



## Community Event Proposal

Thank you for raising funds and awareness that will help people in your community!  
Keep the YMCA of Simcoe/Muskoka in the loop by filling out this form to tell us a bit about your event.

Group, Team or Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Event Name: \_\_\_\_\_  
Description of the event and how funds will be raised:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Number of Guests expected: \_\_\_\_\_

Estimated budget:

Please attach a proposed budget for your event if the template below does not suffice. Be as specific as possible. Also specify which of any costs or expenses you expect to be donated as gifts in kind.

EXPENSES		REVENUE	
ITEM	ESTIMATED COST	ITEM	ESTIMATED REVENUE
SITE:		TICKETS # ____ x \$ ____ =	_____
- Rental costs	_____	SPONSORS	_____
- Equipment	_____	DONATIONS	_____
- Licenses	_____	ITEM SALES	_____
- Other	_____		
PROGRAM			
- Entertainment	_____		
- Other	_____		
PUBLICITY	_____		
MEAL & BEVERAGES	_____		
DECORATIONS	_____		
GIFTS/PRIZES	_____		
<b>Total Expenses:</b>	_____	<b>Total Revenues:</b>	_____

Estimated NET to be donated: \$ \_\_\_\_\_ (Revenue minus expenses)



## Terms and Conditions

By signing this application I agree to:

1. Submit all promotional materials using YMCA logo to YMCA for approval prior to use.
2. Obtain and purchase all necessary permits, licenses and insurance.
3. Waive any rights to make claims for and release and discharge YMCA from all liability and responsibility for any injuries or damages that may be suffered.

To assist in making your event a success, YMCA of Simcoe/Muskoka commits to:

- Offering advice and expertise on event planning and charitable donation laws
- Providing YMCA promotional materials such as brochures, pledge cards and posters
- Promoting event through existing YMCA channels where possible, including but not limited to Twitter, Facebook and membership newsletters

Name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have questions, or to submit a completed form contact Jessica Rawn, Manager of Philanthropy, at 705-726-9622 x 444 by email at [Jessica\\_rawn@ymca.ca](mailto:Jessica_rawn@ymca.ca) or by mail at the address below:

YMCA of Simcoe/Muskoka  
22 Grove St. W.  
Barrie, ON  
L4N 1M7

### OFFICE USE ONLY

Date Submitted: \_\_\_\_\_

Information Complete: \_\_\_\_\_

Project/Event Approved: \_\_\_\_\_

Signature: \_\_\_\_\_