



**SPECIAL EVENT PROMOTION  
GRANT APPLICATION  
FISCAL YEAR 2021-2022**  
(July 1, 2021 to June 30, 2022)

**Instructions:** *Please review the Special Event Grant Guidelines and complete this form and submit to the Community Development Department with the required documents noted below. Please contact Raffi Festekjian, Economic Development Coordinator at rfestekjian@bcnv.org with any questions.*

**ORGANIZATION INFORMATION:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Non-Profit Tax ID Number \_\_\_\_\_

Website \_\_\_\_\_

**CONTACT INFORMATION:**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

**SPECIAL EVENT INFORMATION:**

Name \_\_\_\_\_

Dates \_\_\_\_\_ Hours \_\_\_\_\_

Location \_\_\_\_\_

First Year Application? \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_

Event Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED APPLICATION MATERIAL SUBMISSION:**

- Completed application
- Proof of non-profit organization status
- Itemized list of proposed advertising budget including proposed vendors
- A complete copy of the event budget with explanation of income and expenditures.
- Cover letter which explains how the event provides positive community impact through:
  - Attracting visitors to the community
  - Adding to the quality of life for local residents
  - Serving local charities/service organizations