

**THIS IS NOT THE APPLICATION. THIS DOCUMENT IS FOR REFERENCE ONLY.
YOU MUST SUBMIT YOUR APPLICATION VIA THE ONLINE FORM**

Special Events Stabilization Initiative (SESI) 2024 All of your answers are private and confidential.

Funding Opportunity Name: Special Events Stabilization Initiative (SESI)

Cycle: January 1, 2024 – December 31, 2024

Submission Window 1: August 19, 2024 to September 30, 2024

Submission Window 2 : October 14, 2024 to November 18, 2024

Program Purpose

Festivals are part of what makes Toronto an amazing place to live and work and a destination of choice for tourists from around the world. Toronto's festivals are critical to the city's vitality, prosperity and livability, and provide immense economic impact benefits to local businesses.

The Special Events Stabilization Initiative (SESI) is a one-time funding program that provides financial relief for local festivals and special event organizers that have been hard hit by rising costs, especially those related to health, safety and security of the general public and event attendees. These costs include public safety measures such as security, crowd management, insurance and health and safety efforts.

Assessments for funding will be based on alignment with the eligibility criteria, alignment with the City of Toronto's current strategic priorities, assessment criteria, and overall demands for funds in the initiative. Applications will be reviewed and scored by an advisory committee comprising cultural sector representatives and City staff. If determined eligible, applications will be categorized by the operating budget for the applicable event to determine their maximum amount of eligible funding.

The maximum amount of funding available is calculated as 50% of total spending on eligible expenses up to the maximum amount per category, whichever number is lower. Funding decisions will be determined by the number of applications received and the funds within the Special Events Stabilization Initiative budget. The City of Toronto cannot guarantee funding to all eligible applicants, nor can the City ensure that the total eligible amount will be awarded to successful applicants. The decision to fund all or part of an applicant's request will depend on its alignment with City of Toronto strategic priorities, assessment criteria, the City's discretion, and overall demand for funds in the program. Funding recommendations will be made until all available funds have been allocated. For a full list of eligibility criteria, assessment criteria, and definitions, please refer to the application guidelines.

If you have any questions about this application or would like accessibility support, accommodation and/or a different format, please call the Event Support Supervisor at 416-395-0490 or email SESI@toronto.ca using an email affiliated with your organization.

Please do not provide any personal information about yourself or other individuals (such as name, address, telephone number, email, etc.) in any of your responses to this application. Provide business-related information about yourself and/or individuals who are affiliated with or working in the festival/event only.

The information collected in this application will be maintained as a business record and may be made publicly available (if requested).

Organization Details

1. Organization Name

2. Organization Mailing Address

Street Number

Street Name

City/Town

Province

Postal Code

3. Please check what applies to your organization

- An incorporated not for profit organization
- A local band council, a local tribal council or other local Indigenous government (First Nations, Inuit or Métis) or equivalent authority
- A Business Improvement Area
- An incorporated not for profit community organization partnering with unincorporated individuals or collectives producing a cultural festival

4. Please upload your organization's letters of incorporation. Please ensure that any uploaded documents do not contain personal information including photographs with private identifiable individuals.

5. Is your organization, community group, or resident-led group Indigenous-led?

- Yes
- No

6. Is your organization, community group, or resident-led group Black-led?

- Yes
- No

7. Is your organization led by a member of an equity deserving group?

- Yes
- No

Contact Information

8. Who is completing the application:

Contact Name (First, Last)

Position Title/Role (in the organization)

Are You a Signing Officer For The Organization

Organization Email

Festival Information

9. Festival or Event Name

10. Festival Date

Start Date

Day

Month

Year

End Date

Day

Month

Year

11. Festival Time

Festival Start Time

Festival End Time

12. Festival Location(s)

13. Number of Attendees

14. Please describe your festival or event, including purpose or objectives, cultural mission, and activities and programming. (Not more than 300 words)

15. How many years has this festival been successfully completed? Please list the years. (Not more than 100 words)

16. Do you charge a fee for admittance? If yes, how much? (Not more than 100 words)

17. Describe the festival planning cycle, including timelines, personnel involved, and approach to event planning and execution. Attach one (1) document, if needed. Please ensure that any uploaded documents do not contain personal information including photographs with private identifiable individuals.

18. Festival Planning Document

19. How does the festival engage the community and help to drive business to local main streets? Describe your community engagement planning, volunteer program, and local partnerships, if applicable. (Not more than 300 words)

20. How does the festival showcase cultural diversity, or ensure diverse cultural engagement? (Not more than 200 words)

21. How does your festival engage local businesses, artists, performers, and/or vendors? (Not more than 300 words)

22. What steps do you take to ensure your festival is open, accessible, and inclusive? How does your festival make all Torontonians feel welcome? (Not more than 300 words)

Health and Safety

23. Describe your organization's approach to health, safety, and security at your festival. What safety and security elements do you utilize to ensure a safe environment for attendees, staff, and volunteers? How are these plans communicated with festival staff and volunteers? (Not more than 300 words)

24. Describe your accessibility planning (Not more than 200 words)

25. What actions do you take to mitigate health and safety risks? (Not more than 200 words)

26. Describe what changes your festival's health, safety, and security plans have undergone since 2019 or since your last festival, if applicable. (Not more than 300 words)

27. Describe how your festival's expenses related to health, safety and security have changed since 2019 or since your last festival, if applicable. (Not more than 300 words)

Budget

28. What insurance do you carry for your festival?

29. How do you manage/control your organization's finances? How often does the Treasurer or the Board of Directors review your budget? Please explain how budget discrepancies (excess and/or deficiencies) are reconciled (Not more than 200 word)

30. List the amount and name of other City of Toronto grant(s) received or applied for regarding this event, if applicable. (Not more than 200 words)

31. Please attach your festival's overall budget for your next or most recent festival (2024). Please ensure your budget includes all expenses and sources of revenue (sponsorships, grants, and partnerships) Please ensure that any uploaded documents do not contain personal information including photographs with private identifiable individuals.

32. Please attach your festival's overall budget for the last festival (2023 or other most recent): Please ensure that any uploaded documents do not contain personal information including photographs with private identifiable individuals.

33. Please complete the following budget document to break out specific expenses related to health, safety and security. This document will be used to assess total eligible expenses. This information will also be used to establish baseline information showcasing how costs have increased over time, and to inform future funding initiatives. Only fill in 2019 budget data if your festival was active in that year. If your festival is newer than 2019, you are not required to fill in this column.

	1 NEXT OR MOST RECENT FESTIVAL BUDGET (2024)	2 LAST FESTIVAL BUDGET (2023 or other most recent)	3 2019 BUDGET (if applicable)
Expense	<input type="text"/>	<input type="text"/>	<input type="text"/>
Private Security	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid Duty Officers and Policing Infrastructure	<input type="text"/>	<input type="text"/>	<input type="text"/>
Temporary Building Permits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Noise Exemption Permits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Noise monitoring - Staffing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parks Permits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paramedic Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fire Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Solid Waste Management and Disposal	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking Buy-Outs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hostile Vehicle Mitigation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Road Closures/Diversions – Signage and Barricades	<input type="text"/>	<input type="text"/>	<input type="text"/>
TTC Diversions	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (please describe in notes)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

34. If your festival has not yet happened at the time of application, please upload your quoted expenses. Please ensure that any uploaded documents do not contain personal information including photographs with private identifiable individuals

End Survey

In order to assist the City of Toronto in better supporting the festival and special events sector, and to inform strategic direction in developing or amending support programs, please participate in the following, survey. The following questions are optional and will not be assessed as part of you SESI application.

35. Please provide your festival or event’s latest available economic impact data. If you have not conducted a formal economic impact study, please provide an estimate for the total economic impact of your latest festival or event.

36. In your experience, what area of festival and event planning has been the least stable post-COVID? For example, attendance, security costs, staffing, etc.

37. Do the City’s available granting programs meaningfully assist with your festival and event planning?

- Yes - City provide funds to support my activities;
- Somewhat, funds are available but more money is needed;
- No – Funds are not sufficient to be meaningful and/or hard to access

38. In addition to financial support and grants, how can the City better support the festival and events sector?

Your responses have been registered!

Thank you for taking the time to complete this application. If you have any questions about this application, please contact the Event Support Unit at 416-395-0490, or email SESI@toronto.ca