

# NORTHFIELD DOWNTOWN DEVELOPMENT CORPORATION

## “Make It Happen” downtown mini-grant

Northfield Downtown Development Corporation is pleased to offer mini-grants to a variety of events that support downtown Northfield. Preference will be given to events that include two or more collaborating entities.

Application does not necessarily mean a mini-grant will be awarded. Money will be allotted at the discretion of the Northfield Downtown Development Corporation. Mini-grants cannot be used to promote political or religious viewpoints.

Five easy steps for completing your application:

1. Download the application form from [www.NDDC.org](http://www.NDDC.org)
2. Save the application to your computer
3. Complete the application
4. Save the completed application to your computer
5. Email the application as an attachment to [rcurrier@nddc.org](mailto:rcurrier@nddc.org), or send it to NDDC, Attn: Mini Grant Application, PO Box 55, Northfield MN 55057

Today's Date: \_\_\_\_\_

Lead organizer (individual or group): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event/Activity Name: \_\_\_\_\_

Other collaborators: \_\_\_\_\_

Amount of Request (Up to \$100): \_\_\_\_\_

Contact Person for this Application (if not listed above): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Is the person submitting this application a downtown Northfield business owner?     Yes     No

This event will take place in downtown Northfield?     Yes     No

Please answer the following questions. Keep your answers short - we'll ask for more information if we need it.

**Description of the Proposed Event/Activity:**

a. What is the planned event/activity? What do you plan to do?

b. When and where will the event/activity take place?

c. How many people do you expect to attend/participate?

d. How will you let others know about your activity/event? How will it be publicized?

f. How did you come up with the idea for the event and what do you hope to accomplish?

**Budget:**

- Include how you will spend the money you are asking for. What are the major costs you expect and about how much do you think you will spend on each of these costs? (Example: Food - \$75, Renting Room - \$25). Please be as specific as you can.

2. Will there be a charge to attend this event?  Yes  No If yes, how much?

3. Is the project designed to bring people to downtown?  Yes  No

Explain:

4. In addition to giving grant money, are there other ways that NDDC can be helpful to you and your project? If so, tell us how!

5. If you are awarded this grant we require that the NDDC logo be placed on all printed publicity. Do you agree to do this  Yes  No

In what other ways will you acknowledge the NDDC's contribution to your event?

Applications must be received by the second Wednesday of the month to be reviewed at that month's meeting. You should hear from us by the end of the month.