

# Application for Milwaukie Community Events Fund Award

The Milwaukie Community Events Fund (MCEF) awards money to event organizers interested in hosting events that celebrate the diversity of the Milwaukie community. Eligible events must be open to the public at no charge, take place in the city limits of Milwaukie, and must create opportunities for people to learn about and celebrate cultures other than their own. Awards are usually between \$250 and \$2,000 but may vary at the discretion of the review committee.

Events are not limited to large festivals. Smaller events like dance or cooking classes will also be considered. If you are unsure whether your idea is eligible for funding, please contact Milwaukie Events at 503-786-7519 or email [events@milwaukieoregon.gov](mailto:events@milwaukieoregon.gov).

Applications are due to [events@milwaukieoregon.gov](mailto:events@milwaukieoregon.gov) by January 31 and July 31 each year. There is a two-week grace period after the application deadline, but applications received in this period will receive a scoring penalty. Applications are reviewed by the Equity Steering Committee. Award announcements are made in February and August. Applications can also be submitted in person at City Hall (10501 SE Main St).

Applicant Name:	
Applicant Organization (if any):	
Mailing address:	State/Zip:
Phone(s):	Email:
Day-of Contact Name (if different than above):	
Phone(s):	Email:

Event Name:		
Event Address:		
Event Date:	Start Time:	End Time:
Setup Start Time:	Cleanup End Time:	Amount Requested <sup>1</sup> : \$
Full Estimated Cost of the Event: \$		

**The next section consists of a series of short-answer questions. Please limit answers to 250 words. Please attach a separate sheet of paper or continue your answers in your submission e-mail if you need more room.**

Please briefly describe your event.


How will your event promote interactive learning/relationship building between people of different cultural backgrounds?


<sup>1</sup> Awards usually range between \$250 and \$2000. Higher or lower amounts are considered on a case-by-case basis. Applicants may be offered an amount less than their request.

How will this money be used?


How will this event benefit the Milwaukie community?


What experience, personal or professional, do you have that will help you to produce this event?


Have you received a Milwaukie Community Events Fund award for this event in the past? If so, when? How have you changed or expanded the event since your last award?


Do you intend to hold your event on city-owned property?  Yes  No

If your event is taking place on city-owned property, you will need to complete a Temporary Event Permit Application, available at <https://www.milwaukieoregon.gov/events/temporareventpermit>. Please submit that application, including a site plan, with this application. You do not need to obtain insurance before submitting the application.

By signing below, the applicant acknowledges that in consideration of the city's approval of this application for an award from the Milwaukie Community Events Fund, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Milwaukie, and if necessary NCPRD, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Milwaukie arising out of or in any way related to the event for which funding is sought. Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely and without reservation

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR REVIEWER USE ONLY**

Question	Score
How well does the event promote diversity, equity, and inclusion in Milwaukie? (1-10)	
If the event has received funding before, how well has applicant demonstrated the need for new funding? If the event is new, award 5 points. (1-5)	
How well does the event benefit the Milwaukie community? (1-5)	
How well has the applicant demonstrated a need for funding support? (1-5)	
How well has the applicant demonstrated their ability to produce this event? (1-5)	
If the application was received after the application deadline, subtract 5 points.	
<b>TOTAL:</b>	