



# The International Center Festival Fund Application

## Grant Agreement

The undersigned hereby agrees to the following fund conditions:

1. To use the funds only for the designated purpose as described in the application.
2. To maintain records to show how grant funds have been expended.
3. To return to The International Center any unexpended funds or any portion of the grant that is not used for the purpose specified.
4. To publicly acknowledge support of The International Center, The Indianapolis Foundation, a CICF affiliate, and the Christel DeHaan Family Foundation through all reasonable means as a stipulation of accepting this award.
5. To submit the Final Project Report showing how the grant money was used, including photographic documentation of the event.

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

President, CEO or Executive Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INTLCTR**

The International Center

## **Organization Information:**

Organization:		
Contact Name:	Contact Title:	
Organization Address:		
City:	State:	Zip:
Email:	Telephone:	Fax:

## **Event Details:**

Event Title:		
Event Date:	Amount Requested: (from \$500 to maximum \$2000)	
Location of Event:		Time of Event:
Is this a reoccurring event?	YES    NO	If yes, for how many years?
Have you, in prior years, received IC support for this event?	YES    NO	If yes, what amount of Funding did you receive?
Expected number of attendees:	If a recurring event, number of attendees in prior years:	
Will your organization utilize volunteers?	If yes, please estimate the total number of volunteers and the number of hours donated:	
Briefly describe your organization's audiences and mission.		
Briefly describe the event and the key activities that will take place.		

Outline how you plan to market your event and the timeline you intend to follow. In addition, outline the audiences you intend to reach (be specific). You may attach an additional document if necessary.

What benefit(s) will this event bring to the Central Indiana region and its residents?

Are you partnering and/or collaborating with other organizations? If so, name the organization(s) and their role(s) in the event.

How will the Festival Fund be acknowledged at your event if funding is awarded (be specific)?

How will you measure the success/impact of this event?

Please provide the name, email address and phone number of the individual who will complete the mandatory post-event evaluation if selected for a Festival Fund grant.

**Before submitting your application, please ensure all of the items on the checklist below have been included\*:**

- Application form
- Budget information
- Sponsorship document
- Proof of 501 (c) (3) non-profit status

*\*Please note that incomplete applications will not be processed or reviewed. If you have questions, comments or concerns about the Festival Fund application, please contact Logan Charlesworth, marketing and communications associate, at [lcharlesworth@internationalcenter.org](mailto:lcharlesworth@internationalcenter.org).*