

# Cultural Services Downtown Program Fund Application 2023

For reference only – application must be submitted with [online form](#)

Due by noon, Monday, February 6, 2023

## CONTACT INFORMATION

First Name

Last Name

Organization Name (if applicable)

Address

City

State Name

ZIP

Email

Phone

Title of proposed program

## PROGRAM DETAILS

1. Please describe your proposed event or art installation. What will the public experience and what will program success look like? (300 words or fewer)
2. Are there other partners involved in the program? Name them and describe their roles. (100 words or fewer)
3. Where is your preferred downtown outdoor space for the program?
  - Kesey Square
  - Park Blocks
  - Farmers Market Pavilion
  - Farmers Market Pavilion Plaza
  - Other: \_\_\_\_\_
4. When would you like to hold your programming between April and October 2023? Will it be a one-time event, or multiple recurring events? (100 words or fewer)

Programming Quality:

5. How does your program meet the goals of the Downtown Program Fund and Cultural Services' mission? (300 words or fewer)
6. Describe the scalability of your program. How will your project adapt to last minute changes that might be necessary due to a sudden change such as Covid restrictions or inclement weather? (300 words or fewer)

Applicant Capacity:

7. Tell us about yourself as an artist. If you represent an organization then tell us about the organization (100 words or fewer)

8. What past experiences do you have producing similar programming? What was the outcome of your previous programming? (300 words or less)

Long-Term Impacts:

9. How will your program contribute to your or your organization's mission and long-term success? (300 words or fewer)

Equity, Inclusion and Diversity:

10. How will you make your program accessible and welcoming for all community members? How will you incorporate diversity, equity and inclusion? Note that if your program is not free to attend then a portion of tickets must be offered for free or on a sliding scale. (300 words or fewer)
11. How will your program support historically marginalized or underrepresented communities? Does your project provide access, opportunities and/or resources to these communities? How will you market your program to these communities? (300 words or fewer)

Budget:

12. What is the amount of funding you are requesting, up to \$5,000?
13. Can you scale your program to operate if you are awarded a smaller amount than you requested? (100 words or fewer)
14. Describe how you plan to match the requested funds 1:1 with cash, in-kind and/or volunteer time. Remember that up to 100% of your match may be the value of donated in-kind materials or volunteer time valued at \$29.95 per hour. Cash may be either already secured or additional funds you anticipate raising. (100 words or fewer)
15. Provide the overall budget for your proposed program using the [attached template](#). Read [How to Create Your Downtown Program Fund Budget](#) for step-by-step instructions.
16. Check the boxes to acknowledge the following:
  - I agree to include the City of Eugene Cultural Services logo on all visual marketing materials for the program, and/or the written name in program press releases and other written information.
  - Upon completion of the program, I will complete a brief report and provide the City with 3-5 high-quality, copyright-free digital photographs of the program for use in future City promotions.

**OPTIONAL SUPPLEMENTARY MATERIALS**

Information about the applicant, such as a brochure or bio.

Attach samples of similar programs you have completed. (#1, #2, #3)

Attach letters of support from other organizations or individuals. (#1, #2, #3)

Link to video of up to 3 minutes talking about your project. A simple video from your phone is acceptable.

Your website URL.

Your applicable social media profile links:

- Facebook
- Twitter
- Instagram
- YouTube
- SoundCloud
- Other:

### **ELECTRONIC SIGNATURE**

By providing electronic signature below, the undersigned certifies that he/she/they owns the rights to distribute the images and other media included in this application. I affirm that the information above is true to the best of my knowledge.

Applicants will be notified of selection by February 25.

If you have questions about the application or fund, contact Colette Ramirez:  
[cramirez@eugene-or.gov](mailto:cramirez@eugene-or.gov), 541-682-6347.