



Community Event Fund Guidelines

Community Event Fund Purpose

The Community Event Fund provides support for both community and fundraising events to nonprofit organizations providing services within the Poudre School District boundary area. Sponsorship consideration is given to single and multi-day events that create a meaningful interaction between the public and the 501(c)3 nonprofit community.

We are looking for events that...

- *Involve* community members in nonprofit programs and services.
- *Encourage* philanthropy and volunteerism in Fort Collins.
- *Showcase* an organization's successes and contributions within the community.
- *Increase* the public's awareness and understanding of the nonprofit community.

Community Event Fund Basic Eligibility

Any 501(c)(3) nonprofit public charity organization, providing services and programming within the Poudre School District boundary area, is eligible to apply.

The Community Event Fund Does NOT Support

- Individuals
- Tournaments
- Team Sports
- School Trips
- Emergency Funding
- Professional Development Conferences
- Non 501(c)(3) public charity organizations
- Walk/Run/Golf Events
- Music related events (see Music Event Fund)

* To learn what other areas the Bohemian Foundation supports please refer to www.bohemianfoundation.org.

Application Information

Requests for event sponsorship are accepted on an ongoing basis but **not less than 90 days** prior to the event date. The Community Event Fund is a competitive process with a limited budget. Application submittal does not guarantee funding.

1. Submit the Community Event Fund Application Form.
2. Attach an outline of sponsorship benefits at all sponsorship levels offered (i.e. "\$1,500 Silver Level - banner displayed, mention in newsletter, etc.>").

To submit your application, go to the [Community Programs > Community Event Fund > Application](#) page on www.bohemianfoundation.org. Use the provided form, being sure to include *both* the application and the sponsorship detail sheet as attachments. Incomplete submissions will not be considered. Award notification will occur **within 30 days of receipt of a completed Event Fund Application and outline of sponsorship benefits at all sponsorship levels offered**. Please allow enough time to accommodate any publicity deadlines (i.e. brochures, flyers, etc.).

Publicity Standards

If a Bohemian Foundation logo is desired for printed collateral, one will be provided to the grantee with a written request to info@bohemianfoundation.org. Organizations are required to obtain Bohemian Foundation staff approval of any proposed publicity including text, signage, and collateral related to Foundation recognition prior to its release. Please allow 10 days for Bohemian Foundation staff to review and approve any proposed publicity. *Please note, no changes to the Foundation logo are allowed without prior written approval.*



COMMUNITY EVENT FUND APPLICATION

Organization Information:

Organization:		Contact Name:	
Address:			
City:	State:	Zip:	
E-mail:	Telephone:	Fax:	

Event Details:

Event Title:		
Event Date: (mm/dd/yyyy)	Sponsor Publicity Deadline: (mm/dd/yyyy)	Amount Requested: (No greater than \$5,000)
Location of Event:		Time of Event:
Is this a fundraising event? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, please explain:		
Is this a recurring event? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, for how many years?		
Have you, in years prior, received Bohemian support for this event? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what level of funding did you receive?		
Expected number of attendees:		If a recurring event, number of attendees in prior year?
Briefly describe what your organization does and who you serve.		
What audience are you targeting and why?		

- Do not exceed the space provided. Additional pages will not be accepted.
- Applications must be received no less than 90 days prior to the event.
- Award notification will occur **within 30 days of receipt** of both this completed Event Fund Application and an outline of sponsorship benefits at *all* sponsorship levels offered.

Please submit completed Community Event Fund Applications:

***Electronically:* Via the upload form on:**

Community Programs > Community Event Fund > How to Apply at www.bohemianfoundation.org

COMMUNITY EVENT FUND APPLICATION

Event Description:

Briefly describe your event.

Why is this event important for the organization?

Why should the Bohemian Foundation sponsor the event?

What other sources of sponsorship and funding have you secured? (Please be specific, listing organization names and amounts.)

For recurring events, what will be improved with sponsorship from the Bohemian Foundation?

Please describe any unique timing and/or location considerations required for this event?

Other details or important information the Foundation should know?

COMMUNITY EVENT FUND BUDGET FORM

Income for the event being requested for.	Committed	Pending	Total	For recurring events, list prior year actuals
Admissions/Ticket Sales # \$/ticket				
Concessions				
Advertising Sales				
Sponsorships/Underwriting				
Foundation Sponsorship				
Corporate Sponsorship				
Individual Sponsorship				
Exhibitor Fees				
Silent Auction Proceeds				
Cash Donations (event related)				
Other Income				
In-Kind Contributions* (estimated value)				
General support from agency budget				
TOTAL INCOME				

Expenses for the event being requested for.	Budgeted	For recurring events, list prior year actuals
Contract Employees		
Staff salaries (event related only)		
Food & Beverage		
Advertising		
Facility Rental Fees		
Equipment Rental		
Supplies/Decorations		
Speaker/Entertainment Fees		
Lodging		
Transportation		
Printing & Postage		
Merchandise Expense		
Fee Subsidy/Scholarships		
In-Kind Contributions* (estimated value)		
Silent Auction Minimums to be paid out, etc.		
Other Expenses		
TOTAL EXPENSES		
NET PROFIT		

*In-kind Contributions expense and income should equal.