

## **YCBCD Mini-Grants & Event Sponsorship Application Form & Directions**

### ***Application Directions***

Submit a letter of request (no more than 3 pages long) to [info@ycbd.org](mailto:info@ycbd.org) by February 5, 2020. Letters must be on your organization's letterhead or the letterhead of your fiscal agent and signed by an officer or director of the sponsoring organization.

Applicants will be notified of the status of their funding request by March 27, 2020. Events must be scheduled to occur at least 8 weeks the YCBCD funding announcement date of March 27, 2020 or no sooner than May 22, 2020.

### ***Letter of Request Content***

*Be sure to include the following:*

- Name, Key Contact Name & Title, Telephone Number, Email address, mailing address of the sponsoring organization.
- Overview of the proposed Project or Event including how it will benefit the district, target participants, description of the project goal, activities, and outcomes. Be sure to indicate the project's specific location within the District.
- For special events, be sure to specify the event's title, location, date, time, anticipated attendance, promotional/outreach strategy, opportunities for YCBCD recognition and how the success of the event will be defined and measured. [Please note that events must be open to the public.]
- Brief description of the sponsoring organization and its relationship to the residents or resident organization and proposed project.
- Attach a detailed project budget including specific line items for which YCBCD funding is requested, any other sources of project funding, and status (committed or projected) of those other funding sources.
- Attach a current copy of your or your fiscal agent's IRS determination letter and roster of Board Members.