

COMMUNITY EVENTS FUNDING REQUEST

Due: February 14, 2013

Event Name: Downtown Tigard Street Fair _____
Address: C/O Tigard Area Chamber of Commerce, 12345 SW Main Street
City, State, Zip: Tigard, OR 97223 _____
Contact Name: Dianna Weston, _____
Telephone Number: 503.970.7372 _____
E-mail address: dttevents@tigardchamber.org _____

1. **Request** (express in whole dollar amounts only)

Cash \$700

In-Kind Services-hours (use of City property, City staff support, etc. Please explain the services requested on a separate sheet) see attached

Total Request \$700

2. **Purpose of Funding Request:**

To help raise awareness and celebrate our 2nd annual Downtown Tigard Street Fair with banners at both ends of SW Main Street and at Burnham and Hall .

3. **How will this event benefit the Tigard Community?**

Help foster a deeper sense of community for all residents and enhance awareness of Downtown Tigard as not only the heart of our community, but as a unique and fun shopping and gathering area.

4. **How many Tigard residents do you anticipate participating in this event (or these events)?**

Last year's estimated attendance was 400-500. This year we would like to increase that to in the neighborhood of 1000.

5. **Please submit the following information with this request: (The Street Fair Event is not a non-profit organization and is accomplished primarily with volunteer labor and donations)**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-718-2487

COMMUNITY EVENTS FUNDING REQUEST FOR ANNUAL STREET FAIR

In-Kind Services

Department/Organization	Service	Hours
Public Works/Parks	Install banners	2 hours

Proposed 2013 Signage Budget for Downtown Tigard Tree Street Fair

Item	Expense
Two freestanding Banners	\$400.00
Large updatable banner	\$300
	Total: <u>\$700</u>