VILLAGE OF GERMANTOWN
APPLICATION FOR PUBLIC GRANT PROGRAM

Application Date: _____

Organization/Group **Name:** _____

Address: _____

Phone: _____

Applicant **Name:** _____

Address: _____

Phone: _____

Email: _____

Organization/Group's Purpose or Mission Statement: _____

_____

_____

EVENT #1:

Date(s) and Time(s) of Event: _____

Location of Event: _____

Event Description: _____

_____

Estimated Attendance: _____

Permits, Licenses & User fee(s) requested for waiver: (list every permit, license and user

permit separately along with fee(s) for each <u>and</u> attach application for each) _____

_____

_____

_____

How will the event(s) benefit the Village of Germantown? _____

_____

_____

_____

EVENT #2:

Date(s) and Time(s) of Event: _____

Location of Event: _____

Event Description: _____

_____

Estimated Attendance:_____

Permits, Licenses & User fee(s) requested for waiver: (list every permit, license and user

permit separately along with fee(s) for each <u>and</u> attach application for each) _____

_____

_____

_____

How will the event(s) benefit the Village of Germantown? _____

_____

_____

_____

_____organization or individual shall hold harmless, defend and indemnify the Village of Germantown and its officers, agents, officials, employees and volunteers from and against any and all liability, loss damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the organization's or individual's performance or work related to the event(s) or gathering(s) which are the subject of the grant award or any failure to comply with any obligations or conditions contained in the Public Grant Program, except such loss or damage which was caused by the sole negligence or willful misconduct of the Village.

Date: _____   _____
                                      Applicant Signature

                                      _____
                                      Applicant Printed Name

SUBMITTED APPLICATION MUST ALSO INCLUDE:

☐ A letter of intent addressed to the Village Board requesting the Grant.
Letter must include: Address of the local office/headquarters of the organization or address of an individual applicant; the organization's or the individual's purpose/mission statement; an organization's articles of incorporation or like certificate of existence and any statement or certification of the organization's non-profit status by the State or Federal government or a statement that no such certification exists; the location(s), date(s) and time(s) of the proposed event(s) and/or gathering(s); the purpose of the event(s) and/or gathering(s); and how the organization's or individual's program and event(s) and/or gathering(s) benefits the Germantown Community.

☐ A budget stating projected expenses, revenues and funding source(s) specific to the event(s) or gathering(s), which projects a break-even or profitable event(s) or gathering(s) when calculated using the Grant request.

☐ Applications for/issued permits or licenses required for event.

☐ Insurance submitted $1,000,000 (minimum limit) – required for events having over 100 people in attendance. **Must also name the Village of Germantown as additional insured.**

**PLEASE RETURN TO: VILLAGE OF GERMANTOWN
CLERK'S DEPARTMENT
N112 W17001 MEQUON ROAD, P.O. BOX 337
GERMANTOWN, WI 53022-0337
Phone: 262-250-4745**

(Office use only)

Date received by Village Clerk: _____

Date to Village Board: _____Approval by Village Board: (YES OR NO)

Verify which fee(s) listed on application were approved or note those which were not approved:

_____

Notification to Departments of fees waived: _____
(List Dept. and Amount, date and initials of Clerk staff notifying them)

Request to Finance Department for reimbursement to Organization/Individual of fees granted:

_____
Date submitted, initials of person submitting request & amount requested