Performance Grant Request Form and Guidelines

The Friends of the FEC (FFEC) was organized just prior to the opening of the Florence Events Center in August of 1996. The goal of the organization is best summed up in its Mission Statement. **Mission Statement:** *The Friends of the Florence Events Center is a non-profit group supporting the FEC's staging of musical, theatrical, education, and cultural events for the greater Florence area. This is accomplished by financial support for the Center's needs, as well as serving as a vital source of volunteers.*

Offering financial support through grants to Florence area community arts organizations, who stage events at the Florence Events Center, is an example of fulfilling our Mission Statement.

Grant Criteria:

1) The funds are to be used for an event rental on a specific date at the Florence Events Center up to maximum grant request of $725. Actual amount of Grant will be at the sole discretion of the FFEC. Grants are available starting in July of each year and funds must be used within that fiscal year.

2) The organization must be a non-profit organization.

3) The approved amount of grant funds will be paid by the FFEC to the requesting organization after the event has taken place.   The organization shall submit a request for payment.

4) The FFEC will have an opportunity to address the audience before the beginning of the event, be recognized in the program, and have an information table in the lobby during the grant sponsored event.

5) Completed grant request must be submitted no later than June 20, 2017.

<u>*Grant Request*</u>

Organization name and address: _____

_____

Phone number: _____   **Email:** _____

Contact Name: _____   **501(c)(3) Tax Number:** _____

Signature: _____

 1. **Amount requested?** _____

 2. **For what event and date will the funds be used?**   _____
_____
_____
_____

 3. **Please explain why you believe that the Friends of the FEC should consider your application for a performance grant?**_____
_____
_____
_____
_____
_____
_____
_____

 4. **Is your organization seeking other sponsorships for this event? Please explain.**
_____
_____
_____

 5. **How will this event involve volunteers and the community?** _____
_____
_____
_____

 6. **What is your goal in putting on this event?**_____ _____
_____
_____

 7. **Will this event be held in the theatre or on the flat floor?** _____
_____
_____

 8. **Will this event be free to the public or will there be an entry fee?** _____
_____
_____