

Below is an outline of the information you will need to complete the online application:

Applicant Information

1. Name of Organization
2. Address
3. Primary Contact Name
4. Secondary Contact Name
5. Primary Contact Phone #
6. Secondary Contact Phone #
7. Primary Contact Email Address
8. Secondary Contact Email Address

Event Details

1. Name of Event
2. Event Date(s) and Time(s)
3. Event Location
4. Type of Event
5. Brief Description of Event
6. List any Phelps County businesses you are using during your event (Examples: restaurants, printing services, advertising, hotels, etc.)
7. Projected Number of Participants
8. Projected Number of Hotel Rooms
9. Liability insurance provider and policy number
11. Have you obtained event permits and licenses? (Examples: liquor, city permits)

Event Budget

1. Requested Amount of Funds
2. Brief Outline of Income & Expenses
3. Brief Description of How Grant Funds Will Be Used
4. Are you seeking sponsors for your event?

Event Marketing

1. Event Website Link (if applicable)
2. Facebook Event link (if applicable)
3. Ways you plan to market your event