

Event Sponsorship Program
II. Grant Application

To apply for grant, please complete the Events Sponsorship Grant Application (Document II) and the Events Budget (Document III). Prior to release of funding, the event sponsor must sign the Event Agreement (Document IV). The Event Summary Report and the Event Actual Expenses (Documents V and VI) must be submitted within 75 days following the event.

- I. Event Sponsorship Guidelines
- II. Event Grant Application
 - Ila. Rubric
- III. Event Budget
- IV. Event Agreement
- V. Event Summary Report
- VI. Event Actual Expenses

Grant Funding Requested:	\$
Projected Attendance:	

Applicant Information:

Name of Event:	
Name of Event Coordinator:	
Name of Organization or Business:	
Organization background information including: Names of principals, legal status and years in operation.	
Business Address:	
Telephone Number:	
Fax Number:	
Email Address:	
Web Address	
EIN:	

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Event Information:

Event Description: (50 words or less)	
Event Date(s):	
Event Location:	
# Years event has been held:	
Event Frequency:	

Event Qualifications: Please note: Prior to the receipt of funding, event sponsor will be required to sign an event agreement.

1	Describe how the Event will directly and financially benefit the Town of Dover.	
2	What is the anticipated number of visitors to the town of Dover (incl. out-of-town, overnight, and local and event vendor attendees?)	

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3	Describe how and where this event will be marketed.	
4	Describe the support this event has from the private sector, public, community and local residents.	
5	For annual events, describe: a) How attendance is calculated? b) Attendance trends demonstrated. (New events may reference data from a similar event in another location.)	
6	Describe other funding sources available for this event.	

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Certification:

I certify to the best of my knowledge that the information provided in this application is complete and accurate.

Name:		Title:	
Signature:	<hr/> (Duly authorized agent for the applicant organization)	Date:	