



# Octoberfest Grant Application

2019-2020

Thank you for your interest in receiving an Octoberfest grant. Please complete the following application fully and submit it with a budget as requested by the appropriate deadline.

We review applications three times per year and if your grant is awarded, a final report will be required. Failure to submit a final report renders an organization ineligible to receive a grant until all prior reports and documentation are provided. We only consider awarding grants for the same project for three consecutive years – with a year off before an organization can re-apply for the same project to be funded.

Deadline dates:	Reviewed/awarded:
December 15, 2019	January 2020
March 15, 2020	April 2020
June 15, 2020	July 2020

Applications submitted after the deadline dates will be held for the next review period.

## Overview

Octoberfest was founded by the Appleton Downtown Retailers Association in 1981 to showcase and promote greater awareness of downtown businesses, improve the community's image, provide a way to help fund non-profit organizations in the area, and enhance the quality of life in Appleton and the Fox Cities. Octoberfest, an event of the Fox Cities Chamber of Commerce, continues this tradition by giving grants to projects throughout the Fox Cities. The Octoberfest Committee considers projects that embrace the spirit with which Octoberfest was founded, and which meet the criteria below. If you believe your project fits these criteria, please complete this form, including the project summary, respond to the criteria, and attach a budget as noted. Octoberfest provides support to events, projects and programs aligned with the purposes and the traditions of Octoberfest.

## Important Information

Funds may be granted for new and existing community events, programs or activities with a potential for growth and a plan for sustainability into the future. Funds may also be granted for infrastructure improvements including equipment acquisition within the Fox Cities designed to enhance community gatherings, programs and/or events.

Applicants should not think of Octoberfest as a source of annual revenue or operating expenses, annual fund drives, endowment funds, projects already completed or expenses typically considered to be overhead. **Octoberfest will not grant funds for labor or employee expenses, facility upkeep or maintenance, nor pay for scholarships or individual participation in events, trips or other similar opportunities.**

Every grant application will be considered on its own merits and it is within Octoberfest's authority to approve or deny any grant for any reason. Funds requested by the organization may be granted whole or in part depending upon the availability of funds and the details of the specific request.

A Final Report will be required by all applicants who receive Octoberfest grant money outlining project results, providing evidence of how Octoberfest and the Chamber were credited, and noting the response of participants or beneficiaries. **Consideration for any future grant applications from a recipient organization is contingent upon completion of the Final Report for all previous grants awarded.**

**Completed grant proposals must include:**

**Completed Grant Application Form with Project Summary Statement.**

**Restated Criteria with descriptions of how the project satisfies each.**

**Projected project budget with sufficient detail to help the Octoberfest Committee deliberate.**

**Keep the entire application to no more than 5 total pages. It is not necessary to send annual reports or other printed materials, photographs or files with the application.**

**Submit completed grant proposal to Katie Gaffney (grants may be submitted as a PDF via email). You may also direct questions to:**

Katie Gaffney

Managing Director, Octoberfest

920-734-7101

kgaffney@foxcitieschamber.com

## **Application Information**

### **Application Organization \***

### **Contact Person/Title \***

### **Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

### **Phone Number \***

Area Code Phone Number

### **E-mail \***

example@example.com

**Purpose of Organization \***

**EIN # \***

**Are you a 501(c)3. If no, please list your designation and provide appropriate certificate \***

Yes

No

**Has the organization received Oktoberfest grants before? \***

Yes

No

If you answered yes, please complete the following (attached additional page if necessary).

Date	Project	Grant Amount
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**Has your organization's board of directors approved this grant request? \***

Yes

No

I certify that my organization is non-profit, is operating within Appleton and/or the Fox Cities, and that the Board of Directors approved submission of this request on

**Date**



Month Day Year

**Authorized signature**

**Title of signer \***

**Directions**

**Describe how your project meets each of the four criteria below, providing an answer for each one.**  
Applications missing information will not be considered.

**Project title to be funded \***

**Amount requested \***

**Date/timeframe of event/project \***

**Project Summary \***

**1. The grant request comes from a not-for-profit organization operating in Appleton and/or the surrounding Fox Cities communities.**

**2. The project generally benefits people from throughout the Fox Cities and does not target a specific population or membership group.**

**3. The project enhances the quality of life and/or strengthens the economy of the Fox Cities and improves the quality/image of downtown Appleton or the surrounding Fox Cities communities.**

**4. Projects supported by Octoberfest must credit both Octoberfest and the Fox Cities Chamber of Commerce through promotional materials, sponsor acknowledgements, and on site. Octoberfest will provide logos and supporting information if needed. Indicate how your organization will provide both exposure and recognition for Octoberfest and the Fox Cities Chamber.**

#### **Budget**

**Attach a detailed budget of proposed expenses and income** including revenue anticipated from other sources with sufficient information for the Octoberfest Grant Committee to consider.