



## City of Duvall 2012 Community Event Grant Application

*City of Duvall ♦ P.O. Box 1300 ♦ 15535 Main Street NE ♦ Duvall, WA, 98019*

Organization Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Preferred method of contact:

Phone \_\_\_\_\_

Email \_\_\_\_\_

Application Checklist to Submit:

- General information and contact sheet
- Narrative
- Event budget
- Proof of non-profit status
- Samples of promotional material

**NOTE- Only complete applications will be considered  
for approval**

**I. General Information**

1. Applicant/Organization Name: \_\_\_\_\_

2. Community Event Name: \_\_\_\_\_

3. Organization mailing address: \_\_\_\_\_  
\_\_\_\_\_

4. Organization/Event Website: \_\_\_\_\_

5. Amount of Funding Requested: \$ \_\_\_\_\_

6. Governing Body Members or Board Members names, phone or email, and their roles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Has the organization previously applied for City of Duvall Community Event Grant funding? If so, when: \_\_\_\_\_ For the amount of: \_\_\_\_\_

Amount awarded: \_\_\_\_\_

8. When will the event take place? \_\_\_\_\_

9. Where will the event take place? \_\_\_\_\_

10. How many paid artists/performers are part of this project? \_\_\_\_\_

11. How many volunteers are working with this project? \_\_\_\_\_

12. The City requires your organization to have liability insurance for personal injury and property damage with \$1,000,000 combined single limit per occurrence. Do you have this insurance? \_\_\_\_\_



5. What is your estimated attendance?
6. Who is your target audience?
7. What is the event schedule? Be as specific as possible about # of performances, # of exhibit days, etc.
8. What is the public benefit? (i.e., free admission or discounted tickets, educational component, special outreach efforts or access for underserved populations)
9. What is your promotion plan for this project?
10. Are you partnering with any other organizations on this project?

### **III. Budget**

Use attached form. The budget is for the proposed Community Event. In-kind contributions are donated goods and services that you would normally pay for. Remember that in-kind expense and in-kind income should match.

Please add notes to explain your project budget as needed.

### **IV. Supporting Material**

Samples of actual promotional material from organization's past events. Drop off or mail to: Kass Holdeman, City of Duvall CEG, PO Box 1300, Duvall, WA 98019. Can be submitted digitally only if originally in digital form (page captured from website).