



EVENT FUNDING APPLICATION

LMD Dissolution Fund - Event Support Funds



City of Craig Event Funding Application

Local Marketing District Dissolution Fund - Event Support Funds

EVENT ORGANIZERS

This application is for event-support requests funded through one-time Local Marketing District dissolution funds allocated to the City of Craig. The purpose of the program is to support events that strengthen Craig's visitor economy, promote local businesses, encourage overnight stays, and provide measurable community and economic benefit.

HOW APPLICATIONS WILL BE REVIEWED

Applications may be evaluated using the following factors:

- Tourism and visitor-draw potential, including overnight stays and use of local lodging.
- Long-range opportunity for event growth, sustainability, and repeat visitation.
- Estimated attendance and the likely economic impact for Craig businesses, restaurants, lodging, retail, and services.
- Alignment with City of Craig economic development, community promotion, and destination-marketing priorities.
- Strength of the event plan, budget, documentation, prior performance, and timely final reports for past public funding awards.

WHEN TO APPLY

Applications will be accepted while funds are available and may be reviewed in funding rounds or on a rolling basis as determined by the City. Applicants are strongly encouraged to submit a complete application at least 60 days before the event. Late or incomplete applications may be delayed or declined.

ELIGIBLE USES AND DOCUMENTATION

Funds may be used for event support, advertising, marketing, promotion, operational support, or other eligible event expenses approved by the City. Unless expressly approved in writing, funds may not be used for prize money, prize giveaways, individual gifts, alcohol, or capital expenditures. Substantial documentation of expenditures, including receipts, invoices, and proof of payment, may be required before reimbursement or final payment.

EVENT RECOGNITION AND FINAL REPORT

Approved recipients may be required to recognize the City of Craig and/or designated economic development partners in sponsorship materials, event signage, public announcements, digital promotions, or other appropriate recognition materials. A final report is required within 90 days after the event or by the date established in the award notice, whichever occurs first. Events that do not submit complete final reports may be ineligible for future City funding.

SUBMIT APPLICATION

Submit the completed application and supporting materials to the City of Craig, Attn: City Manager / Economic Development, 300 W. 4th Street, Craig, Colorado 81625, or as otherwise directed in the funding announcement. The City may request a presentation to City Council, EDAC, or another designated review body before final action is taken.



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Application Checklist

Name of Organization or Event

Today's Date

APPLICATION PACKAGE

Include the following materials with your application. Check each item included in the submittal package.

- ☐ Section 1: Cover letter or request summary. Include the purpose of the request, amount requested, and how the event fits the City of Craig's LMD dissolution funding priorities.
- ☐ Section 2: Event description. Attach or complete the narrative section describing event concept, program details, proposed schedule, and target market.
- ☐ Section 3: Completed and signed Event Funding Request Form.
- ☐ Section 4: Detailed event budget showing all income and expenses for the event, not only expenses proposed for City support.
- ☐ Section 5: Specific breakdown of the requested City LMD dissolution funds and how the funds will be used.
- ☐ Section 6: Sponsorship and recognition plan, including on-site acknowledgement, signage, printed materials, web, social media, or other event recognition when applicable.
- ☐ Prior-year final report, if the applicant or event previously received MCLMD, City, or other public event-support funds.

NOTES

- Applications received after a stated deadline or without required information may not be considered until complete.
- Funding is not guaranteed. Awards are subject to City review, funding availability, and any conditions placed on the award.
- The City may require a personal presentation and may request additional documentation before approval, payment, or reimbursement.



EVENT NARRATIVE

Complete below or attach separate pages if needed



ECONOMIC
DEVELOPMENT

Name of Event

Applicant Organization

Cover Letter / Funding Request Summary

Purpose of request, amount requested, and fit with funding priorities.

Event Concept and Description

Describe the event, location, format, and what makes it important to Craig.

Target Market / Visitor Draw

Who will attend? Where will visitors come from? How will the event be marketed?

Program Details / Proposed Schedule of Events

List key dates, times, venues, and major activities.

Economic and Community Benefit

Describe expected impact for businesses, lodging, restaurants, and community identity.



EVENT FUNDING REQUEST FORM

LMD Dissolution Fund Event Support Funds



Name of Event

Date(s) of Event

Is this a new event? ☐ Yes ☐ No

If no, how many years has the event taken place?

Event Contact Person

Title / Role

Cell Phone

Email Address

Website / Social Media

Mailing Address

City

State

Zip Code

Event Location / Venue

Projected Attendance and Visitor Impact

Estimated Total Attendance

Local (%)

Visitor (%)

Estimated Overnight Visitors

Room Nights Expected

Paid Rooms

Donated Rooms

Primary Visitor Markets / Communities Targeted

Projected Income and Funding Request

Total Event Budget

Amount Requested from City Funds

Other Public Funds

Please list how you plan to spend the requested City LMD dissolution funds

Describe any direct-payment or reimbursement needs, timing constraints, or vendor deadlines



BUDGET SUMMARY

Attach a full detailed budget with income and expenses



This summary does not replace the required detailed event budget. Attach budget backup, quotes, invoices, or other support as available.

Expense Category	Total Cost	Amount Requested from City Funds
Advertising / Marketing / Promotion		
Venue / Facilities / Rentals		
Equipment / Supplies		
Security / Traffic / EMS / Public Safety		
Staff / Contractors / Entertainment		
Permits / Insurance / Compliance		
Other Eligible Event Expenses		
TOTAL EXPENSES		

Income Source	Confirmed / Projected	Notes
Sponsorships / Donations		
Registrations / Ticket Sales / Vendor Fees		
Other Grants / Public Funds		
In-kind Contributions		
City LMD Dissolution Funds Requested		
TOTAL INCOME		

Budget Notes / Explanation of Assumptions



CERTIFICATION AND CITY REVIEW

Applicant certification and City use



Applicant Certification

By signing below, the applicant certifies that the information submitted is true and complete to the best of the applicant's knowledge and agrees to comply with all funding conditions, reporting requirements, and documentation requirements established by the City of Craig.

- ☐ I understand that LMD dissolution funds are one-time funds and that an award does not create an expectation of recurring City funding.
- ☐ I understand that funds must be used only for approved event expenses and may not be used for prize money, prize giveaways, individual gifts, alcohol, or capital expenditures unless expressly approved in writing.
- ☐ I agree to provide receipts, invoices, proof of payment, and other documentation requested by the City before reimbursement or final payment.
- ☐ I agree to provide appropriate City of Craig and/or designated economic development recognition in event materials and on-site acknowledgements when applicable.
- ☐ I agree to submit a complete final report within 90 days after the event or by the date established in the award notice.

Signature of Authorized Event Contact

Printed Name

Date

Title / Role

Organization

For City Use Only

Date Received

Reviewed By

Review Body / Meeting Date

Application Status

- ☐ Complete ☐ Incomplete ☐ Approved ☐ Declined

Amount Approved

Funding Conditions / Notes

Payment Method

- ☐ Reimbursement ☐ Direct Payment ☐ Other

Final Report Due

Final Report Received

- ☐ Yes ☐ No

Date

Closeout Notes