

To request funding or in-kind support from the City of Gresham please provide the following information, in writing, to [CommunityEngagement@GreshamOregon.gov](mailto:CommunityEngagement@GreshamOregon.gov).

1. What is the event? Please include a brief description:

2. Goal or reason for the event:

3. Date/time/location of the event(s)

3a. If you are using a City owned facility, such as a park ,have you completed the parks reservation process?

3b. Does your event require additional City permitting? Street closure permit, Fire inspection (tents/structures), etc.\*

*\* If you are unsure if your event requires these items please make a note and staff will follow-up with you to help confirm and help you navigate the process.*

2. Target audience/demographics participating:

3. What is the community impact? (How many people are anticipated to participate, etc) :

4. Funding or in-kind donation being request: \$ \_\_\_\_\_  
In-kind: (fees waived, advertising, staff participation, etc.)

5. How the funds will be used? Use the space on the backside of this application to provide specifics such as, food, resource bags, entertainment, event staffing, etc. (Receipts will need to be submitted to the City as part of the event evaluation)\*\*

*\*\* Funds should be directed specifically to the event including services or goods. A portion of the funds may go to employee hours supporting the event but must not be the full amount of the grant.*

6. What other funding sources are being used for this event?

7. An After Event Evaluation Form will need to be submitted to the City within 30 days of the event date. (This can be found at [GreshamOregon.gov/CommunityEngagement](http://GreshamOregon.gov/CommunityEngagement))

