



## Special Event/Workshop Grant Application Instruction and Form

Thank you for your interest in applying for a special event/workshop grant. Priority will be given to special events that demonstrate a unique value and experience to the downtown community, while considering the needs and concerns of downtown businesses and residents. Enclosed you will find eligibility requirements, guidelines, the application and funding process, and the application form.

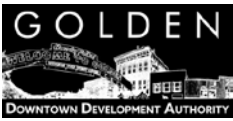
**The DDA has allocated \$15,000 for this grant program in 2017.**

### *Special Event and Workshop Grant Eligibility*

- The event or workshop must take place within the DDA boundaries, and must allow businesses and residents within the district to participate.
- Acceptable uses of funding include:
  - Marketing materials and/or media for the event/workshop
  - Equipment rental and/or vendor fees
  - Way finding signs to the event (if applicable)
  - Event participation fee subsidies
- If you intend to use other businesses/contractors to meet your project goals, you must provide quotes from at least two different businesses and/or contractors in order to be eligible
  - Priority will be given to applicants that intend to use businesses and/or contractors located within the City of Golden

### *Special Event and Workshop Grant Guidelines*

- Grants will be awarded on a reimbursement basis and does not apply to past work
- Completion of the event should take less than twelve months after approved for funding. barring any unforeseen circumstances
- Priority will be given to events that demonstrate a financial gain to downtown businesses and the City of Golden, as well as enhance the area's character and culture
- All submittals become public once received by the DDA
- All recipient organizations must operate in an open and transparent manner with financial statements available for reasonable inspection
- The DDA will only provide financial assistance to programs and organizations that have a very strong nexus to Golden. Casual or infrequent use by Golden citizens is not enough connection in and of itself
- The DDA does not intend to become a regular, anticipated funding partner with any organization. We hope that our limited funding will enable worthwhile organizations to establish permanent funding sources; rise to new levels of service; meet an urgent need or take advantage of a unique opportunity. Likewise if we can help build a small or large improvement that will last for many years and contribute to life in Golden we are interested in making one-time or occasional contributions
- The DDA reserves the right to reject any and all applications and to waive minor irregularities in grant application



- If there might be a conflict of interest, you must clearly state the potential conflict in your grant application. If you do not disclose your potential conflict during the application process, the DDA has the right to revoke your grant if the DDA discovers a conflict after you or your business has been approved for funding
  - The DDA defines conflict of interest as it relates to the DDA grant funding program as follows:
    - Grant funds cannot be used on any other projects other than for the purposes stated in your grant application
    - Funding cannot be used to financially benefit a business or interest of relative(s)
    - DDA funding cannot be used to provide personal financial benefit
- All activities must comply with City of Golden ordinances and not break any laws

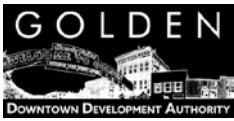
*Application and Funding Process:*

- Applications will be accepted throughout the year
- Your event must be completed within 12 months of being approved for funding
- You might be asked to present your funding request to the DDA board at a regularly scheduled DDA meeting which occurs on the 3<sup>rd</sup> Monday of every month at 6:30 p.m. at 911 10<sup>th</sup> Street (Golden City Council Chambers)
- If awarded a grant you must agree to the terms listed in the grant contract
- After you agree to the grant contract, the event has concluded and proof of payment for your project has been submitted to DDA staff, you will be reimbursed within 4 to 6 weeks up to the grant award amount

Contact the DDA:

[DDA@cityofgolden.net](mailto:DDA@cityofgolden.net)

303-384-8080



## Special Event/Workshop Grant Application Form

*Please complete the application and return it via mail, or email*

*Golden Downtown Development Authority*

*1445 10<sup>th</sup> Street*

*Golden, CO 80401*

*DDA@cityofgolden.net*

Name of applicant \_\_\_\_\_

Phone number and email of applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

Organization address \_\_\_\_\_

Grant request amount \_\_\_\_\_

Are you requesting funding from other businesses/organizations?

Do you intend to make a profit from the event?

If you intend to profit from the event, how will you invest the event proceeds?

What is your promotion and marketing plan?

Is this a recurring event? If so, please provide information about the success of this event in the past.

Where will the event take place?

List the dates and times of the event



What is the programming of the event?

How is this event/workshop providing a unique experience to downtown businesses and residents?

How will the event enhance the area's character and culture?

Please explain the potential financial gain to the City of Golden and businesses.

Do you intend to close streets?

Who is your target audience(s)?

What is the anticipated number of participants for your event?



What is your contingency plan for inclement weather?

If awarded a grant, how will you use the funds?

Please disclose any conflicts of interest.

If you plan to use contractors or other businesses to meet your project goals, please submit at least two written quotes.

By signing below, you agree that all the information provided in and attached to this grant application is correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_