

## Tourism - Celebrations Application

### Application Guidelines - Click to Open

**Community Celebrations Grants-** This grant program is designed to provide assistance to events, programs, or series of events endorsed by a municipality that are free and open to all, and are planned by community members as a benefit to the community. Maximum award: \$2,000. Grant guidelines are available [here](#).

I have read and understand the Grant Application Guidelines

1

Initials

### Celebrations Application Check List - Click to Open

- 1) Read the application guidelines prior to beginning the application. Application guidelines, budget template and other materials are available for download [here](#).
- 2) Answer all questions using the space provided in the online application form.
- 3) Click "Save" often and return to the application and share it with others on your team as needed. NOTE: The application does not automatically save, so save often to not lose any work.
- 4) Upload a complete budget.
- 5) Either:
  - a. For applicants applying directly as a not-for-profit organization, attach your IRS determination letter.
  - b. For applicants applying through a municipal sponsor, secure approval to apply through the municipality.
- 6) For all applicants who have received a grant for the same celebration, upload your most recent grant report.
- 7) By 2/10/15, complete a draft or your application. Call or email the grant administrator to request administrative review of your draft.
- 8) By 2/20/15 at 11:00 a.m., submit your application online.
- 9) For applicants applying through a municipal sponsor, send a copy of your application to the municipality where your Celebration will take place. A list of municipalities and addresses is provided with the grant guidelines.

For questions, email Tom Knipe at [tknipe@tompkins-co.org](mailto:tknipe@tompkins-co.org) or call 607.274.5560

## Applicant Information

**Grant**

**Agency Intake**

(1 hidden)

**Group Name Requesting Grant:**

CTK Agency (Restricted)

**Celebration Name:**

**Municipality where Celebration will take place:**

**Who will serve as fiscal sponsor for the celebration (check one)?**

**Approval:**

The fiscal sponsor has been notified of this application and has agreed to act as fiscal sponsor for this celebration should it be successful in receiving Community Celebrations grant funding.

**Organization Contact Information (For not-for-profit applicants only):**

**Head of Organization Name**

**Head of Organization Phone**

**Head of Organization Email**

**Expected Attendance/Participation**

0

**Event Start Date**

**Event End Date**

**Funding Year**

-- Please Select --

**Amount Requested**

\$0.00

**Total Amount of Celebration Budget (Cash and In-Kind Combined)**

\$0.00

**Portion of Total Budget Requested (must be no more than 50%) (Auto-Calculated)**

0

**Organizer Contact Name:**

**Organizer Contact Phone Number (xxx)xxx-xxxx**

**Organizer Street Address**

**Street Address 2**

**City**

**Organizer Email**

For Information

### Information on Program

1) Describe your celebration in a few sentences (this is the summary of your celebration that will be seen by all STPB members and the Legislature):

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

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

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](mailto:historian@tompkins-co.org).

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

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

7) Lessons Learned: If you have organized this celebration before, describe key lessons that you will apply to your management of celebration this year.

8) List the board of advisors.

9) How will you promote the celebration?

10) What measures will you take to promote diversity and inclusion through your celebration?

11) What measures will you take to promote/practice environmental sustainability through your celebration?

Purposes Only

APPLY ONLINE

12) Have you taken advantage of the technical assistance resources of the Tompkins County Festivals Program?

12a) If yes, please comment.

13) 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?

### Projected and Past Attendance

Attendance-Current Year  
(Projected):

Current Year  
2015

Current Year Attendance  
500

Attendance-Past Year  
1:

Past Year 1  
2014

Past Year 1  
Attendance  
300

Attendance-Past Year  
2:

Past Year 2  
2013

Past Year 2  
Attendance  
200

Attendance-Past Year  
3

Past Year 3

Past Year 3  
Attendance  
0

### Attachments

Required Attachments:

Budget worksheet template available [here](#).

Budget - Required Attachment 1

Report - Required Attachment 2 (Previous Year's Grant Report)

IRS Determination Letter - Required Attachment 3 (If applying as a not-for-profit organization)

Optional Attachments: Images of marketing materials, letters of support, or other ancillary materials in support of your application.

Optional Attachment 1

Optional Attachment 2

Optional Attachment 3

Please remember to save your application before submitting. Thank you!

Migration Data

System Fields

For Information  
Purposes Only

APPLY ONLINE