



Town of La Plata Neighborhood Event Mini-Grant

Application Information

Town of La Plata Neighborhood Event Mini-Grant is designed to provide an opportunity for Town of La Plata residents to strengthen their neighborhoods through producing special events such as block parties, health fairs, neighborhood clean-ups and more. The Town of La Plata invites neighborhood associations and communities to submit the following application for review. There will be 5 grants awarded up to \$500. Deadline to submit application is March 10, 2017.

Projects will be evaluated on the following information:

1. Describe your event and the outcome you anticipate. Your response must include how the event will engage the neighborhood and how the residents will benefit from the event. Please include the approximate number of residents the event will serve.
2. Provide a proposed budget for the event.
 - a. Describe how the grant funds will be used.
 - b. Describe any donated resources. This could include volunteer time, in-kind donations, or other funds being sought or used for this event.
3. Describe your plan to promote the event within your neighborhood.
4. Provide a simple timeline for your event, including your expected start and completion dates and any major event milestones.

Please submit this information in a narrative format that does not exceed two pages in length along with the event application. The narrative format must include the four evaluation criteria detailed above.

The Town of La Plata will send an invitation mailer to those on the residences listed on the application on behalf of the organizing group. The Mayor and Town Council members will also be invited to attend the event.

Grant recipients are also eligible for a free reservation to hold the event Tilghman Lake Park or Wills Memorial Park if the requested date is available.

If your application is approved your event and you are awarded grant funds, the Town requires at least three weeks notice of the event date so that the invitation mailer may be sent out. Grant funds must be spent by June 30, 2017.

Responsibilities of the Grant Recipients

1. Provide content for the invitation mailer. The Town will handle copying and mailing the mailer.
2. Provide mail list for the invitation mailer. The mail list must be in an excel spreadsheet.
3. Credit all promotional material with: Funds of \$(insert amt received) were awarded from the Town of La Plata's Neighborhood Event Mini- Grant for this event.
4. Send at least five jpeg formatted digital photographs documenting your event to the email address below with permission for use in Town publications, website, facebook and advertising.

Application Checklist

The following materials are required when submitting grant application:

- ___ Completed and signed original application
- ___ Narrative of the event (including all four evaluation criteria)
- ___ Proposed event budget
- ___ Mail list in excel

Send All Materials to:

Mail

Town of La Plata
Attn: Colleen Wilson, Special Events Coordinator
PO Box 2268
La Plata, MD 20646

Fax

301-934-5724

Email

Cwilson@townoflaplata.org

with the subject line "Town of La Plata Neighborhood Event Mini-Grant Application"

APPLICATION FOR EVENT MINI-GRANT

Event Title: _____

Event Date: _____

Event Time: _____ to _____ Event Location: _____

Please list the specific streets that will be invited (attached sheet if needed):

Website: _____

Estimated Attendance: Participants: _____ Volunteers: _____

Brief Description and Purpose of Event (attached sheet if needed): _____

Grant Amount Requested: _____ Total budget for the event: _____

Applicant/Chairperson Contact Information:

Name: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone Day: _____ Phone Evening: _____

Email: _____

The applicant hereby certifies and agrees as follows: (1) that he/she is authorized to make application; (2) that all information contained herein is true and correct; (3) that he/she will comply with all applicable Town regulations.

Signature: _____

Title: _____