

# Redwood City Civic Cultural Commission Funding Application

Name of Applicant/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (fax) \_\_\_\_\_

E-mail address: \_\_\_\_\_

AMOUNT OF GRANT REQUESTED: \$ \_\_\_\_\_

*If you received any grant in the previous fiscal year, please indicate amount \$ \_\_\_\_\_*

Please complete the following in detail:

## 1.) PROJECT DESCRIPTION

- a.) Describe your event/project
- b.) Describe your organization – purpose, structure, size and major activities

## 2.) PERFORMANCES

- a.) Date, time and location of event, how many performances, etc.
- b.) Will you charge admission? If so, how much?

## 3.) BENEFITS

- a.) To the Redwood City community
- b.) Expected attendance
  - Expected attendance by seniors (55 and over)
  - Expected attendance by youth (under 18)

## 4.) BUDGET

Please use the attached budget template. Excel Spreadsheet version available on the Commission's webpage.

## 5.) COMMUNITY SUPPORT

- a.) Describe the efforts made in building audiences, membership, etc.
- b.) Please describe other sources of financial support, grants you have secured for your event.
- c.) Do you plan any special outreach to underserved populations?

## 6.) EVENT EVALUATION

How will the success of the event be measured?

## 7.) PUBLICITY

- a.) How will you promote your event?
- b.) How will you publicize the Civic Cultural Commission's support of your event?

## 8.) SCHEDULED EVENTS

List events that Commissioners might wish to attend for verification and evaluation.

I hereby state that the above information presented to the Redwood City Civic Cultural Commission is true and complete to the best of my knowledge.

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