

**Woodstock Economic Development Commission
Application for Special Event Grant**

Name of Event: _____ Date of Event: _____

Description:

Estimated # of Attendants: _____ Total Event Budget: _____

Year Event First Held: _____ Grant Request: _____

Applicant Information:

Name of Event Coordinator: _____

Name of Organization/Business: _____

Organization background: (i.e. year founded, principals, mission, event organizing experience. Attach additional information if necessary.) _____

Business Address: _____

Telephone Number: _____

Contact's Email Address: _____

Organization's Website URL: _____

Organization's EIN: _____

Your answers to the following questions will help the EDC evaluate your grant application according to the published funding rubric. Please be as succinct as possible while still supporting your answer:

1. How will the event financially benefit the Town of Woodstock?

2. What is the anticipated number of visitors to the Town of Woodstock (incl. out-of town, overnight, local and event vendor attendees)?

3. How and where will this event be advertised?

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4. Does the event have broad-based private-sector, public, community, or local support?

5. For annual events, what trends are demonstrated by attendance records?(New events may reference data from a similar successful event in another location.)

6. Does the organization have other funding sources (including self-generated or organization funds)?

7. How does the event fit within the schedule of other events in Woodstock?

Did you:

- a. Attach any supporting information?
- b. Include a budget for the event?

Submitted by: (First and Last Name)_____

Signature: _____

Date: _____

Drafted 10/30/2015