

January 10, 2008

Mr. Jack Heath
Regional Councillor
Town of Markham
Anthony Roman Centre
101 Town Centre Boulevard,
Markham, Ontario L3R 9W3

Dear Mr. Heath,

Re: 2008 Chinese New Year Celebration (CNY2008)

Thank you for taking the time to assist us in our effort to enlist the Town of Markham as the co-host of Town's tenth consecutive Chinese New Year Celebration. As discussed, the event will take place on Saturday, February 9, 2008 and will celebrate "The Year of Rat".

Our Markham Chinese New Year event has grown into one of Markham's most attended attraction. Its growing popularity has been drawing increasingly many businesses and people from many ethno-cultural communities in Markham and from adjoining municipalities. This event truly reflects the spirit of the Town of Markham as a people's place, where citizen lives in peace and harmony.

We at C.A.B.I.N. and our community at large, feel very privileged to have received continuous full support from Town of Markham for this event. In order to produce and achieving success with such a large scale event takes more than time and energy can be provided by many volunteers and donors. There are certain nominal fees from suppliers and operational costs that cannot be avoided – in spite of the generous discounts that have been gracefully given. Meeting those financial needs is one of our biggest challenges.

We are hopeful that we can again count on the Town of Markham to, not only co-host the event with us this year, but also join us as part of our financial support team. It is in this regard that we are request a donation of \$8,000 from the Town.

Attached for your review is a budget forecast detailing the expenditures and revenues of this year's event, along with an outline of activities and entertainment we have lined up for the enjoyment of the young and adults alike. We will be glad to present this plan to the funding committee in person. We are very confident that CNY2008 will be a great success, which the Member of Funding Committee, Town Council and the Town of Markham will all be very proud of.

We thank you in anticipation for your favourable response.

Yours truly,

Rebecca Ling
Chair
CNY2008 Organizing Committee

CNY2008 Budget Forecast

Projected Expenses

A. Programs & Entertainment		
1) Lion Dance & Kung Fu	\$1,990.00	
2) God of Fortune & Red Packets	\$800.00	
3) Band	\$500.00	
4) Fortune Telling	\$350.00	
5) Choir	\$200.00	
6) Chess Contest	\$575.00	
7) Chinese Dance	\$400.00	\$4,815.00
B. Advertisements		
1) Fairchild TV	\$5,000.00	
2) Sing Tao Daily News	\$3,075.00	
3) World Journal Daily News	\$2,300.00	
4) Fairchild Radio	\$2,325.00	
5) Posters (1000 pcs 24" x 18")	\$1,840.00	
6) Advertisement Design & Production	\$2,300.00	\$16,840.00
C. Operational Expenses		
1) Press Conference (Lunch reception)	\$950.00	
2) Banners, signs & decorating materials	\$1,480.00	
3) Promotional & sponsorship packages	\$730.00	
4) Volunteers' lunch & refreshments	\$575.00	
5) Project Management	\$5,750.00	
Total Projected Expenses		\$31,140.00

Projected Revenues

D. Sponsorships & Booths (confirmed & Probable)		
1) Sponsorship (including in-kind sponsorship)	\$10,000.00	\$12,000.00
2) Booths	\$2,000.00	
E. Funding from Town of Markham (requesting)		\$8,000.00
F. Sponsorships to be raised (now to Jan. 31, 2008)		\$11,140.00
Total Projected Revenues		\$31,140.00

7060 Markham Road, Markham, Ontario L3S 4M7
Telephone: (905) 294-5033 Fax: (905) 294-5033
maca1987@rogers.com



January 8th, 2008

Mr. Frank Edwards
Manager of Administration
Town of Markham
101 Town Centre Blvd
Markham, Ontario
L3R 9W3

Dear Mr. Edwards,

This letter is a formal request from the Markham African Caribbean Association (MACA) to host this year's Community Celebration of African History Month at the Town of Markham Civic Centre on February 12, 2008.

The Association will be honored once again to perform the hosting duties as the Town salutes our outstanding African leaders in the community. We would like to congratulate Mayor Frank Scarpitti and the Councillors of Markham for actively celebrating African History Month in the Town of Markham.

The Association is requesting funds in the amount of \$2000.00 to provide transportation, refreshments and all other required necessities for the event. I have attached a proposed budget for your information. Also, we would greatly appreciate it if the Markham Race Relations Committee would consider collaborating with MACA to plan this special event.

We are very motivated to make this a memorable event and we look forward to your response.

Sincerely,

Clive Hylton
President
Markham African Caribbean Association

Cc: Regional Councillor Jack Heath

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PROPOSED BUDGET
TOWN OF MARKHAM & MACA
BLACK HISTORY CELEBRATION
FEBRUARY 12/2008

Busses	450.00
Refreshments	500.00
Picture Frames	300.00
Photographs	150.00
Printing	100.00
Plaques engraved	200.00
Flowers	<u>300.00</u>
Total	\$2000.00