



Festival Fund Application

Updated 5/1/2023

Grant Agreement

The undersigned hereby agrees to the following fund conditions:

1. To use the funds only for the designated purpose as described in the application.
2. To maintain records to show how grant funds have been expended.
3. To return to The International Center any unexpended funds or any portion of the grant that is not used for the purpose specified.
4. To publicly acknowledge support of **The International Center’s Festival Fund, Indiana Members Credit Union and Indy Eleven**, as well as additional Fund supporters, through all reasonable means as a stipulation of accepting this award.
5. To submit the post-event report showing how the grant money was used, including photographic documentation of the event.

Name of Organization: _____

Name of Event: _____

Grant Amount: _____

Name: _____

Title: _____

President, CEO or Executive Chair Signature: _____

Date: _____

Community Partner:



Organization Information:

Organization:		
Contact Name:	Contact Title:	
Organization Address:		
City:	State:	Zip:
Email:	Telephone:	

Event Details:

Event Title:		
Event Date:	Amount Requested: <i>(from \$250 to maximum \$2,000)</i>	
Location of Event:		Time of Event:
Is this a reoccurring event?	YES NO	If yes, for how many years?
Have you, in prior years, received Festival Fund support for this event?	YES NO	If, yes, what amount of funding did you receive?
Expected number of attendees:	If a recurring event, number of attendees in prior years:	

Briefly describe your organization's audiences and mission.

Briefly describe the event and the key activities that will take place.

Outline how you plan to market your event and the timeline you intend to follow. Outline the specific audiences you intend to reach.

What benefit(s) will this event bring to the Indiana community and its residents?

Are you partnering and/or collaborating with other organizations? If so, name the organization(s) and their role(s) in the event.

How will the Festival Fund be acknowledged at your event if funding is awarded?

How will you measure the success/impact of this event?

Before submitting your application, please ensure all of the items on the checklist below have been included*:

- Application form
- Budget information
- Sponsorship document
- Proof of 501(c)(3) non-profit status

**Please note that incomplete applications will not be processed or reviewed. If you have questions, comments or concerns about the Festival Fund application, please contact Rebecca VanVliet, marketing and communications director, at rvanvliet@internationalcenter.org.*