SOUTHWEST DISTRICT

COMMUNITY DEVELOPMENT FUND APPLICATION

Organization Name:

Mailing Address:

City: **State:** **Zip Code:**

Contact Person: **Phone:**

Email: **Federal EIN:**

Organization Classification: ☑ 501(c)3 ☐ 501(c)4 ☐ Other

EVENT/PROJECT DETAILS

Name of Project/Event:

Project/Event Type: (Please select ONE of the following)

☐ Community Programs ☐ Community Events/Activities/Festivals

☐ Gala /Fundraising Events ☐ Public Safety /Quality-of-Life Activities

Event Date: **Start/End Time:** **AM / PM**

Event Address:

City: **State:** **Zip Code:**

Amount Requested: **$**

When submitting this application, please submit it **only** to Team@SWDistrict.org. Please **DO NOT** include Board Members on the email, as doing so could potentially create a quorum and may violate applicable Open Meetings Acts. We appreciate your cooperation.

Submit your application to Team@SWDistrict.org

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EVENT/PROJECT DETAILS CONT.

Is this event less than 60 days away? ☑ Yes ☐ No

*Please note that, per the Community Grant Guidelines, applications must be submitted at least 60 days prior to the event/program date and at least 7 business days prior to the Business & Economic Development Committee meeting. Committee meeting dates can be found on our website at SWDistrict.org/calendar.

Will this event/project require any marketing materials from the District? ☑ Yes ☐ No

If Yes, please select requested materials from the following: ☑

☐ Digital Logo File ☐ Physical Logo Board ☐ District Flyers ☐ District Pop-Up Banner

☐ District Table ☐ District Step and Repeat ☐ Other: _____

*Please note that marketing materials are not guaranteed and are subject to availability and District Staff discretion. Please contact Team@SWDistrict.org with any questions regarding available marketing materials.

Required Signatures

We certify that the attached proposal has been discussed and approved by the decision-making body of the organization and that all information contained herein is accurate. Should we receive funding from the Southwest District, we agree to abide by any stipulations or restrictions on the use of funds, provide any required reports on request, and complete projects on a timely basis.

Organization, Printed Name & Title	Signature	Date

District, Printed Name & Title	Signature	Date

APPLICATION SUBMITTION CHECK LIST

- ☐ **Completed and Signed Application**
- ☐ **Completed Budget Worksheet**
- ☐ **Event/Project Flyer**
- ☐ **Letter(s) of Support**
- ☐ **Sponsorship Package** - if applicable
- ☐ **IRS Determination Letter** (copy only)
- ☐ **W-9 Form**
- ☐ **Any additional requested pages**

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PROJECT DESCRIPTION

INSTRUCTIONS: Please answer the following questions as completely and thoroughly as possible. Your responses must address **all applicable requirements and guidelines outlined** in the Community Development Fund Application Guidelines Please provide specific information demonstrating how the project satisfies each applicable guideline and eligibility criteria. The Community Development Fund Application Guidelines are available online at SWDistrict.org/grants-funding. You may attach additional pages if needed.

Please provide a brief description of your project/event:

How does your project/event align with the District's Service & Improvement Plan? If you're applying for an event, please list the economic benefits of the District below.

How will you know that your proposed project and activities are successful? Tell us who from your group will be responsible for providing the follow-up report that may determine the success of your proposed project and activities.

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PROJECT BUDGET WORKSHEET

INSTRUCTIONS: Describe **all** project costs and resources, including funds or in-kind (donated) services, you plan to use for your project/event. For example, list costs for supplies, equipment, outreach activities, mailing and income such as membership dues, contributions, or donated items. **This budget should include ALL costs related to the event/project.**

PROJECT EXPENSES	**AMOUNT**
1. _____	$_____
2. _____	$_____
3. _____	$_____
4. _____	$_____
5. _____	$_____
6. _____	$_____
TOTAL PROJECT EXPENSES	$_____

PROJECT INCOME/FUNDING SOURCES	**AMOUNT**
1. _____	$_____
2. _____	$_____
3. _____	$_____
4. _____	$_____
5. _____	$_____
6. _____	$_____
TOTAL PROJECT INCOME/FUNDING	$_____

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