

## Event Grant Request Guidelines

### Who We Are and What We Fund

The Longmont Multicultural Action Committee (LMAC) offers grant funding for community events that build and strengthen an inclusive and diverse community. Applications are accepted year-round and are reviewed and awarded every three months. Grants range from \$100 to \$3,000.

### Funding Requirements

1. Applications need to describe how the event will provide a cultural/educational experience for the community, along with a detailed proposed budget.
2. Grant applications must be submitted at least 60 days prior to the event date.
3. All activities must be advertised, open, and free to the public.
4. Funds awarded must only be used for the stated purpose of the grant.
5. Events must be held within the City of Longmont.
6. Grantees must be present during the grant application review and will be asked to participate in a 10-15 minute interview by the committee.

**Note: If the grant application fails to meet any of the listed requirements, the application will be automatically denied. The committee may choose to approve funding for less than the requested amount.**

### Requirements for Grant Recipients

If funded, event organizers will be required to:

1. Give credit to LMAC in all publicity and media materials (*add logos in all advertisement*).
2. Submit a report, a reimbursement request, and receipts within 30 days **after** the event.

**Note: The City of Longmont is a tax-exempt organization and cannot pay or reimburse sales tax. Alcohol is not an eligible expense for reimbursement. All grants are on a reimbursement basis only.**

### When and Where to Submit an Application

LMAC accepts funding applications throughout the year (please note dates listed below).

Submit applications to:

Adriana Perea, Community Relations Specialist  
adriana.perea@longmontcolorado.gov  
Community and Neighborhood Resources  
350 Kimbark Street  
Longmont, CO 80501