

# DOWNTOWN IMPROVEMENT DISTRICT

904 SOUTH CALHOUN ST. FORT WAYNE IN, 46802  
TELEPHONE # 260-420-3266 FAX # 260-467-1606



## 2019 Grant Application Form

The Downtown Improvement District's mission is to advance Downtown Fort Wayne as the vibrant urban core of Northeast Indiana. We plan and support special events to promote the Downtown area; collaborating with organizations to promote the vitality of Downtown Fort Wayne.

### Criteria for Sponsorship:

- 1) Events shall be within or add value to the Downtown District, exceptions may be made for groups contiguous to the District.
- 2) New and emerging events Downtown will be given priority for funding.
- 3) Grants may be obtained for annual traditions or events that have broad popularity and attract a diverse audience if the funding is used to expand or improve the event or to reach new patrons.
- 4) Event must be open to the public.
- 5) Events that benefit Downtown businesses will be given higher priority.
- 6) The applicant must cooperate with all rules and regulations including city permits, insurance requirements and law enforcement. (This includes but is not limited to Right of Way Signage)
- 7) Event must be either all ages or clearly promoted as age restricted.
- 8) Grant funds shall not be used to pay salaries.
- 9) Grant funds shall not be used for political or religious events.

If approved, the sponsored organization may receive promotional support in our e-newsletter, social media and other resources in addition to our contribution. We can also offer advice for obtaining permits, security, site selection, and basic logistics. *The Downtown Improvement District reserves the right to withhold funding for non-compliance of the above criteria.*

### Approval Process:

Applications should be submitted no less than 60 days prior to the event. You will be notified upon approval or denial. If approved, half of the payment will be made in advance. The final half will be allocated upon receipt of the completed Final Grant Report.

A Final Grant Report shall be submitted *within 60 days after completion of the project or by December 14, 2019, whichever occurs first.* Final Grant Reports must include documentation of the project, accounting of the use of grant funds and evidence of proper crediting of the Downtown Improvement District. Final payment will be sent upon receipt of the Final Grant Report. Organizations not submitting Final Grant Reports by December 14, 2019 will forfeit the final allocation.

Disclaimer: By accepting our sponsorship for this event, your organization will agree to consider Downtown vendors. We do not require the use of local vendors in every case. However, supporting these vendors will influence our level of support for your event. We are not responsible for selecting participating organizations, performers, businesses, or vendors. This is the sole responsibility of event organizers and promoters. We may seek to recover grant funds or withhold final payment if funds are misused.

**2019 Grant Application Form**

Organization Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Organization through which funding will be allocated. (this will be the name on the W-9)

\_\_\_\_\_

Event/Program Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Hours & Location: \_\_\_\_\_

Is this a new event? If no, how many years has the event been held in the community?: \_\_\_\_\_

Event Contact \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please provide a brief description of the event, including primary objective, a brief history (if applicable), and the way the funds you are seeking will be utilized. Please be specific.

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

If this is a recurring event, how will the funds be used to expand or improve the event to expand the event?

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

How does the project or event benefit Downtown?

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

Please list all Downtown businesses that you will utilize for your event and Downtown businesses at which you plan to spend your allocations, should your event receive Downtown Improvement District Jointly Sponsored funding (A map of the Downtown District Boundaries can be found at [www.downtownfortwayne.com](http://www.downtownfortwayne.com))

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

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How does this event directly promote and encourage diversity?

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Amount you are seeking \$ \_\_\_\_\_

Note: A budget for the event must be submitted with the application for requests over \$500.

(Awards typically range from \$250-\$1,000 and rarely exceed \$1,500)

Projected Attendance: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Projected Revenue: \_\_\_\_\_

Admission Price: \$ \_\_\_\_\_

If this is a fundraiser, what do the proceeds benefit?

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Which benefits are available to sponsors?

\_\_\_\_\_ Inclusion in Printed Pieces

\_\_\_\_\_ Booth/Table at Event

\_\_\_\_\_ Signage at Event

\_\_\_\_\_ Event Program Ad

\_\_\_\_\_ Complimentary Tickets/Parking Passes (Recommended)

\_\_\_\_\_ Broadcast

\_\_\_\_\_ Billboard

\_\_\_\_\_ Web Recognition

How will you measure the success of this event/program?

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Please list other sponsors committed to this project, including media sponsors:

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I certify that all preceding organization information (including the legal name, address, and certifications) is accurate and complete as of today's date. I agree to comply with all rules and regulations including city permits, insurance requirements and law enforcement. (This includes but is not limited to Right of Way Signage)

I acknowledge that any information that is found to be inaccurate or incomplete could possibly delay or disqualify any funding that this organization might receive.

Name/Title of person who prepared this document:

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Title

\_\_\_\_\_

Printed Name

Please return to the Downtown Improvement District. Fax (260) 467-1606 or by email to [info@downtownfortwayne.com](mailto:info@downtownfortwayne.com), or mail to 904 South Calhoun Street, Fort Wayne, IN 46802.

By submission of this application, the applicant acknowledges and agrees that all grants, awards and other financial contributions made by the Downtown Improvement District are considered and awarded at the sole discretion of the Board of Directors and that the Board of Directors may consider any and all factors, information, and circumstances it deems relevant even if not included or requested in this application.