



First Time Events Grant Application

Downtown Main Street and the Red Wing Port Authority in partnership with Red Wing Area Chamber of Commerce and Red Wing Visitors & Convention Bureau



All fields are required unless otherwise noted.

General Information

Name of Applicant:

Applicant phone number and email address:

Name of business(es) or organization(s) (if applicable):

Names of committee members:

Briefly tell us about your committee's past event-planning experience:

Proposed Event Information

Name of the event:

Date(s) of the event:

Day(s) of the week of the event:

Location of the event:

Estimated event attendance:

Will there be a fee to attend the event?: YES or NO

If yes, detail admission fee(s), how the proceeds will be used, and how tickets will be sold:

How will Downtown Main Street and Red Wing Port Authority logos be displayed at the event? (Grant requirement):



Description of event (Be specific in noting overall itinerary with start and end times, activities, food/beverage, entertainment etc. Attach additional documents if necessary):

Inspirational photos that help the jury understand your idea. These can be pulled from Google as they will not be displayed publicly.
(Not required but encouraged):

How does your event request align with DTMS mission and vision?

What is your overall expense budget (Itemize below):

Marketing -

Hired Vendors -

Rental -

Other -

What is your projected income from the event, if any?:

Do you plan to use volunteers? YES or NO

If yes, how:

What is your general marketing plan for the event? Who are the target audiences? What marketing outlets will be used? Who are your marketing partners that will be helping spread the word?

What are the plans to make this an annual event and how will the funding for subsequent events be secured?

Grant Request



Grant Amount Requested: (Note: grants can be requested up to \$3000)

If you do not receive full requested funding, will you still plan to hold the event? **YES** or **NO**

First time event organizers will be required to meet with Downtown Main Street staff for an initial review of the plan and any additional meetings as determined at the initial meeting, which may include DTMS attending committee meetings. Does your committee agree to attend this meeting and agree to involve DTMS staff as needed? **YES** or **NO**

Please submit any additional documents as necessary with the application.

Signature

Falsification and/or misrepresentation in completing this form may result in denial of the grant request and/or future consideration. I understand that changes to the above content require immediate notification to Kim Lampe, Programs Coordinator at Downtown Main Street Red Wing.

Signature: _____ Date: _____

Mail application: Downtown Main Street, 419 Bush Street, Red Wing MN 55066

Or email applications: programs@downtownredwing.org

Questions? Contact Kim Lampe, Programs Coordinator, at programs@downtownredwing.org