City of Surrey
Policing Grant Application

Submission Date: _____

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IMPORTANT: Please read the City of Surrey Policing Grant Guidelines before completing this application form. Please type or print clearly, and submit this application electronically. You will also need to print and sign the application, before mailing a hard copy along with all other required attachments. Please ensure all applicable questions are answered in order for the application to be considered complete.

Information collected will be used solely to evaluate your eligibility under the Surrey Policing Grant.

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1. General Information

Name of Organization: _____

Contact Person: _____

Position Title: _____

Phone (Daytime): _____

Phone (Secondary): _____

Fax: _____

Email: _____

Mailing Address: _____

2. Event Host Organization

The event must be operated on a not-for-profit basis by a registered BC Not-for-Profit Society that has been in existence for more than 1 year. Please provide your organization's BC Society Act information.

Name of Organization: _____

Registration Number: _____

Date of Registration: _____

Contact Person responsible for organizing this event:_____

Event Details

Date(s) of Event: _____

Set-up date(s): _____

Take-down date(s): _____

Brief Event Description:

_____

_____

_____

Did you receive a Festival & Event Support Team (FEST) permit?

☐ Yes – event was conditionally approved
☐ Yes – application pending
☐ No

3. Event Administration and Financial Information

Total cost for policing services at your event: _____

Your events invoice number: _____

Have you fully paid the invoice issued by the City of Surrey for your event?
☐ Yes ☐ No

- Does your organization have any outstanding payments to the City of Surrey?
  (Taxes, utilities, prior events outstanding invoices, etc.) ☐ Yes ☐ No

  If yes, please explain what the amount is for and why it hasn't been paid?

  _____

  _____

  _____

- Is your organization in breach of City By-laws? ☐ Yes ☐ No

  If yes, please explain which by-laws and why they were breached?

  _____

  _____

  _____

- Is your organization in litigation or has claims against the City of Surrey?

  ☐ Yes ☐ No

  If yes, please explain what and why?

  _____

  _____

  _____

4. Acknowledgement of City Support

Please describe how your organization acknowledged support from the City of Surrey:

_____

_____

_____

_____

_____

_____

5. Certification and Signatures

I certify that:

- To the best of my knowledge all the information contained in this application is true and complete

- My application is in full compliance with the requirements of the City of Surrey Policing Grant

- I understand that I will not receive the Policing Grant until after my event, once my organization has paid all their invoices associated with this event

The City of Surrey reserves the right to review the financial records of the Event and/or the Event Organizer to ensure compliance with the terms of the Grant. The financial records of this event will be made available for audit and onsite inspection by a representative of the City who has been appointed to complete such audit and onsite inspection.

Two authorized members of the organization must sign the application. Unsigned applications will not be considered.

Name (please print): _____

Position: _____

Date: _____

Signature: _____

Name (please print): _____

Position: _____

Date: _____

Signature: _____

Before you send this, have you:

☐ Completed all relevant sections of the application?

☐ Had the form signed by two authorized members of the organization?

Next Steps:

You must send a printed and signed copy of this document to:

City of Surrey Festival & Event Support Team
13450 104th Avenue
Surrey, BC V3T 1V8

You may send a copy of this document and any attachments via email to
FEST@surrey.ca

You will receive confirmation when the emailed application and printed and
signed copy has been received. Applications will not be considered until a
complete printed and signed copy is received. Please ensure that you a keep
copy of all documents submitted.

If you have questions regarding this application, please email FEST@surrey.ca
or call 604-591-4014.

Applications will be reviewed by the Policing Grant Committee on a bi-monthly
basis. Applicants will be notified as soon as possible after their application has
been reviewed at a Policing Grant Committee meeting.