

# City People Grant Application Guidelines

## INTRODUCTION

City People is made up of residents and friends of the Center City who are dedicated to the quality of life for residential development, vitality of the Downtown merchants, preservation of properties, and the support and sustainability of the Arts.

## DEADLINES

All applications for financial assistance must be filed and received no later than September 15 of each year. Consideration of other requests is purely at the discretion of the board of directors.

**PACKET CONTENT** – The application for funds / support must include the following:

1. Cover letter – The cover letter should be a brief mission statement for the organization including contact information, contributions to the community and purpose of request.
2. Grant Application – A copy of the application may be printed from the City People website ([www.citypeople.org](http://www.citypeople.org)) and must be filled out completely.
3. Return SASE – All applicants must provide an appropriate self-addressed stamped envelope for notification of grant status.
4. Enclosures – Applicants may include a brief selection of materials illustrative of past event or contributions to the community as appropriate for marketing purposes.
5. Attachments – A financial statement must be attached to application in order for consideration.

**Disclaimer** – City People reserves the right to consider or reject any applicant based upon the desires of our members and subject to the final vote of our board. The amount of available funds may vary from year to year and no set amount is predetermined or guaranteed.

## CLOSURE

City People membership and board thank you for your interest and understanding in this process. Any questions should be directed to Kim Henry, President ([khenry200@gmail.com](mailto:khenry200@gmail.com)). Please allow ample time for response and adjust your timelines for applications accordingly.

**City People  
Sponsorship Request Form**

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**General Information**

Event / Organization: \_\_\_\_\_

Event / Program Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Time(s) of Event / Program: \_\_\_\_\_

Purpose of Event / Program: \_\_\_\_\_

Location of Event / Program: \_\_\_\_\_

Additional Sponsors: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Event / Program History:  First-time Event / Program  
 \_\_\_\_\_ Prior years

**Event / Program Description**

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**What are grant monies used for?**

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**Please answer the following questions, as they are applicable to your event / program.**

*Who will participate in this event / program?*

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*What is the projected attendance for this event / program?*

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*How will this event complement existing activities in downtown Knoxville?*

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*How will this event / program help the downtown community?*

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*How will City People be recognized as a sponsor?*

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*How will City People be expected to participate?*

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*What effect would lack of City People funding have on this event / program?*

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*Is there a system in place for evaluation and quantifying the event's / program's success? If so, describe.*

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*Please list example(s) of past programs in detail and response / effect on the downtown community.*

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**Please attach the following:**

- Copy of the marketing and promotion plan**
- Copy of the event budget**