Events Grant Application

We recommend that you prepare your application answers in advance before submitting this form.

- Is the event located within the city of Portland?* This field is required.
- Is the organization or event producer located within the city of Portland?
- Is your event between April 1 and September 30, 2023?
- Is your event open to all ages?

Contact Information 12 Questions

- Name* Who should be contacted regarding this grant?
- Pronouns*This field is required. Check all that apply
  - He / him / his
  - She / her / hers
  - They / them / theirs
  - Other (please specify)
- Phone number* Please enter a valid phone number
- Contact email* Confirm email
- What best describes you?
  - I am applying for this grant on behalf of a business / organization
  - I am applying for this grant for my own business / organization
- Business / Organization Address
- Business / Organization Name
- Street Address Line 2
- City / State / Zip Code
- Website URL
- Do you have a fiscal sponsor?
  - Note: a fiscal sponsor is not required for this application.
  - Fiscal Sponsor Name
  - First Name
  - Last Name
  - Fiscal sponsor email

Event Proposal - 21 Questions

Event Name / Title

Proposed location of event

Name of business or venue

Street address

City

State (Please select)

Zip code

Proposed date of event / first event in series

Date

Type of event (choose up to 3)

- Vendor market
- Visual art
- Sports
- Fitness
- Cultural event
- Performance art
- Children / Family
- Educational
- Healing & wellness

Is the event free to attend?

What is the cost to attend?

Describe your plans (if any) to provide access to those who may be unable to afford the admission price:

What is your estimated attendance for this event? Please enter a number:

How did you estimate the attendance for this event? Please note if your event attracts attendance from outside Portland.

Describe what will happen at your event. Include list of activities, performances, main features of your event, or run of show.

Are you collaborating with other organizations to produce this event?

Please list the organizations that you are working with and their contact information:

Are you collaborating with small businesses near the event location?

Please list a few of the businesses you are working with.

How many people will you hire or contract with to produce this event? Please enter a number:

The Office of Events and Film is dedicated to centering racial equity in our grant opportunities. Please explain how your proposal centers underrepresented communities* and DEI efforts (within the production team, audience outreach, with collaborators, and more.)
* Underrepresented communities refers to people and places that historically and currently have not had equitable resources or access to infrastructure, healthy environments, housing choice, etc.

Committing to environmental sustainability and accessibility for all in our event community is a priority for the Office of Events and Film. What ideas or strategies do you have for promoting sustainability and accessibility at this event? Examples might include initiatives to increase recycling, waste reduction, ADA restrooms, ramps for mobility accessibility, translation

Describe how you intend to promote and market this event.

If you are awarded a grant, how will you use the funds? You will attach a completed budget template in the next question.

Download the blank budget template here, complete it and upload below.*This field is required. Applications will not be accepted without a completed budget in this format.

Please share any previous events that you/your organization produced. Include any relevant links for each event

Demographics (optional) Prosper Portland is committed to diversity, equity, and inclusion. It is important to our agency that grant opportunities reach underserved communities. We ask about race and ethnicity in the work we do to provide the best services and policies, and to reduce inequities and disparities. The following information will not be scored or evaluated as part of your application but will be used in aggregate to evaluate the diversity of the applicant pool.

- Racial & Ethnic Identity (Select all that apply)
- Asian
- Black and/or African American
- Hispanic or Latino/a/x/e
- Middle Eastern / North African
- Native American / Indigenous
- Native Hawaiian of Pacific Islander
- White
- Prefer to self-describe
- Do not wish to provide