



Festival Fund Guidelines

Updated 5/1/2023

About the Festival Fund:

The International Center Festival Fund, presented by Indiana Members Credit Union with support from Jaspens Group, serves internationally focused organizations that showcase and celebrate cultural diversity in Indiana.

The Festival Fund was established in 2011 to support and promote the activities of organizations that enrich life by celebrating cultural diversity and expression and showcasing the growing number of nationalities represented in Indiana. Qualifying community organizations may apply to receive funding to support their international or cultural event in grant awards ranging from \$250-\$2,000.

Applying organizations are advised of the following:

- The Fund supports not-for-profit organizations only.
- The grant range is \$250-\$2000. The entire award up to \$2000 must be utilized for the event.
- Generally, only one request per organization per calendar year should be submitted.
- The request should be signed by the organization's board chair, executive director, president or CEO.
- Awardees must comply with The International Center's event promotion guidelines.
- A final report showing how the grant money was used, including photographic documentation of the event, must be submitted within 30 days after the event.

Preference of sponsorship will go to organizations promoting education about the nations that represent the residents of Indiana and that highlight the arts, cultures, foods and traditions of those nations. Consideration will be given to both single and multi-day events that are open to the public and where promoting a more diverse Indiana is fundamental to the event.

Collaborative efforts utilizing the strengths and knowledge base of more than one organization are highly recommended. Priority will be given to collaborations that reduce duplication of efforts and maximize the number of people served by the program.

The Festival Fund does not fund:

- Grants to individuals
- Capital projects
- Organizations or projects that discriminate based upon race, ethnicity, age, gender or sexual orientation

Community Partner:



- Political campaigns
- Research projects
- General operational costs of the organization

Application Process:

Requests for event sponsorship are accepted on an ongoing basis but not less than 60 days prior to the event date.

The Festival Fund is a competitive process with a limited budget, and application submittal does not guarantee funding. Acceptance/decline notification will generally occur within three weeks of receipt of a *completed* Festival Fund application. A complete Festival Fund application includes:

- Festival Fund Application Form**, including a marketing plan outlining the projected types and quantities of materials that will be used to publicize the event, such as, “50 posters to be placed 2 weeks prior to the event in store front windows; 100 printed programs to be distributed to patrons at the event, 2 banners to be hung at the corners of Meridian and 30th and Binford and 65th, etc.”
- Festival Fund Budget Form** outlining how the Festival Fund grant would be used for the event.
- Sponsorship document** outlining the benefits of all festival sponsorship levels offered, along with sponsors committed to date and their sponsorship levels. For example, “\$500 Silver Level: banner displayed, mention in newsletter, etc.”
- Proof of 501 (c) (3) not-for-profit status.** If the organization is not a 501(c) (3), include a copy of the fiscal agent’s not-for-profit status.

Completed applications can be submitted online at internationalcenter.org/festival-fund/apply, via email to rvanvliet@internationalcenter.org or by mail to The International Center’s office. Following their submission, applications will be reviewed by a committee, who will reach a decision regarding the grant amount.

Event Promotion Guidelines:

Any listing of this award in a publication or other printed material should identify it as a grant from The International Center’s Festival Fund, Indiana Members Credit Union and Indy Eleven and acknowledge additional sponsors through all reasonable means. Logos for these sponsors will be provided to your organization by the Festival Fund administration.

Organizations are required to obtain The International Center’s staff approval of any proposed marketing and promotional materials including text, signage, and collateral related to The Center’s recognition prior to its release. *Please note, no changes to the logo are allowed.*

Post-Event Reporting Requirements:

A post-event report must be completed and submitted to The Center by your organization no later than 30 days following your event. The items included in this report are necessary for The International Center’s records to ensure the continuation of the Festival Fund. **Failure to submit the post-event report could jeopardize future funding opportunities for your organization.** The following items must be included for your post-event report to be complete:

- Completed Post-Event Evaluation Form (provided by The Center)
- Samples of promotional and marketing materials featuring the three sponsor logos
- Photos of the event (minimum of 4 photos)

Contact rvanvliet@internationalcenter.org for more information.