



ARTS, CULTURAL, RECREATIONAL AND FESTIVAL EVENTS GRANT APPLICATION

General Information: People want to live in and/or visit places that offer exciting things to do and interesting ways to express themselves. Many cities are including arts, recreational, cultural and heritage events and festivals to attract both residents and visitors.

Ishpeming DDA (Downtown Development Authority) Grant funds are distributed for the purpose of putting on events that will encourage residents and visitors to participate in the events that promote and showcase our local resources.

The City of Ishpeming wants to work with community groups to attract visitors to our City, recognizing that tourism is a major economic generator for our community.

Application Deadline: Applications should be submitted at least 90 days prior to the event to be considered for funds. Applicants will receive written notification of the decision. Funds are limited, so early submittal is encouraged.

Eligibility Criteria:

- The event must have a good potential for attracting both residents and visitors to participate in Ishpeming events that will promote Ishpeming as a tourist destination for purposes of recreation or arts and cultural. A cultural sport, heritage and / or celebration focus or component is also acceptable.
- The event should give consideration to showcasing local arts, recreation and cultural talent.
- The event should demonstrate a strong potential for a positive economic impact on Ishpeming.
- Preference will be given to activities or events that will be ongoing and have potential as a good long-term investment for the City (i.e. - a yearly cultural event or festival that has a potential for growth). Events and festivals that run more than one day and / or have realistic plans to attract greater numbers will also be given priority.
- This grant is designed specifically to assist events and festivals that utilize services and businesses within the City of Ishpeming promoting economic growth of our local economy.

Who Can Apply?

1. Generally, organizations requesting funding will be established non-profit organizations with experience in organizing events and managing funds.
2. Applicants must be able to demonstrate a broad community and visitor participation or significant potential audience.
3. Applications will be considered on the following criteria:
 - Evidence of benefit to the community.
 - Demonstration of community support for arts, recreation, cultural and festival events as measured by volunteer participation, membership, and/or audience participation.
 - Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
 - Secured commitment from other funding sources.
 - Potential financial impact (i.e. jobs created, spending, number of visitor days created and how this information might be tracked).
 - Public recognition of the municipal contribution.
 - Level of event profile and media exposure.
 - Funding for capital expenditures will not be considered.

How Funds are Distributed.

- The amount requested cannot be more than 25% of the total event budget.
- Any unallocated funds in a given year will NOT be carried over to the next budget year, but will return to the DDA funds.
- To further enhance economic growth the DDA encourages event coordinators to use Ishpeming businesses where ever possible.
- Invoices are to be submitted to the DDA and monies paid directly to the local business on behalf of the organization.

APPLICATION

Legal Name of Organization: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person: _____

Name of Event: _____

Times and Dates of Event: _____

Location of Event: _____

Ages of Participants: _____

From where will participants come? _____
(Last year's actual numbers if event was held previously: New events – estimate)

Fiscal year for grant: _____

Total grant requested for fiscal year: _____

Total budget for fiscal year: _____

Is this a new event? _____

How long has your organization existed in Ishpeming? _____ Years

Briefly outline the purpose or mission of your organization: _____

Please also include the following information:

For what purpose do you plan to use this City fund? _____

How will your event benefit Ishpeming economically? _____

How will your event be marketed? _____

How will you evaluate the success of the event? _____

Include a list of the event organizers identifying the roles and names of the people in those roles/functions.

Upon request you may be required to supply a detailed budget of the proposed event, outlining all revenues including sources and expenditures. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)

Include a list of the event organizers identifying the roles and names of the people in those roles/functions.

Upon request you may also be required to supply a final report and financial statement must be submitted within 60 days of the conclusion of the event. Failure to do so may result in rejection of any new application (1 – 3 pages maximum).

SAMPLE BUDGET: Event / Festival Revenue and Expense Budget

Name of Event: _____ Sponsored by: _____

- Please provide your best estimate of the revenues and costs of the event for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by an event and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

Actual Year of event 20_____ (Previous Year if applicable) _____

Revenues	
Earned Revenue	
Admissions/Ticket Sales	
Concession/Merchandise Sales (net)	
On-site cash donations	
Advertising income	
Rentals	
Other	
Total Earned Revenue	
Fundraising Revenue	
Individual Donations	
Cash Sponsorships	
Fundraising Events	
Other	
Total Fundraising Revenue	
Government Revenue	
Municipal Grants	
Provincial Grants	
Federal Grants	
Other	
Total Government Revenue	

Expenses			
Administrative and Communication Cost			
Event Coordinator		Estimate of hours worked:	
Office Staff		Estimate of hours worked:	
Event Insurance Cost			
Fundraising expenses		Please specify:	
Volunteer expenses		Please specify:	
Marketing and publicity		Please specify:	
Other		Please give details:	
Total Administration and Communication Cost			
Production and Events Cost			
Facility/Venue rental			
Equipment rental (tents, stage, lights, sound, etc.)			
Artists, performers, cultural programs, etc.)			
Technical staff			
Materials and supplies			
Permits			
Municipal services			
Police services			
On-site costs (signs, garbage, toilets, power, etc.)			
Performer/Volunteer services: travel, food, shirts, etc.)			
Other		Please give details:	
Total Production and Events Cost			
Total Expenses			
Net (Revenue minus Expenses)			