Octoberfest Grant Application

2023-2024

Thank you for your interest in applying for an Octoberfest grant. Please review the following information carefully; complete the application fully and submit the completed application, including requested budget information, by December 29, 2023.

We will review all applications, and if your application is approved, a final report will be required. Failure to submit a final report when due renders an organization ineligible to receive an Octoberfest grant. We will only consider awarding Octoberfest grants to the same organization for two consecutive years – with a year off before an organization can apply again.

Deadline date: December 29, 2023
Reviewed: January/February, 2024
Awarded: March, 2024

Applications submitted after the deadline will not be considered.

Overview

Octoberfest was founded in 1981 to showcase and promote greater awareness of the Fox Cities Region, improve the community's image, provide a way to help fund non-profit organizations in the area, and enhance the quality of life in the Fox Cities. Octoberfest, an event of the Fox Cities Chamber, continues this tradition by awarding grants to non-profits throughout the area. The Octoberfest grant committee considers projects that embrace the spirit with which Octoberfest was founded and that meet the criteria below. If you believe your non-profit organization fits these criteria, please complete the following form, including a project summary, respond to the criteria, and attach a full organization annual budget as noted. Octoberfest provides support to events and programs that align with its purpose and traditions.

Important Information

Grants may be awarded for new or existing community events, programs, or activities with a potential for growth and a plan for sustainability into the future. Grant funds cannot be used for infrastructure or capital projects.

Applicants should not think of Octoberfest as a source of annual revenue or operating expense, annual fund drives, endowment funds, events/projects past or completed, or expenses typically considered to be overhead. Grant awards cannot be used for infrastructure, capital projects, salaries/wages, employee expense, facility maintenance, scholarships or individual participation in events, trips, or other similar opportunities.

Your grant application will be considered on its own merits, and it is within Octoberfest's authority to approve or deny any grant application for any reason. We may give preference to any nonprofits that participate in/volunteer for Octoberfest. Funds requested by the non-profit organization may be awarded in whole or in part, depending upon the availability of funds and the details provided within the grant application.

Final Report

A final report will be required by all applicants who are awarded an Octoberfest grant. The final report will outline the project results, provide evidence of how Octoberfest and the Fox Cities Chamber were credited,

and note the response of participants or beneficiaries. Consideration for future grant applications from your non-profit organization is contingent on completion and timely submission of the final report for previous grant awards.

Completed grant application submissions must include:
- Completed Grant Application form.
- Organization's annual operating budget.
- Event/project budget, with sufficient detail of the event/project for the grant committee to consider.
- Organization's W-9 form.

Please keep the entire grant application to no more than ten (10) total pages. It is not necessary to send annual reports or other printed materials, photographs, or files with the grant application.

Completed grant applications must be received on or before December 29, 2023. Incomplete grant applications or grant applications received after December 29, 2023, will not be considered.

Submit competed grant applications to Tom Lehr (grant applications submitted as a PDF via email are preferred). Please direct grant application questions via email to:

Tom Lehr, EVP / CFO
2023 Octoberfest
tlehr@foxcc.net

Applicant Information:

Applicant Organization Name *

Contact Person/Title *

Address *

Street Address

Street Address Line 2

City   State / Province

Postal / Zip Code

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

Purpose of Non-Profit Organization *

EIN # *

Are you a 501(c)3. *

Yes

No

Please list your non-profit designation and provide appropriate certificate.

Has the organization received Octoberfest grants before? *

Yes

No

If you answered yes, please complete the following: Date, Project, Grant Amount

Has your organization's board of directors approved this grant request? *

Yes

No

I certify that my organization is non-profit, is operating within the Fox Cities region, and that the Board of Directors approved submission of this application.

Date

Month   Day   Year

Authorized Signature

Title of Signer

Directions:
Describe how your event or 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 non-profit organization operating in Appleton and/or the surrounding Fox Cities communities.

2. The project generally benefits people 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 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 sucient information for the Octoberfest Grant Committee to consider.

5. Please state how you or your non-profit organization volunteered at Octoberfest this past year.