



**Spirit of BC Week
February 9 - 17, 2007
Literacy Now and the BC Library Association**

2010 Legacies Now is working with the Spirit of BC Community Committees to leverage Olympic, Paralympic and other community opportunities in the areas of sport and recreation, arts and culture, literacy and volunteerism; and to create sustainable legacies that will benefit all British Columbians as a result of hosting the 2010 Olympic and Paralympic Winter Games.

Spirit of BC Week

Spirit of BC Week was created in 2005 to foster community spirit and excitement and celebrate the five-year countdown to the 2010 Winter Olympic and Paralympic Games. Over the long-term, the goal is for Spirit of BC Week to become an annual festival and celebration of community spirit in towns and cities throughout BC with events being hosted that celebrate the core areas of 2010 Legacies Now - arts and culture, literacy, sport and recreation, volunteerism and inclusion.

Literacy Now and the BC Library Association (BCLA)

Literacy Now has partnered with the BCLA to encourage libraries to participate in their local Spirit of BC Week 2007 celebration and in turn, help promote local appreciation of their community's library resources.

Libraries and literacy organizations are encouraged to find ways to link with their community's Spirit of BC Week celebrations. Spirit of BC Week follows shortly after Family Literacy Week in BC so it provides an opportunity for communities to connect these important concepts. Libraries are invited to create special one day or "all week" special events or promotions, such as a Family Story Time; or by tagging an already-scheduled event such as a workshop or book drive. Libraries have the flexibility in choosing the day and time of the event during the Spirit of BC Week.

Level of Assistance

Small subsidies of up to \$500 are available to help offset lost revenue or additional hosting or promotional costs. Local Spirit of BC Community Committees provide participating institutions with promotional material and Literacy Now will provide an investment of up to \$500 to libraries for their initiative(s) as part of the Spirit of BC Week 2007 celebrations (February 9-17, 2007).

Funds will be reimbursements for actual expenses. Eligible expenses are event costs that include honorariums, contract fees, venue rentals, equipment, and technical support.

Program Requirements

To receive funding, your organization must try to:

- Ensure the event is free and open to the public. We encourage organizations to remove potential barriers to access such as entrance fees.
- Ensure that the event occurs during or directly contiguous with Spirit of BC Week 2007.
- Provide evidence of partnership with your local Spirit of BC Community Committee. (Where no Community Committee exists the library may take the lead on the event. Please note that a similar offer is being made to BC museums through Arts Now. This could provide an excellent partnership for your event.)

A brief description of the event including a budget must be provided to Literacy Now in writing. Applications will be accepted between **January 15 and 19, 2007** and will be reviewed on a first come basis. (See application form and budget on pages 3 and 4) Funding confirmation will be given by January 19 for applications received on or before January 17 and no later than January 23 for applications received after January 17. Applications can be sent by fax or email.

Acknowledging the Funds

- Support from 2010 Legacies Now must be appropriately acknowledged on all materials related to the funded initiative, but only with the expressed consent of 2010 Legacies Now.
- Before announcing that you have received funds from 2010 Legacies Now, you need to check with the 2010 Legacies Now Spirit of BC team (SpiritofBC@2010LegaciesNow.com) for brand guidelines and media and event promotion support.

Releasing the Funds

- Along with the receipts, 2010 Legacies Now would like to hear about your event. We will provide you with a Final Report with a few questions to answer about your event. Your report is to be submitted when you send us your receipts for reimbursement.
- With your Final Report, we also welcome digital pictures of the event. If you are submitting photographs, we ask that you do so according to our Image Use Agreement (which will accompany your letter of agreement once funding is confirmed) so that we make sure that you have the ability to share the photographs you take.
- To promote the success of Spirit of BC Week and the work of the Spirit of BC Community Committees, 2010 Legacies Now will be able to use information and images of your event(s) with proper acknowledgement.

Address and Contact Information

Literacy Now Spirit of BC Week Contribution Fund
2010 Legacies Now
400 - 1095 West Pender Street
Vancouver, BC V6E 2M6
Telephone: 778-327-5194
Fax: 778-327-5199
Email: literacynow@2010LegaciesNow.com



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APPLICATION**

Library or Literacy Organization: (the cheque will be made out to this institution)

Lead Staff Member/Volunteer: _____

Mailing Address: (for payment) _____

City/Town _____ Postal Code _____

Telephone _____ Facsimile _____

Email _____

Event Title _____

Cost of event _____ (see budget form)

Date(s) of event _____ (d/m/y)

Location of event _____

Describe the initiative as clearly as possible. Include information about how this initiative will interact with Spirit of BC Week and with the local community.

| EXPENDITURES | TOTAL COST |
|--|------------|
| Fees | |
| Travel | |
| Accommodation and per diem | |
| Transportation | |
| Equipment rental | |
| Venue rental | |
| Installation/production | |
| Other (specify) | |
| Other (specify) | |
| Other (specify) | |
| Other (specify) | |
| TOTAL COST OF INITIATIVE (Reimbursement will be a maximum of \$500, based on actual expenditures) | |

We certify that:

1. We agree to follow the guidelines of the program provided by Literacy Now.
2. A staff member/volunteer of the BC institution will assume overall responsibility for the event.
3. We will document the development and production of the event and submit a final report which outlines some of the outcomes of the event.
4. We agree that 2010 Legacies Now Society and the Spirit of BC Community Committees will be able to use the final report and images for best practices to be shared with Spirit of BC Committees.
5. We agree that support from 2010 Legacies Now must be appropriately acknowledged on all materials related to the funded initiative, but only with the expressed consent of 2010 Legacies Now.

An authorized staff member/volunteer of the BC institution must sign the application.

Unsigned forms will not be considered and returned.

Name of Applicant (please print): _____

Signature of Applicant: _____ Date: _____

Name of Spirit of BC Community Committee Member (if applicable):

Signature: _____

Send form to:

Literacy Now Spirit of BC Week Contribution Fund
 2010 Legacies Now
 Fax: 778-327-5199
 Email: literacynow@2010LegaciesNow.com