**Community Event Grant Spring Summer Round 2024**

**This is not the complete application.**

* Event Location
* Is this venue confirmed?
* How many days does your event span?
* What is the estimated attendance for this event (please include the total attendance for all days if the event is a multi-day event)?
* Share a general description of what an attendee can expect at your event. (100 word limit)
* Give a specific example of how you will ensure your event is a welcoming space for all Portlanders, especially those who are traditionally underserved or under-represented. (100 word limit)

EXAMPLE: Your production team and event day staff represent diverse backgrounds and experiences You have ensured accessibility for those who are differently abled The programming of your event is designed for folks from diverse backgrounds and experiences

* Give a specific example of how you will market your event to ensure you reach those traditionally underserved or under-represented. (100 word limit)

EXAMPLE: Your marketing materials include images that are relevant to folks with diverse backgrounds and experiences Marketing strategy includes outreach to traditionally underserved communities through media like a community paper or radio station Your strategy includes materials in languages other than English.

* Give a specific example of how the community near your venue/location benefits from your event. (100 word limit)

EXAMPLE: Your event brings folks to the community who are likely to patronize shops, restaurants, and cafes Your event highlights attractions in a community or neighborhood that might not otherwise be well-known You encourage attendees to patronize local restaurants and shops by promoting the local businesses You collaborate with local businesses to offer promotions to event attendees Your event educates attendees about the community or neighborhood Your event is attractive to Portland visitors

* What is the total cost to host your event? This can be an estimate excluding volunteer time and in-kind contributions.
* What is the total number of volunteer hours that you will use during this event? This can be an estimate.
* What is the total value of in-kind contributions? This can be an estimate
* What is the total amount of cash income you have secured?
* How many people will you hire or contract with for this event (paid work)?