

# Downtown Brookings Event Micro-Grant Application

Application Date:

Applicant's First and Last Name:	
Applicant's Business:	
Applicant's Business Address:	
Applicant's Email Address:	
Applicant's Phone Number:	
Event Name:	
Event Date:	
Location of Event:	
Expected Attendance:	

List additional participating Downtown businesses.:

Describe your event.:

Describe who this event is trying to attract/reach (target market).:

Total micro-grant funding request for marketing and advertising:

Review and initial the following:

- I am aware that to receive full reimbursement of allotted marketing funding, I must provide receipts of eligible purchases and a one-page report of event outcomes, attendance estimates, and impacts within 30-days of the event conclusion to Downtown Brookings.
- I am aware that funding is to be used for marketing and advertisement of the event only. Funds cannot be used for purchases of food, alcohol, decorations, miscellaneous supplies, political activities, or non-event marketing.
- I agree to indemnify and hold harmless Downtown Brookings for any losses, claims, or liabilities that may arise as a result of this event.

Completed applications can be emailed to [director@downtownbrookings.com](mailto:director@downtownbrookings.com) or mailed to the Downtown Brookings office at 414 Main Ave, Ste 1, Brookings, SD 57006. Downtown Brookings reserves the right to update the criteria, application, and report as needed.