



2011 Community Event Funds Application

A. Application Information

Name of Event: _____

Organization/Business Name: _____

Coordinator/Contact Person: _____

Address: _____ City: _____ State: _____

Phone Number: _____ Email: _____

Organization Type: (Please Check One)

For-Profit: Not-for-Profit:

Federal Tax ID Number: _____

B. Event Description

Is this an annual event? Yes No

If Yes, how many years has this event taken place? _____

1. Describe the Event: (Description should not exceed allotted space.) **(10 points)**

C. Funding (10 points)

1. Total amount requested in Community Funds: \$ _____

2. What will the Community Funds be used for?

3. What other organizations or businesses are you approaching for funding? What amount have you requested?

4. How much funding has been received to-date?

5. What is the total cost to run your event? \$ _____

6. Will the event still take place if funding is not received in full or not received at all?

Yes No

7. Does your event make a profit? Yes No

If yes, what is done with the profits? (i.e. reinvest profits, donate to an organization, etc)

8. What other services are you asking the CVB to provide to the event?

- Mailings
- Visitor Bags
- Information Table
- Assistance with planning tours and special activities
- Registration Assistance
- Name Tags
- Assistance in securing a room block

D. Timetable (10 Points)

1. Date(s) of the event:

2. Date Community Funds check needs to be received:

Please send (15) copies of the application form and support materials to:

**Greater Burlington CVB
Community Funds
610 N. 4th Street, Ste. 200
Burlington, IA 52601**

**Applications must be received in the office no later than 5:00 P.M. on
October 1, 2010.**

Presentation – 5 Points