

COMMUNITY EVENTS GRANT PROGRAM GUIDELINES

Resolution 305-2006

This program is designed to support event costs, including artistic and professional fees as well as advertising costs for events which attract visitors to Otsego County. The program also seeks to support local community events that enhance the quality of life in the county.

The maximum grant given to one event will be \$4,000. The grants will be awarded based on the criteria listed below as determined by the Intergovernmental Affairs Committee (IGA). Organizations can apply for only one event per year.

EVENT GRANTS GUIDELINES

ELIGIBILITY

- A. Organization sponsor and event must be located in Otsego County.
- B. Event grants are NOT available for the following:
 1. Capital expenditures
 2. Promotional items to be used for resale
 3. Travel and food
 4. Operating expenses of facilities or organization sponsors
 5. Conference or education costs
 6. Staff, administrative or operating costs of the organization

APPLICATION PROCEDURE

- All applicants must assign one primary contact for the grant. The application must be filled out completely.
- Applications may be submitted to the Otsego County Board – IGA Committee no later than 4:30 p.m. on February 28 in the following ways:
 - Email applications to Jenna Utter, Deputy Clerk of the Board at utterj@otsegocounty.com on or before 2/28/17
 - Hand deliver to the Clerk of the Board's Office at the County Office Building by 4:30 p.m. on 2/28/17
 - Mail applications to:

Community Events Grant Program
C/o Otsego County Board of Representatives – IGA Committee
197 Main Street
Cooperstown, NY 13326
Must have a postmark date of 2/28/17
- Explain your event in detail and tell the committee how it will draw visitors to the area.
- If this is a new event, please describe the market segment you are trying to attract.

Grantee Responsibilities

- All advertising and promotional materials created for the event must state that the event is paid for in part by a grant from Otsego County Government.
- Brochures and information regarding other Otsego County venues and events must be made available at events.
- If the event is cancelled for any reason other than weather, the grantee must return the grant money.

Final Report

All grant recipients must submit the following within 90 days of the event:

1. One copy of all the ads or materials placed with grant funds, with copies of invoices.
2. Summary narrative detailing how the grant assisted in promoting the event.
3. In your final report, please include any information you can glean regarding where the audience came from. Did they stay overnight? Did they come specifically for this event, or did they come to Cooperstown and realize this event was occurring?
4. Please provide the total cost of the event in your final report.
5. Grant recipients who do not provide a final report will be ineligible for the next year's grant program.

Questions may be directed to:

Craig Gelbsman – 432-1252, gelbsmanc@otsegocounty.com

Margaret Kennedy- 293-8829, kennedym@otsegocounty.com

EVENT GRANTS PROGRAM APPLICATION

Organization: _____

Contact Name: _____

Address: _____

Day time phone: _____ Fax: _____

Email: _____

Name of Event: _____

Location of Event: _____

Date of Event: _____

Estimated Total Cost of Event: _____

Amount Requested: _____

Please submit three (3) copies of each of the following:

1. Entertainment description, if any, including costs.
2. Anticipated type of audience.
3. Budget of anticipated costs.
4. One page narrative regarding the event.

APPLICATIONS DUE BY FEBRUARY 28TH

Submit to:
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