



Event Grant Guidelines

PROGRAM GUIDELINES

The Alma Taylor Foundation (herein referred to as the ATF) Event Grant Program (herein referred to as program) was developed to enhance attractions, events and exhibits by leveraging ATF capital to assist in attracting visitors to Downtown Greensburg and increasing economic vitality downtown.

ELIGIBLE ACTIVITIES

ATF event grants are available to any 501c3 organization marketing their event to attract visitors, citizens and business to Downtown Greensburg. Qualifying events must meet the following criteria:

- Events must be designed to stimulate interest and activity on the Downtown Square in Greensburg.
- Each applicant must have the ability to track the impact and effectiveness of their event. This information will be included in the grant completion report.
- New events will be given higher priority.

EXTENT OF PARTICIPATION BY THE ATF

The ATF event grant program is not designed to cover the entire cost of an event, nor is it designed to be the determining factor on whether a event is held or completed. The applicant(s) must secure at least 50% of the event expenditures from other sources. A proposed budget for the event, including planned expenses and revenue must accompany each application. All grant money being requested from other organizations for the event must be detailed on the application. The ATF event grant is not intended to provide duplicate funding from other organizations.

A copy of the tax exemption ruling from the Internal Revenue Service or other verification of tax exempt status for the applying organization must be attached to the application.

APPLICATION PROCEDURES

The ATF board of directors holds quarterly meetings on the first Tuesday of the month in January, April, August and December, and will vote to award event grants at these scheduled meetings. To be considered for a grant award, completed grant applications **must** be submitted prior to the last Friday before a quarterly meeting.



Once the grant application is completed, forward an original and two (2) copies to the:

**Alma Taylor Foundation
Event Grant Application
P. O. Box 531
Greensburg, IN 47240**

The application must be completed in full. Incomplete applications or other deviations from the application format may result in omission from the evaluation and award process. If more space is needed, please attach additional pages or documents to the application.

All applications will be evaluated and awarded by the Board of Directors of the Alma Taylor Foundation.

The application must bear the signature of an executive officer of the sponsoring organization. This is a reimbursement grant. Grants monies will not be given prior to a planned event.

EVENT DEVELOPMENT

The organization responsible for management of the event will be responsible for ensuring that the cost of the event is competitive. Locally developed events will be given priority. Applicants cannot transfer funds from one specific event to a different event. Any deviation from the grant application must be submitted in advance in writing to the ATF and approved. The ATF must be notified in writing as soon as possible if the applicant does not plan to use funds which have been awarded to arrange repayment. The recipient of the grant is responsible for any and all liability issues evolving from the activities of their event. Proof of liability insurance coverage may be requested and a rider provision may be requested prior to fund disbursement.

MATCHING FUNDS

The submitting organization is required to provide funds matching the ATF's contribution (at a minimum) for the event. Grant money cannot be obtained from any other non-profit organizations using the same receipts that are provided to the ATF to verify to the ATF the funding was matched.

EVENT COMPLETION

Event must be completed within a twelve (12) month period following the submission of the application.



Please print legibly

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____

Day: _____

Evening: _____

Email: _____

Event Name: _____

Year Established: _____

Event Director: _____

Event Start Date: _____ End Date: _____

(All activities must occur within 12 months of the grant submission)

Grant Funds Requested \$ _____

Describe in detail what the funds will be used for:

Return completed application to:

Alma Taylor Foundation
Event Grant Application
P. O. Box 531
Greensburg, IN 47240



CERTIFICATION

I have read the Downtown Alma Taylor Foundation Guidelines and agree to the terms therein.

On behalf of the organization identified on this application, I do hereby certify that the submitted application meets all the eligibility requirements for the ATF Event and Exhibit Grant and that the information entered is true and accurate.

I acknowledge that the ATF requires that advertising for sponsored programs carry the credited line: "Made possible in part with the support of the Alma Taylor Foundation" or "Sponsored by the Alma Taylor Foundation". The acronym ATF may be substituted for "Alma Taylor Foundation" when necessary.

I understand that the event cannot be held or completed prior to receiving notification of the grant was approved by the ATF board of directors. I also understand that the event must be completed within one calendar year from the date of notification of grant approval. The ATF will mail notification when an event grant is approved or denied. In the event the grant is approved, the amount of the grant will be included in the notification along with any additional terms and conditions.

I understand that failure to submit the required completion report within 90 days of the end of the event voids may jeopardize eligibility for future grant awards. Completion reports must include the final budget and amount of matching funds, along with the impact and effectiveness of the event. Other information including but not limited to attendance, sales or any other pertinent information that would be beneficial to determine the viability of future grant awards can be included at the discretion of the submitting organization.

Signature of Executive officer of the submitting organization (required)

Date



Approved Grant Notification

Subject to the terms, conditions and guidelines of the ATF event grant program, the ATF board of director's voted on the _____ day of _____, _____ to award the sum of _____ to the following organization:

Name: _____

Street Address: _____

City, State, Zipcode: _____

Event name: _____

Signed by the ATF executive board:

President _____

Vice President: _____

Secretary: _____

Treasurer: _____



Declined Grant Notification

Subject to the terms, conditions and guidelines of the ATF event grant program, the ATF board of director's voted on the _____ day of _____, _____ to decline awarding a grant to the following organization:

Name: _____

Street Address: _____

City, State, Zipcode: _____

Event name: _____

Signed by the ATF executive board:

President _____

Vice President: _____

Secretary: _____

Treasurer: _____