



Post Project/Event Form

To be completed and submitted within 30 days after the project/event has been completed along with the Grant Claim Form and receipts for reimbursement.

Organization:

Event/Project Name:

Submitted By:

Date of Submission:

Please list (or attach) the results from the evaluation methods you described on your application form.

What positive benefits did your project/event have on our community? If applicable, how did this year's project/event compare to previous year's project/event?

How will you apply your learning to your organization's future project/event?

Documentation: Please attach a sample of your promotional materials for the project/event.



Grant Expense Report

Please number your receipt to correspond with your listing below. Receipts/Invoices with proof of payment for eligible expenses must indicate items was paid (e.g. cancelled check, cashiers tape, etc.)

Receipt #	Company	Item(s)	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
		Total	

*If you have additional expenses that do not fit in the above table,
please provide an attachment of those expenses.*

All grant claims must be submitted within 30 days of the completed event or project. All grant claims must be submitted on or before September 30th of the year the grant was awarded.

Name (please print)

Date

Signature

Title



**Festival/Event Grant
FY 2018 Festival/Event Grant Application**

The City of Excelsior Springs Festival/Event Grant Program is designed to assist not-for-profit organizations with the delivery of festivals and events to the community. To provide organizations with funding certainty, the City Festival/Event Grant will be for a term of one to three years, at Council's discretion.

City Staff are available to review your application prior to the deadline. It is highly advisable to speak to City staff as early as possible about your application. Answer all questions on the form concisely and include all of the requested supporting materials – use the provided checklist to ensure that your application is complete.

All recipients of the City of Excelsior Springs Project Grant will be required to submit a Post Project/Event Form within 30 days of the completed project.

All applicants must submit their application by the deadline and all applicants will be notified of awards prior to the grant fiscal year beginning on October 1st of the corresponding year.

Please direct all questions regarding the Project Grants to Susan Conyers, 816-630-0752 or sconyers@ci.excelsior-springs.mo.us.

Submit completed applications to:

City of Excelsior Springs
Attn: Molly McGovern
201 E. Broadway
Excelsior Springs, MO 64024

Disclaimer: Successful grant applications will be made public. Please note to further our goal of open and transparent government, the City of Excelsior Springs will publish all successful grant applications on our public website. To protect the confidentiality of your organization and volunteers, the applicant information, the declaration and supporting documentation for each grant will not be included on the website.



Festival/Event Grant Program Guidelines

- Objective of the Festival/Event Grant Program
- To encourage festivals/events which contribute to the community life of the City of Excelsior Springs

Who May Apply

- Excelsior Springs based organizations that are non-profits
- Community organizations whose projects meet the current conditions and criteria
- Funding will be provided on a cost-shared basis with the balance coming from partnerships and fundraising activities undertaken by the applicant
- The project must show specific benefit to the City and its residents
- The project must be completed within the year that funding is approved
- To be eligible for funding, events, projects or services proposed by organizations must support strong social and community values and not be offensive to others

Types of Eligible Projects

- Community Events – Significant social value to the community
 - Benefits community members
 - Contributes to building community pride and encourages community interaction and spirit
 - Adds value to a neighborhood
- Emerging Economic and Tourism Events – Major tourism event with an economic return
 - Positive impact on economic growth
 - Attracts media exposure
 - Marketed to and attracts tourists
- Signature Economic and Tourism Events – Major tourism event with a significant economic return (only festivals and events that have demonstrated 3 years of successful growth and sustainability are eligible)
 - Positive impact on economic growth
 - Major tourism event
 - Attracts significant media exposure
 - Significant amount of sponsors
 - Attracts significant attendance relevant to site capacity

Types of Projects *NOT* Eligible

- Ongoing operating expenses for organizations
- Travel
- Direct grants to individual residents
- For-profit organizations
- Projects based in other municipalities

Payment of Grants/Evaluation

- Funding will be forwarded upon completion of the project and receipt of acceptable verification of payment and expenses, along with a brief report/evaluation – please use the Post Project/Event Form.
- Grants are paid upon receipt of validation that expenditures have been made relating to the approved project (e.g. receipts, registration confirmation, cancelled checks).
- Receipts can be submitted for reimbursement at any time throughout the year.
- The final deadline for submission of receipts and evaluations is 30 days after the projects completion or September 30 of the award year. Receipts submitted after this date or after the 30 days will not be reimbursed.



Section A – Organization Information

1. What is the name of the beneficiary organization?
2. Enter the organization's FEIN.
3. Enter the organization's contact information.
Contact Name:
Address:
Phone:
Email:
Website:
4. What is your role with relation to this request?
5. Please indicate how many consecutive years you have received grant funding for this project.
 1 Year 2 Years 3 Years
6. Are you the primary contact person for this request?
 Yes No
7. Please provide a brief description of your organization's mission or purpose.
8. In what year was this organization founded or incorporated?
9. How many paid employees does your organization have?
10. How many volunteers are currently active in your organization?



Section B – Project/Initiative Information

1. Provide a name for your festival or event.
2. Provide the following information regarding your festival or event.
Event Date: _____ Event Time: _____
Estimated Attendance: _____
3. Where will your festival or event have an impact?
4. Provide a brief description of your festival or event.
5. Please indicate which of the following areas best relate to your project.

<input type="checkbox"/> Growth & Land Use	<input type="checkbox"/> Downtown Development
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Tourism
<input type="checkbox"/> Recreation & Community Wellness	<input type="checkbox"/> Human Services
<input type="checkbox"/> Housing & Neighborhood Revitalization	
6. What is the festival or event's primary purpose and objective? How does your project meet the City's Vision and Strategic Priorities?
7. What makes your festival or event unique and innovative? What gaps in the community's life will be addressed?
8. Please provide a description of how your event will contribute to the quality of life in Excelsior Springs. (Who will benefit, target audience, how will you reach them and how will they benefit?)
9. What is the total number of volunteers involved in your event?
10. What other groups/organizations are working jointly to make your event successful?
11. What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?
12. How will you market your festival/event?
13. How will the festival/event be adjusted if you do not receive the full amount requested in your application?



14. If you intend to continue your festival/event in future years, how will you plan for self-sustainability? What actions will your organization take to move the project toward self-sustainability?

Section C – Grant Request

1. Please enter the total cash amount you are requesting (\$):
2. Please enter the City Services amount you are requesting (\$):
3. Please attach a project budget (incomplete applications will be discarded and not receive consideration for funding), indicating the total cost of projected expenses along with the corresponding allocation of cash and in-kind donations of goods/services. Please also include a projection of project revenues, indicating the total amount of revenue with corresponding sources.

Please note the following expenses are INELIGIBLE. If you are unclear about the eligibility of an expense, please consult with City Staff:

Music or Performance Rights	Cash Prizes
Staffing (wages)	Travel
City Facility Rentals	Grants to Other Organizations
Ongoing Operating Expenses	Alcohol or Tobacco Purchases

4. Calculate the demonstrated financial need:

Total Cash Amount	\$
Less: Total Cash Revenues	\$
Demonstrated Financial Need	\$



Supporting Documentation Checklist

- Completed & Signed Application
- Event/Festival Budget
- Financial Statement from previous fiscal year or financial statement/accounting of last year's project

Project Grant funds dispersed by the City of Excelsior Springs will be dispersed upon completion of the Post Project/Event Form within 30 days of the completed project or initiative. The City of Excelsior Springs is willing to disperse a total of 25% of the allocated funds if needed in advance of the event for the event to occur. If the allocated funds are not used or if the Post Project/Event Form is not properly completed and submitted within 30 days of the event, the grant will be withheld. If you are facing challenges carrying out your project, please contact City Staff.

Declaration

This declaration is to be signed by two signing officers of your organization.

We certify to the best of our knowledge that the information provided in this application is accurate, complete and endorsed by the group we represent.

We agree to acknowledge the financial support of the City of Excelsior Springs and understand that there is no commitment on the party of the City of Excelsior Springs to provide ongoing funding for the funded project.

We agree to complete the Post Project/Event Form.

We agree to submit proof of payment of all expenses to substantiate this grant request upon completion of the project (e.g. receipts, cancelled checks, and invoices which indicate verification of payments).

We agree that the project must be completed within the funding year approved.

We understand that the information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes.

Project Director Signature

Organization Chair Signature