INTERNATIONAL MANAGEMENT DISTRICT
Event Sponsorship / Grant Program
Application for Funds

NAME OF YOUR GROUP: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **ZIP:** _____

TELEPHONE: (day) _____ **(evening)** _____

E-MAIL:

AMOUNT REQUESTED: $ _____

PURPOSE OF EVENT / PROJECT: _____

_____

_____

_____

_____

Program Guidelines

- Request for sponsorship or grant must be submitted at least two (2) months prior to the event.
- Event must be held within the District.
- Grants / Sponsorships are limited to $2,500.
  - Funding may not cover the cost of the entire budget.
- Applicant must include specific details regarding how the event benefits the District.
  - **Event must be intended to accomplish a public purpose that specifically benefits the District.**
- If grant / sponsorship is approved, the grantee must:
  - Sign an agreement with the District that will provide the District with enough control over the funds to ensure the public purpose is achieved, including the right to withdraw funding should misuse of the funds occur; and
  - Provide a post-report detailing the outcome of the event, pictures of the event generally, and showing the District's specific contribution.
- District encourages grantees to participate in future IMD events as volunteers.

__Agreement__

Should we receive support funding from the International Management District (the "District"), we:

- Certify that the attached proposal has been discussed and approved by the decision-making body of the applying group and that all information contained herein is accurate;

- Understand and agree to the requirements of this Agreement, as set forth in the guidelines provided herein;

- Understand that intentional deception or misuse of support funding for financial gain is fraud and will be reported to the appropriate authorities;

- Understand that if we are awarded support funding from the District, any default of this Agreement will result in the District's withdrawal of support funding;

- Agree to repay all support funding that District has disbursed to us within thirty (30) days of receipt of District's written demand therefor, as remedy for such event of default;

- Understand that failure to timely repay District such support funding shall constitute a breach of this Agreement, and District may pursue all remedies available at law or in equity; and

- Agree to provide any required reports and complete projects on a timely basis.

APPLICANT:

_____

Printed Name   *Signature*   *Date*

_____

Printed Name   *Signature*   *Date*

DISTRICT ACKNOWLEDGMENT:

_____

Printed Name   *Signature*   *Date*

_____

Printed Name   *Signature*   *Date*

PROJECT / EVENT DESCRIPTION

INSTRUCTIONS: Please answer the following questions as completely as possible, explaining how your organization's project is compatible with the District's annual plan and demonstrating how it satisfies some of the characteristics described in Item #6 of the *Policies and Procedures for Grants* information sheet provided with this application form. You may attach additional pages if necessary.

1. What project(s) or event does your group plan to implement?

2. Describe specific steps that you will take to carry out your proposed project or event and activities.

3. Who will be involved with the project or event? How will your group involve other residents and/or organizations? List the names of other groups or organizations you are currently working with or plan to work with.

4. How will you know that your proposed project or event and activities are successful? Briefly describe how you will evaluate success. Tell us who from your group will be responsible for providing information that may determine the success of your proposed project or event and activities.

5. Are there other projects or issues you are planning to address this year? □Yes □ No
    If so, please describe.

PROJECT / EVENT BUDGET WORKSHEET

Describe the project /event cost and income and other funds or in-kind (donated) services you plan to use. *For example, list costs for supplies, equipment, outreach activities, mailing and income such as membership dues, contributions, or donated items.*

PROJECT / EVENT COSTS

Type of Cost	Amount
1. _____	$_____
2. _____	$_____
3. _____	$_____
4. _____	$_____
5. _____	$_____
6. _____	$_____
Total Costs (sum of lines 1-6)	**$_____**

PROJECT / EVENT INCOME

1. Amount requested from the District $ _____

2. All Other Income *(Source: Cash or in-kind)*

a. _____	$_____
b. _____	$_____
c. _____	$_____
d. _____	$_____
e. _____	$_____
Total Income (sum of lines 1, 2a, b, c, d , e)	**$_____**

* Total Costs should be same as Total Income.