



## City of Klamath Falls Event Sponsorship Grant Application

Event Sponsorship funding is intended to demonstrate the City's support for community events.

**Eligibility:** Any nonprofit organization that is organizing a local event (serving Klamath Falls) that is open to the public may request Event Sponsorship funding from the City. No sponsorship shall exceed \$2,500, and an organization may only receive one sponsorship per calendar year (no in-kind funding requests will be considered).

**Application:** Eligible entities seeking event sponsorship funding shall submit a completed Event Funding Application to the office of the City Manager by the due date listed on the website.

### ***Part One – General Information***

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

### ***Part Two – Project Specifics (Please attach a separate document)***

- 1) **DESCRIPTION.** Provide a brief and clear description of your event, including but not limited to: dates, time period, etc. (no more than 500 words, typed).
  - a. If the City has provided funding for your event in prior years, please indicate the date of previous applications/requests, the name of the event, description of what the funds were used for, and the dollar amount that was funded.
- 2) **PURPOSE.** Describe your objectives. More than one objective may be identified.
- 3) **OUTCOME/BENEFIT.** What is expected to result from this event? Describe how an accurate record of this was obtained and will be maintained. Also, using the

objectives listed in #2 above, describe how the proposed event is providing a benefit to the City/community? (no more than 500 words, typed).

- 4) LEVERAGING OF FUNDS. What is the total event cost? How much of this is the City being asked to fund? Does your organization have any other funds or funding commitments to assist in financing the event?
- 5) SUSTAINABILITY. In almost all cases, the City's support of an outside organization should be considered a temporary or one-time commitment. Does your organization have a plan to become financially self-sustaining?
- 6) SCHEDULE. Provide a schedule indicating when funds will be needed, when the event is to be implemented, and when it will be completed. Funds will be available after July 1, 2026.

***By signing this document, I certify that I will only use the City funds for what has been outlined in this application.***

Signature: \_\_\_\_\_

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

If approved, the applicant must provide a summary of the award, no later than 30 days after the end of the program/project.