

APPLICATION FORM: SPRING 2014 COMMUNITY CELEBRATIONS GRANT

Applicant Instructions:

- Read the Application Guidelines prior to completing this application
- Answer all 12 questions using the space provided. You may attach up to one additional page of text if you find that you need more room to answer any of the questions.
- Provide a complete budget. An Excel version of the budget form is online here:

www.tompkinscountyny.gov/tourism/. To request that the budget form be emailed to you, email Tom Knipe at tknipe@tompkins-co.org or call 607-274-5560.

- Email a .pdf file of this completed application by 11am, Friday, February 21, 2014 to:** tknipe@tompkins-co.org OR by hand or by mail to Tompkins County Planning Department, 121 East Court Street, Ithaca, New York 14850.
- Send a copy of your application to the municipality where your Celebration will take place.** A list of municipalities and addresses is provided with this form.

Celebration Name: Enfield Harvest Festival	Municipality where Celebration will take place: Enfield
Expected Attendance/Participation: 550	Date(s): October 4, 2014
Group requesting grant (organizer): Enfield Community Council	Amount requested: \$2000.00
Event Contact Name: <u> Cortney Bailey </u> Phone <u> 607 279-4702 </u> Address: <u> 224 Gray Road, Ithaca, NY 14850 </u> Email <u> cbailey525@yahoo.com </u>	

1. Describe your celebration in a few sentences.

The Enfield Harvest Festival is a daylong community celebration which has become an anticipated community gathering. The event features a chicken BBQ, a silent auction featuring many local goods and services, a book fair, children's games, a quilt which is made by local residents and a ping pong drop from a light plane flown by a local pilot. Children race to claim a ball, which earns them a prize of their choice. This event is a common recollection of our children and young adults.

2. What is the history of the event (ie, number of years it has occurred)?

This will be the 39th Enfield Harvest Festival. The event began in 1975 with demonstrations of historical crafts done by local residents at the local Grange. Over the years, this event has greatly expanded and our site has been moved to the Elementary School.

3. What aspects of the community's culture or history are you celebrating?

This year we will focus on water, "Treasured Waters of Enfield". The Community Council will display various aspects of water in our community: Treman Park's Lucifer Falls, the creeks and Grist Mill (past and present) through photos and information flyers; the waters (creeks, streams, swamps) of the Town of Enfield displayed by an enlarged map of Enfield; update information on the aquifer study that is currently being researched by the USGS. The Festival will include various activities that involve water, i.e. bubble

activities for children.

4. How will you convey to attendees the historical or cultural component of your celebration? If you would like help defining the historical component, please contact the County Historian at:

historian@tompkins-co.org.

The Community Council will work with the Town Historian, to have information on display about Treman Park – past and present including Lucifer Falls and the Grist Mill.

Displays and information on the various creeks, streams, swamps locations and information on.

Updated information on the aquifer study for the Town of Enfield.

5. How will you measure attendance, benefits, and success of the event?

We will use crowd estimation measures that the Downtown Business Alliance uses and if 350 chicken halves are sold it will be deemed very successful.

6. List local partners and entities that will assist with the event, and what they will provide.

The Enfield PTA – book fair

The Enfield Volunteer Fire Dept. - members barbecue the chicken for us

The Ladies Auxillary of the Fire Dept. - run the cake wheel

ICSD – donates the school space

Enfield Fire Dept and Town Highway Dept. - truck and equipment for observation and to direct traffic

Cornell University – students to volunteer throughout the day

7. List the board of advisors.

Cortney Bailey, JoAnne Huddle, Jennifer Hubbell, Deena Raumbaum, Ann Rider, Vera Howe-Strait

8. How many people might be expected to attend, and how will you promote the celebration?

We plan on about 550 people to attend. We will advertise in our local newsletter which goes to every town household. We will send a notice home to all school households in the Wednesday school mailing. We will put a notice in the Community Events in the Ithaca Journal and place an ad in the Ithaca Tri-Village Advantage Weekly.

9. What measures will you take to promote diversity and inclusion through your celebration?

We invite all elementary - High School age children and their families to our event. The Festival is within walking distance of a large trailer park. Our Festival has many free aspects so all residents regardless of socio-economic level can enjoy our Festival. Our Festival is family-oriented and provides an opportunity for families, from toddlers to grandparents, to enjoy a day together.

10. What measures will you take to promote/practice environmental sustainability through your celebration?

We use compostable paper products and utensils. We will have recycle and compost garbage cans available for disposal of waste.

11. How have you taken advantage of the technical assistance resources of the Tompkins County Festivals Program?

In past years we have attended the grant writing workshop.

12. What would be the specific impact of receiving less funding than you are requesting? For example, what are the things that you would like to be able to do that you would not be able to do? What would be removed or reduced from your plans if you had to make do with less than requested?

We will not have as much music if our funding is reduced.

***Attach a Budget Form showing how the grant money would be spent. The budget form must be in the format provided.**

Community Celebrations Grant Application - Budget/Expense Report Form

Instructions: Complete this form and submit it with the application. If successful in receiving a grant, the organizer must also fill in this form after the event takes place with actual expenses and submit the document with the narrative report within one month of the event to:

Tom Knipe, Senior Planner/Tourism Coordinator, tknipe@tompkins-co.org or Tompkins County Planning, 121 East Court St., Ithaca, NY 14850. **Email submission is strongly preferred.**

EXPENSES	USE	DESCRIPTION (provide details)	ESTIMATED TOTAL	ESTIMATED USE OF GRANT	DIFFERENCE to be
					made up with other resources
<i>List all major categories of expenses Add or delete lines/rows as needed Include the value of in-kind support Denote in-kind as in example.</i>	<i>Example only</i>	200 8.5x11 color posters at 25c each	\$50	\$30	\$20
	<i>Example only</i>	Donated food - restaurant X (in-kind)	\$300	\$0	\$300
	Local talent	3 local musical groups @ 500/each	\$1,500	\$1,500	\$0
	Local talent		\$	\$	\$
	Other entertainment		\$	\$	\$
	Local food	Cabbage, chicken, rolls, cookies	\$1,500	\$250	\$1,250
	Local products		\$	\$	\$
	Local services	Maine's, ShurSave, Rick's Rental	\$600	\$0	\$600
	Space rental		\$	\$	\$
	Sound system	Microphone & amp rental	\$200	\$	\$200
	Reusable signs		\$	\$	\$
	Reusable banner		\$	\$	\$
	Paid Advertising	Ithaca Child, Tompkins Weekly	\$100	\$0	\$100
	Printed Collateral	Paper, stamps, tickets	\$150	\$100	\$50
	Other Marketing	School mailing, Enfield newsletter	\$0	\$0	in kind
	Support for Volunteers		\$	\$	\$
	Other	Pilot/Fuel for plane & Prizes/Misc	\$400	\$150	\$150
	Other	Prizes, misc. expenses	\$500	\$	\$500
	Other		\$	\$	\$
	Other		\$	\$	\$
Other		\$	\$	\$	
TOTAL EXPENSES			\$4,950	\$2,000	\$2,850

Grant share must be 50% or less

Community Celebrations Grant Share of Total Expenses (%) 40.4%

INCOME - CASH	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
<i>List major categories of income Add or delete lines/rows as needed Include value of in-kind donations</i>	Community Celebrations Grant		\$2,000.00
	Other grant	Income from event	\$4,000.00
	Event revenues		\$300.00
	Cash donations		\$
	Other		\$
	Other		\$
	SUBTOTAL (cash income)		

INCOME - IN-KIND		
Donated goods		
Donated goods		
Donated services		
Donated services		
SUBTOTAL (in-kind support)		\$0
TOTAL REVENUES (including in-kind)		\$6,300
REVENUES LESS EXPENSES		\$1,350

Note: this form is also available as an Excel spreadsheet file. Email tknipe@tompkins-co.org