



City of Danbury Cultural Commission
256 Main Street
Danbury, CT 06810
(203)-797-4508

Application for Cultural Commission Grant

Instructions

- Fill out the application completely. If needed, applicants may use an extra page to describe the project and goals.
- Applications may be typed or handwritten. Ten (10) copies of the completed application must be submitted to the Cultural Commission office, either by mail or in person during office hours.
- Applications must be received two weeks prior to that month's meeting.
- The applicant (or a representative) must appear in person at a DCC meeting and be prepared to answer questions regarding the application.

The DCC Office is open from 10am – 1pm on Monday, Wednesday and Thursday.
Meetings take place the fourth Monday of each month at 7:30pm, at 256 Main Street.
Any schedule changes are posted with the City Clerk.

Restrictions

1. Danbury Cultural Commission funds cannot be used for construction/renovations of buildings or as payments of administrative salaries.
2. Applications can be made for projects serving Danbury residents, regardless of the scope of the project.
3. The Danbury Cultural Commission will only provide funds if other funding sources have been or will be solicited.
4. Appropriate credit must be given to the Danbury Cultural Commission in all distributed material, physical and electronic, including but not limited to: programs, flyers, publicity releases and verbal announcements.
5. A notice of the event(s) and a copy of the program or brochure, must be submitted to the Danbury Cultural Commission.
6. Unused funds must be returned to the Danbury Cultural Commission, and the commission must be immediately informed.
7. Grants will not be awarded for an event after it has taken place.
8. Only one grant will be awarded to any organization during the DCC fiscal year, July - June.
9. A final report must be submitted, either in writing or in person, to the Danbury Cultural Commission within 30 days after completion of project. The follow up form can be found in the DCC Office or online on the City of Danbury website.

The Danbury Cultural Commission, as required by law, does not discriminate on the basis of sex, religion, or nationality in its programs and activities and policies.



Danbury Cultural Commission Grant Application

Funding Requested: \$

Date of Request:

Organization/Artist/Performer

Name:

Address:

City:

State:

Zip:

Web Page:

Tax Status: Profit

Non-Profit

Tax Exempt Number:

Contact Person

Name and Title:

Phone Number:

Address:

City:

State:

Zip:

E-Mail Address:

Social Media:

Have you previously applied for a DCC Grant? *If so:*

What project?

Date:

Amount granted: \$

Follow Up Report Submitted on (Date):

Proposed Project

Title:

Date:

Time:

Location:

Projected Audience:

Ticket Price: \$

Other Organizations/Artists Involved:

Describe the Proposed Project:
(or include a separate sheet)

Goals/Expectations:

(or include a separate sheet)



Projected Budget

Amount Requested: \$

Estimated Cash Expense:

Artist Fees and Professional Services	\$
Facility Rental	\$
Publicity/Advertising	\$
Printing (Brochures, Posters, etc.)	\$
Other	\$

Total Estimated Cash Expense: \$

Estimated Revenue:

Grants, Corporate Contributions, Sponsorships	\$
Estimated Ticket Sales	\$
Estimated On-Site Donations	\$
Other Contributions	\$
Total Estimated Revenue	\$
Estimated In-Kind Contributions	\$

Total: \$