

SPECIAL REQUEST

Name of Event: _____ Date submitted: _____

Date of Event: _____

Location of Event: _____

Type of event: Cultural Recreation Educational Entertainment Other

Sponsor Organization: _____

Contact Name: _____

Title / Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Website: _____

PROGRAM SUMMARY

1. Is this a new or first time event to the Ames community?

NO YES

2. Will this be an annual event?

NO YES POTENTIALLY

3. Estimated number of participants and attendees this event will bring to Ames:

Participants _____ Spectators _____ % Out-of-town spectators _____ % Local Spectators _____

PROGRAM SUMMARY *(continued)*

4. Provide a general overview or description of the event in the space provided.

5. Who is your expected audience for this event?

PROGRAM SUMMARY *(continued)*

6. What aspects of this event help improve the quality of life for Ames residents?

7. Will the event encourage others to travel to Ames or to enhance the Ames' visitor experience? If so, how?

8. What is the most exciting component of this event?

PROGRAM SUMMARY *(continued)*

9. How will the Discover Ames Community Grant funds enhance your event?

10. If you do *not* receive grant funding, how will your event be impacted?

11. How and where will this event be promoted?

PROGRAM SUMMARY (continued)

12. BUDGET FOR THIS EVENT

Please list all sources and amounts of funding, including funding from your own organization and/or additional grants and sponsorships (or attach event budget):

| <i>Income source</i> | <i>Amount</i> |
|----------------------|---------------|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| 5. | \$ |
| TOTAL: | \$ |

In the spaces below, please provide your complete event budgeted expenses (or attach event budget):

| <i>Vendor expense</i> | <i>Item</i> | <i>Cost</i> |
|-----------------------|-------------|-------------|
| 1. | | \$ |
| 2. | | \$ |
| 3. | | \$ |
| 4. | | \$ |
| 5. | | \$ |
| 6. | | \$ |
| 7. | | \$ |
| 8. | | \$ |
| TOTAL: | | \$ |

**Copies of receipts will be required with final report as proof of expenditures*

For which budget line(s) are you seeking funding? _____

How much total funding are you seeking for these items? _____

OBLIGATIONS

All marketing materials promoting the event must include the Discover Ames logo, telephone number, website and the verbiage “Supported by the Discover Ames Community Grant Program” where appropriate.

ACKNOWLEDGMENT

I acknowledge that I have read and I understand the application materials and requirements as noted in the grant application process. I certify that all statements made in this application are true and correct. I agree and will comply with the requirements indicated in the grant.

Signature

Date

Printed name