

Event Funding Request Application

This application is intended for event organizers seeking funding support for events held in Genesee County. Funding requests are subject to review and approval by the Genesee County Board of Commissioners.

Submission Instructions

Funding must be submitted electronically in PDF format 90 days prior to the event date to XXX at xxx@gmail.com. Any inquiries regarding this RFP should be directed to XXX.

SECTION 1: Event Information

1. Event Name:

2. Event History:

- Provide a brief description of the event's history, including years active, past locations, and previous attendance.

3. Is this a new or repeat event in Genesee County?

- ☐ New
- ☐ Repeat (If repeat, list the years previously held in Genesee County)

SECTION 2: Event Details

1. Event Dates:

2. Event Location / Venue:

3. Expected Attendance:

4. Host Hotel:

5. Estimated Room Nights:

6. Target Audience / Demographics:

SECTION 3: Funding Request

1. Amount Requested:

2. Reason for Funding:

- Explain how the requested funds will be used (e.g., marketing, venue rental, logistics, production costs, etc.).

3. Specific Expense(s) to be Covered:

- Provide detailed line items or categories for the requested support.

SECTION 4: Organizational Information

1. Organization Name:

2. Primary Contact Person:

- Name, Title, Phone, Email

3. Mailing Address:

4. Organization Type:

- ☐ For-Profit
- ☐ Non-Profit (attach IRS determination letter, if applicable)

SECTION 5: Required Supporting Documents

All applications **must include** the following attachments at the time of submission:

- ☐ Two (2) Letters of Support
- ☐ Event Budget and/or Expense Breakdown
- ☐ Estimated Economic Impact Report (provided by Explore Flint & Genesee)

SECTION 6: Post-Event Requirements

All recipients of event funding agree to:

- Submit a **Post-Event Summary Report** within **30 days** after the event, including attendance, media coverage, and actual economic impact results.
- Participate in any follow-up evaluation requested by Explore Flint & Genesee.

SECTION 7: Agreement & Eligibility

- Organizations are limited to **one (1) funding request per calendar year**.
- Funding may not exceed a **three (3)-year consecutive agreement** for the same event.
- Funding requests may not exceed **20% of the overall budget** for the event.
- All requests are **subject to approval** by vote of the **Genesee County Board of Commissioners**.