

**TeamBrockton Resident Leader Program MINI GRANT REQUEST**



Date of Application ( please submit at least 6 weeks prior to your event:	
Name of Association:	
Name of Steering Committee Members:	1.
	2.
	3.
Name of person submitting this request:	
Contact information for this person:	
Email:	
Telephone:	
DATE OF THE EVENT:	
LOCATION:	
START TIME:	
END TIME:	
Brief description of the event to include The purpose, target audience, expected attendance, and he schedule of events within the program	
How many volunteers will be assisting at the Event? For How many hours?	
Describe how you will get the word out about the event. What publicity? What calendars? What type of media?	

What special permits will you need for the event?	
1. Park permit	
2. Food and/or drink	
3. Music	
4. Police permit or detail	
5. Fire permit or detail	
What is your budget for this event?	
1. Actual costs	
2. In-kind contributions	
3. Donated volunteer hours	
4. Total Value of the event	
How much money have you raised for this event? Who are the donors?	
1.	
2.	
3.	
4.	
5.	
How much money are you requesting in your minigrant application from the City?	\$
Please note that donations raised by the Association MUST equal a minimum	<b>I have read this and agree, signed by:</b>
of 50% of the total estimated value of the event	<b>INITIAL HERE:</b>
BEFORE any City funding is considered	
The association agrees that a report will be Filed with the Resident Leaders Program after	<b>I have read this and agree, signed by:</b>
the event that will include a description of the	<b>INITIAL HERE:</b>
actual event, number of people that attended,	
and a report of the money received and spent.	
	<b>SIGNED BY:</b>
	<b>DATE:</b>
PLEASE GIVE THE <b>ADDRESS</b> of WHERE THE CHECK <b>SHOULD BE MAILED HERE:</b> <i>(It will be made payable to the association)</i>	

<u>Description</u> <u>List cost items here:</u> <u>food, entertainment,</u> <u>equipment, permits,</u> <u>value of volunteer</u> <u>hours etc.</u>	<u>Cost</u> <u>List the dollar</u> <u>amount for</u> <u>each cost</u> <u>item here</u>	<u>Type of income</u> <u>Where is the money</u> <u>coming from for</u> <u>each of your cost</u> <u>items? Cash or in-</u> <u>kind?</u>	<u>Amount of</u> <u>income</u> <u>How much is</u> <u>coming from</u> <u>each type of</u> <u>income?</u>
	\$	MiniGrant - cash	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	These two numbers must match: \$ _____		These two numbers must match: \$ _____