



Downtown Greensburg Development Corporation Event and Exhibit Guidelines

PROGRAM GUIDELINES

The Downtown Greensburg Development Corporation (herein referred to as the DGDC) Event / Exhibit Grant Program (herein referred to as program) was developed to enhance attractions, events and exhibits by leveraging DGDC capital to assist in attracting visitors to Downtown Greensburg and increasing economic vitality downtown.

ELIGIBLE ACTIVITIES

DGDC program grants are available to any 501c3 organization marketing their program to attract visitors and citizens to Downtown Greensburg. Qualifying programs must meet the following criteria:

- Programs must be designed to stimulate interest and activity on the Downtown Square in Greensburg.
- Each applicant must have the ability to track the impact and effectiveness of their program.
- New activities will be given higher priority.

EXTENT OF PARTICIPATION BY THE DGDC

The DGDC Grant Program is not designed to cover the entire cost of an event / exhibit, nor is it designed to be the determining factor on whether a program is held or completed. The applicant(s) must secure at least 50% of the program expenditures from other sources. A proposed budget for the program, including planned expenses and revenue must accompany each application.

A copy of the tax exemption ruling from the Internal Revenue Service or other verification of tax exempt status for the applying organization must be attached to the application.

APPLICATION PROCEDURES

Grants are offered twice a year in the spring and fall. To be considered for a grant award during the spring cycle, completed grant application must be turned in by the last Friday in March. Grant applications for the fall cycle will be due the last Friday in August. The DGDC board of directors will vote to award the spring grants at their regular April meeting and will vote to award the fall grants at their regular September meeting. Regular board meetings are held quarterly on the first Tuesday of the month.



Once the grant application is completed, forward an original and two (2) copies to the:

**Downtown Greensburg Development Corporation
Event Grant Application
P. O. Box 531
Greensburg, IN 47240**

The application must be completed in full. Incomplete applications or other deviations from the application format may result in omission from the evaluation and award process. If more space is needed, please attach additional pages or documents to the application.

All applications will be evaluated and awarded by the Board of Directors of the Downtown Greensburg Development Corporation.

The application must bear the signature of an executive officer of the sponsoring organization. Grants monies will be given prior to a planned event as long as all requirements are met.

EVENT / EXHIBIT DEVELOPMENT

The organization responsible for management of the event / exhibit will be responsible for ensuring that the cost of the program is competitive. Locally developed programs will be given priority. Applicants cannot transfer funds from one specific program to a different program. Any deviation from the grant application must be submitted in advance in writing to the DGDC and approved. The DGDC must be notified in writing as soon as possible if the applicant does not plan to use funds which have been awarded to arrange repayment. The recipient of the grant is responsible for any and all liability issues evolving from the activities of their program. Proof of liability insurance coverage may be requested and a rider provision may be requested prior to fund disbursement.

MATCHING FUNDS

The submitting organization is required to provide funds matching the DGDC's contribution (at a minimum) for the program.

EVENT / EXHIBIT COMPLETION

Programs must be completed within a twelve (12) month period following the submission of the application.



Please print legibly

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: Day: _____

Evening: _____

Email: _____

Event / Exhibit Name: _____

Year Established: _____

Program Director: _____

Program Start Date: _____ End Date: _____

(All activities must occur within 12 months of the grant submission)

Grant Funds Requested \$ _____

Describe in detail what the funds will be used for:

Return completed application to:

Downtown Greensburg Development Corporation

P. O. Box 531

Greensburg, IN 47240



CERTIFICATION

I have read the Downtown Greensburg Development Corporation Guidelines and agree to the terms therein.

On behalf of the organization identified on this application, I do hereby certify that the submitted application meets all the eligibility requirements for the DGDC Event and Exhibit Grant and that the information entered is true and accurate.

I acknowledge that the DGDC requires that advertising for sponsored programs carry the credited line: "Made possible in part with the support of the Downtown Greensburg Development Corporation" or "Sponsored by the Downtown Greensburg Development Corporation". The acronym DGDC may be substituted for "Downtown Greensburg Development Corporation" when necessary.

I understand that the event / exhibit cannot be completed prior to the written approval notification by the DGDC. I also understand that the event / exhibit must be completed within one calendar year from the date of notification. An event / exhibit completion report will be mailed with notification that the grant was approved. I understand that failure to submit the required completion report within 90 days of the end of the event voids may jeopardize eligibility for future grant awards.

Signature of Executive officer of the submitting organization (required)

Date
