



## 2011-2012 GRANT APPLICATION

Effective August 1, 2010, the application process for applying for an Octoberfest grant will change. We will now review applications three times per year and a final report will be required. We also will only consider awarding grants for the same project for 3 consecutive years – with a year off before an organization can re-apply for the same project to be funded.

Deadline dates:

December 15, 2011

March 15, 2012

June 15, 2012

Reviewed/awarded:

January 2012

April 2012

July 2012

Applications submitted after the deadline dates will be held for the next review period.

### Applicant Information

Applicant organization \_\_\_\_\_

Contact person/title \_\_\_\_\_

Address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Purpose of organization \_\_\_\_\_

EIN # \_\_\_\_\_

Are you a 501(c)3 \_\_\_\_\_ Yes \_\_\_\_\_ No, If no, please list your designation and please provide certificate

Project title to be funded \_\_\_\_\_

Amount requested \_\_\_\_\_

Has this organization ever received Octoberfest grants before?  Yes  No

If you answered yes, please complete the following:

Date	Project	Grant amount

Has your organization's board of directors approved this grant request?  Yes  No

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

Title of signer \_\_\_\_\_

### **Applying for an Octoberfest Grant**

Octoberfest was founded by downtown Appleton retailers in 1981 to promote their businesses, improve the community image and showcase the downtown area. The Octoberfest board of directors continues this tradition by giving grants to projects throughout the Fox Cities.

The Octoberfest Board considers projects that embrace the spirit with which Octoberfest was founded, and which meet the criteria below. If you believe your project fits the criteria below, please complete this form and attach a description of the project for which you're requesting a grant.

**Describe clearly how your project meets each of the criteria. Please list the criteria and then provide an answer for each one. Applications not completed in this manner will be returned.**

#### **Criteria**

1. The grant request comes from a not-for-profit organization.
2. The project improves the quality of downtown Appleton or the surrounding Fox Cities communities, and enhances our quality of life.
3. The project showcases a downtown area, improves our community's image and/or strengthens the economy of the Fox Cities.
4. The project benefits people from throughout the Fox Cities.
5. Project planners have identified a method to provide exposure or recognition to Octoberfest.

**Include a budget for the entire project and also indicate how Octoberfest funds will be used.**

Applicants should not think of Octoberfest as a source of annual revenue or as a source for operating expenses, annual fund drives, endowment funds, projects already completed or expenses typically considered to be overhead.

Every grant application will be considered on its own merits and it is within Octoberfest's authority to approve or deny any grant for any reason.

Please review the Final Report form that will be required by all applicants who receive Octoberfest grant money.

**Submit completed grant proposal to**

Ms. Susan Vanden Heuvel, Executive Director, Octoberfest  
PO Box 1855  
Appleton WI 54912-1855  
920-734-7101 phone  
svandenheuvel@foxcitieschamber.com



# Final Report

(Due 45 days after event/project completion)

Octoberfest now requires all groups receiving grants to complete the Final Report form.

Applicant organization \_\_\_\_\_

Contact person/title \_\_\_\_\_

Address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Project title to be funded \_\_\_\_\_

Amount of grant \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Authorized Signature	Title	Date
----------------------	-------	------

Please answer the following questions clearly and concisely.

- 1) **Project Objectives** – Were the outcomes of the project met as described in the application? What was the geographic coverage?
- 2) **Project Evaluation** – How was Octoberfest identified or recognized? Please provide specific examples and/or samples of materials.
- 3) **Financial Evaluation** – How were the grant funds used? Please attach a financial statement listing revenues and expenses.

Please return this completed report to: Octoberfest  
P.O. Box 1855  
Appleton, WI 54912-1855

**Note: Future requests will not be considered if we do not receive a Final Report.**