



**FAIRMONT FESTIVALS POLICY
APPLICATION FORM**
Fairmont Festivals Fund Committee
Application for Financial Assistance
for 2012

APPLICATIONS MUST BE SUBMITTED BY MARCH 31st.

Before completing this application, please ensure the Fairmont Festivals and Events Funds Policies has been read and understood to ensure that the application will receive full consideration by the committee.

The Fairmont Festivals and Event Funds Mission Statement: "To provide a supplemental source of funding for the purpose of improving the quality and effectiveness of Fairmont festivals and events."

The committee recognizes the importance of festivals and events to the quality of life offered in Fairmont, and their significant economic benefits to tourism and other industries.

For further information, please contact Stephanie Busiahn at (507) 235-8585, email director@fairmontcvb.com,

Applications must be mailed to Fairmont Festivals Fund, PO Box 976, Fairmont, MN 56031.

1. Organization requesting funding

Name of organization: _____

Address: _____

Level of funding requested: \$ _____

Estimated cost of festival: \$ _____

Is this the first time funding has been request for this festival? _____

2. Event organizer details

Name of event organizer: _____

Phone: (home) _____ (bus) _____

(cell) _____ Email: _____

Qualifications / past history with event management, risk management, etc.

3. Proposed Festival

Proposed name of festival: _____

Proposed start date of festival: _____ Time: _____

Proposed end date of festival: _____ Time: _____

Details of festival theme, objectives & content (continue on back if more space is needed)

Projected benefits for the community, businesses, etc.: _____

Brief summary on the possible or known effects on the location and traffic impacts including noise, parking, transportation, pedestrian flows, altered traffic flows, negative impact on existing businesses, etc.

Provide details on how complaints will be handled:

Provide details of public liability insurance for the festival / event

Name of Insurer: _____ Policy Number: _____

List events & specific dollar coverage: _____

4. **Provide a proposed budget covering the festival**
5. **Provide a list of proposed sponsors and amounts**
6. **Provide details on where event surplus will be directed, i.e. charity, etc.**
7. **Who will underwrite the event in the case of a loss?**
