

## *Town of Plymouth Promotions Fund*

### *Exhibit Grant & First Time Event Grant Criteria*

- Event/Exhibit shall be developed and conducted by a not for profit or government organization.
- Event/Exhibit that are held by for-profit entities, churches or other religious groups, or those conducted by an individual are ineligible.

#### **Deadlines**

- Applications must be received no later than 60 days prior to date of scheduled event/exhibit.
- A Final Invoice, Final Income & Cost Summary and Final Event Summary (pgs. 11-13) must be completed and sent to the Visitor Services Board within 60 days of the close of the event. No funds will be paid to the vendor (applicant) until these documents are received.

#### **Forms**

- Applicant Identification Sheet
- Event Permit application
- Narrative (Items #1-#14)
- Event/Exhibit Budget and Funding Request
- Final Event/Exhibit Costs (*with attachments*)
- Final Event/Exhibit Summary Narrative (*with attachments*)
- As Applicable - Event Parking Plan, Event Infrastructure Plan
- All other necessary town permits as applicable

#### **Funding**

- Maximum event/exhibit award shall be \$1,200.00
- Event/Exhibit funding can not exceed 25% of total eligible budget.
- A 3:1 match of private dollars is required.
- In-kind services, administrative and overhead costs are not eligible costs within budget.
- Event sponsor (applicant) must enter into a contractual agreement with the Town of Plymouth, thus becoming a vendor to the Town.

#### **Guidelines**

- **All requested information on the application must be completed for grant consideration. Please use all forms supplied unless otherwise noted.**
- Event/Exhibit's primary purpose should be to provide recreational, leisure, cultural or social activity for residents and visitors.
- Event/Exhibit must be open to the public.
- Event/Exhibit should be free or offer a low ticket cost (less than \$10.00)
- Applicants will be notified of the status of their application in writing.
- Successful applicants are responsible for timely payment of all event costs.
- In fairness to all applicants, the Visitors Services Board reserves the right to deny and/or withdraw funding in the event any of the above criteria are not met.

# *Town of Plymouth Promotions Fund*

## *Special Event Criteria*

- Special Events shall be developed and conducted by a not for profit or government organization.
- Special Events that are held by for-profit entities, churches or other religious groups, or those conducted by an individual are ineligible.

### **Deadlines**

- Applications must be received no later than January 31.
- A Final Invoice, Final Income & Cost Summary and Final Event Summary (pgs. 11-13) must be completed and sent to the Visitor Services Board within 60 days of the close of the event. No funds will be paid to the vendor (applicant) until these documents are received.

### **Forms**

- Applicant Identification Sheet
- Event Permit application
- Narrative (Items #1-14)
- Final Special Event Costs (*with attachments*)
- Final Special Event Summary Narrative (*with attachments*)
- As applicable - Event Parking Plan, Event Infrastructure Plan,
- All other necessary town permits as applicable

### **Funding**

- Maximum Special Event award shall be \$10,000.
- Special Event grant funding should not exceed 20% total eligible budget.
- A 4:1 match of private dollars is requested.
- In-kind services, administrative and overhead costs are not eligible costs within budget.
- Event sponsor (applicant) must enter into a contractual agreement with the Town of Plymouth, thus becoming a vendor to the Town.

### **Guidelines**

- **All requested information on the application must be completed for grant consideration. Please use all forms supplied unless otherwise noted.**
- A Special Event's primary purpose should be to provide recreational, leisure, cultural or social activity for residents and visitors.
- A Special Event must be open to the public.
- Applicants will be notified of the status of their application in writing.
- Successful applicants are responsible for timely payment of all event costs.
- In fairness to all applicants, the Visitors Services Board reserves the right to deny and/or withdraw funding in the event any of the above criteria are not met.