

**KENT COUNTY LEVY COURT
COMMUNITY EVENT PROMOTIONAL GRANT APPLICATION
FISCAL YEAR 2018**



Name of Event/Promotional Material: _____

Host Municipality: _____

Name & Address of Lead Event
Coordinator – Grant Applicant: _____

Daytime Phone Number: _____

Description of Proposed Event and Location:

Requested Grant Amount: _____

Proposed Use of Grant (Attach Itemized Costs & Written Vendor Quotes if Applicable) :

Certification of Applicant:

I, _____, hereby certify that I am duly authorized to submit this Grant Application on behalf of _____ for the above-referenced and described Community Event and/or Promotional Materials, and that if approved, the Grant Funding will be utilized for the above-stated promotional purposes.

Signature: _____ Date: _____

Authorization of Host Municipality (Mayor or Highest Elected Official):

I, _____, hereby certify that I am duly authorized to express the endorsement of the above-referenced Community Event and/or Promotional Materials on behalf of the City/Town of _____.

Signature: _____ Date: _____

COMMUNITY EVENT PROMOTIONAL GRANT PROGRAM GUIDELINES



Program Overview

Beginning with the Fiscal Year 2018 (FY18) Budget, Levy Court has established and funded a discretionary grant category to be called the Community Event Promotional Grant. A total of \$15,000 has been provided in the FY18 Budget. This Grant Fund is intended to be used on a first come/first considered, as needed basis for small community based events as financial assistance for event promotional expenses. Promotional expenses include: advertising costs; promotional brochures, pamphlets, cards, posters, or flyers; event signage; and similar promotional materials. All disbursements from this Grant Fund shall be approved by Levy Court.

Eligible Events

In order to qualify for Community Promotional Grant Program funding, events must be open to the public and take place within the corporate limits of Kent County, Delaware and/or within the corporate municipal boundaries of the towns of Smyrna, Marydel, and/or Milford. A qualifying event, or events, shall be endorsed and/or hosted by a municipality in Kent County, Delaware.

Qualifying events include but may not be limited to: Community Festivals; Parades; Concerts; Music Festivals; Plays, Dance Recitals and Similar Entertainment; Fireworks Displays; Fundraisers in Support of Non-Profit Corporations; Automobile and Antique Shows; Historical Re-Enactments; Art Exhibitions; Educational Programs; Running Events in support of Non-Profit or Charitable Organizations; and similar events.

Kent County Levy Court reserves the right to approve or not approve any specific request and is under no obligation to fund any or all requests.

Ineligible Events/Activities

The following events shall be ineligible for funding: Invitation Only Events; Member Only Events; Age-Restricted Events; Gender-Restricted Events; Service Organization Sponsored Events; Political Rallies; Social or Political Demonstrations; Protest Marches; Religious or Theological Events.

Any Event that has already been approved for Grant Funding in the FY2018 Budget shall be ineligible for additional Community Promotional Grant Program funding during FY2018.

COMMUNITY EVENT PROMOTIONAL GRANT PROGRAM

Page 2

Maximum Grant Award

Requests for funding from the Community Promotional Grant Program shall be in the form of an itemized cost proposal and shall be accompanied by supporting documentation such as vendor cost proposals for planned promotional materials and/or services. The maximum Grant Award under this program shall be \$750.00.

How to Apply

Applicant shall complete an Application for the Community Promotional Grant Program and return it the Levy Court Office for review and processing. Application may be made at any time throughout the year, subject to available funding. The Application shall be signed by the Mayor or Highest Elected Official of the municipality where the event will take place.

Each Application will be forwarded to the Levy Court Finance Committee for review and consideration. The Applicant or their representative may be requested to attend the Levy Court Committee Meeting when the Grant Application is being considered.

Questions

Please contact the Levy Court Office with any questions you may have at 302/744-2305 or Admin@co.kent.de.us.