



**SPECIAL EVENT PROMOTION
GRANT APPLICATION
FISCAL YEAR 2019-2020**
(July 1, 2019 to June 30, 2020)

Instructions: Please review the Special Event Grant Guidelines and complete this form and submit to the Community Development Department with the required documents noted below. Please contact Raffi Festekjian, Economic Development Coordinator at rfestekjian@bcnv.org with any questions.

ORGANIZATION INFORMATION:

Name _____

Mailing Address _____

Non-Profit Tax ID Number _____

Website _____

CONTACT INFORMATION:

Name _____

Email _____

Phone Number _____

SPECIAL EVENT INFORMATION:

Name _____

Dates _____ Hours _____

Location _____

First Year Application? _____ Anticipated Attendance _____

Grant Amount Requested \$ _____

Event Description _____

REQUIRED APPLICATION MATERIAL SUBMISSION:

- Completed application
- Proof of non-profit organization status
- Itemized list of proposed advertising budget including proposed vendors
- A complete copy of the event budget with explanation of income and expenditures.
- Cover letter which explains how the event provides positive community impact through:
 - Attracting visitors to the community
 - Adding to the quality of life for local residents
 - Serving local charities/service organizations