



DOWNTOWN EVENT GRANT

This grant opportunity was established to better connect our community with Downtown Hagerstown, to help energize our local economy, build meaningful partnerships, and elevate community stakeholders. Grant applicants must demonstrate a well-thought-out event experience that considers safety, anticipated attendance, marketing considerations, likelihood of the event continuing, and inclusion.

Applications must be submitted 60 days or more before the event is slated to occur. If approved, applicants will be notified and will enter into a grant agreement with the City. Funds will be disbursed on **a reimbursement basis ONLY with proof of payment.** This application should be submitted along with the City of Hagerstown Special Events Application, as this grant application will not be considered without it. If the event application has already been submitted, this application can be emailed to events@hagerstownmd.org.

Guidelines:

- Will not grant to an individual, and the organization must be in good standing with the City of Hagerstown & the State of Maryland
- Funding levels
 - \$500-\$3,000 (*\$3,000 is the maximum amount the City will provide in support of an event*)
- All proposed events must be family-friendly and accessible to the general public
- Funding is on a first come, first served basis, until funds are no longer available
- Event must be held on City or public property and be within the designated Main Street or Arts and Entertainment districts. *Exceptions may be granted for an event happening at a City-owned park.*
- Applications will be graded by a committee on the following criteria
 - Continuance of event (likeliness that event will continue into the future)
 - Anticipated attendance/historical attendance
 - Organizational capacity
 - Funding already present – how much will these funds help, are they necessary?
 - Does the proposed event connect the community to the larger Downtown community? How will the proposed event elevate existing Downtown assets?
 - The committee will consider the principles of equity, diversity, and inclusivity in its assessment of these grant applications.
- Grant claw back: the City reserves the right to cancel any grant agreement that doesn't meet the guidelines or misspends grant monies. All receipts and proof of payment must be submitted in order to receive funds.
- Acknowledgement: Successful applicants will be required to provide on their website a graphic/link to the www.downtownhagerstown.org website and display City of Hagerstown's logo in all public facing project collateral. Grantees must follow the grant agreement which will be communicated to successful applicants.

Eligible Uses:

- Marketing expenses related to the event
- Event expenses (rentals, equipment, bookings, etc.)

Ineligible Uses:

- No purchase of food or alcohol is permitted from grant monies



ORGANIZER INFORMATION

EVENT NAME:

EVENT ORGANIZER:

ORGANIZER PHONE #:

ORGANIZER EMAIL:

REGISTERED ENTITY NAME:
State of Maryland Filing Name

STATE OF MARYLAND ID:

Describe your organization
and its mission:

EVENT OVERVIEW

Briefly describe the event your organization is holding (festival, car show, beer tasting, etc.) Please mention number of years event has been held, if this is a first time event, and how will City funds help the event.

Will this event be held in Downtown Hagerstown?	YES	NO
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Is this the first time this event has been held?	YES	NO
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If no, how many people attended last year's event?

Is there a cost to attend this event? If yes, provide cost.



BUDGET QUESTIONS

What is the total cost of the event? Please provide a budget with line items for anticipated costs.

How much are you requesting from the City of Hagerstown?
\$500 - \$3,000

What do you plan to use the funding for?

What other funding sources are going towards the event? Please name source and amount.

What funding gaps exist?

SAFETY AND ACCESSIBILITY QUESTIONS

How many attendees are you expecting?

What is your safety plan?

Is the event accessible to persons with disabilities?

MARKETING AND INCLUSIVITY QUESTIONS

How do you plan to attract a diverse crowd to your event?

How will you engage the Downtown businesses to participate in your event?



I (we) agree to the following as a condition of receiving a grant from the City of Hagerstown:

1. Participation in the program related to this grant is open to the public and is subject to the availability of funds.
2. The organization will not deny any person participation in the program based on race, creed, gender, age, political affiliation, marital status, religion, national origin, or disability.
3. The organization will comply with the Americans with Disabilities Act and other antidiscrimination laws and indemnify the City against responsibility for actions taken by the Grantee that fail to honor these laws.
4. There will be no religious, political, or legislative theme or content in the program, except when strictly a matter of artistic or historical expression. By entering your name, title and date in the fields below, you are indicating that you are the authorized person to certify this non-discrimination document on behalf of the applicant organization. This constitutes an electronic signature.
5. If granted funds, I will provide receipts evidencing the use of City funds within 10 days of the event. I understand that funds will only be issued on a reimbursement basis and must be in keeping with what is in the grant agreement.
6. If granted funds, I understand I will need to and have the authority to enter into a grant agreement that spells out the use of grant funds and will be legally bound to it.
7. By entering your name and title in the fields below, you are indicating that you are the authorized person to certify this document on behalf of the applicant organization.

Signature

Printed Name