



Festival/Event Grant

FY 2024 Festival/Event Grant Application

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

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 AND/OR 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, AND/OR 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, AND/OR Attracts significant attendance relevant to site capacity

Foundation members are available to review your application prior to the deadline. 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 Community Foundation 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@excelsiorsprings.gov.

Submit completed applications to: The Community Foundation 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 openness and transparency, the Community Foundation 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 community life within the city of Excelsior Springs

Who May Apply

Excelsior Springs based non-profit organizations

Eligible Festival/Event Projects must

- Meet the current conditions and criteria
- Request partial funding with the balance coming from partnerships and fundraising activities undertaken by the applicant
- Show specific benefit to the city and its residents
- Be completed within the year that funding is approved
- Support strong social and community values and not be offensive to others

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 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 during the current fiscal year (October 1 – September 30).
- The final deadline for submission of receipts and evaluations is within 30 days following project completion or September 30 of the award year. Receipts submitted after September 30th or past 30 days following project completion will not be reimbursed.



Section A – Organization Information

1. What is the name of the beneficiary organization? Click or tap here to enter text.
2. Enter the organization's FEIN. Click or tap here to enter text.
3. Enter the organization's contact information.
Contact Name: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
Website: Click or tap here to enter text.
4. What is your role with relation to this request? Click or tap here to enter text.
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.
Click or tap here to enter text.
8. In what year was this organization founded or incorporated? Click or tap here to enter text.
9. How many paid employees does your organization have? Click or tap here to enter text.
10. How many volunteers are currently active in your organization? Click or tap here to enter text.

Section B – Project/Initiative Information

1. Provide a name for your festival or event. Click or tap here to enter text.
2. Provide the following information regarding your festival or event.
Event Date: Click or tap here to enter text. Event Time: Click or tap here to enter text.
Estimated Attendance: Click or tap here to enter text.



3. Where will your festival or event have an impact? [Click or tap here to enter text.](#)
4. Provide a brief description of your festival or event. [Click or tap here to enter text.](#)
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 Foundation's Vision and Strategic Priorities?
[Click or tap here to enter text.](#)
7. What makes your festival or event unique and innovative? What gaps in the community's life will be addressed?
[Click or tap here to enter text.](#)
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?)
[Click or tap here to enter text.](#)
9. What is the total number of volunteers involved in your event? [Click or tap here to enter text.](#)
10. What other groups/organizations are working jointly to make your event successful?
[Click or tap here to enter text.](#)
11. What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?
[Click or tap here to enter text.](#)
12. How will you market your festival/event? [Click or tap here to enter text.](#)
13. How will the festival/event be adjusted if you do not receive the full amount requested in your application? [Click or tap here to enter text.](#)
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?
[Click or tap here to enter text.](#)



Section C – Grant Request

1. Please enter the total cash amount you are requesting (\$): [Click or tap here to enter text.](#)
2. Please enter the Foundation Services amount you are requesting (\$): [Click or tap here to enter text.](#)
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 or 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. Applicant awarded funds in prior year are ineligible to apply in the current year if **Post Project/Event Form** was delinquent. Funding requested shall not exceed 50% of available funds. Applicants receiving funds three years in a row are asked to sit out one year before submitting an application again.

5. Calculate the demonstrated financial need:

Total Cash Amount	\$Click or tap here to enter text.
Less: Total Cash Revenues	\$Click or tap here to enter text.
Demonstrated Financial Need	\$Click or tap here to enter text.

6. Project Timeline:

Project Performance Period	October 1, 2023 – September 30, 2024
Applications Awards Announced	September 22, 2023
Application Deadline	September 8, 2023
Application Invitation Live	August 7, 2023
Application Sent to Organizations that have expressed interest	August 1, 2023



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 Community Foundation of Excelsior Springs will be dispersed upon completion of the Post Project/Event Form within 30 days of the completed project or initiative. The Community Foundation 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 a foundation representative.

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 Community Foundation of Excelsior Springs and understand that there is no commitment on the part of the Community Foundation 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