



DDP Event Grants

Program Description & Eligible Projects

Eligible events include events located within the boundaries of the Downtown Davenport, Iowa Self Supporting Municipal Improvement District (SSMID). Please see [map](#) for district borders. This grant program is administered via the Downtown Davenport Partnership (DDP).

The DDP Event Grant is intended to leverage new or existing events in downtown Davenport, enhance cultural offerings and mitigate event costs for SSMID property owners and businesses. The program is not intended to fund revenue generating aspects of events. Examples of eligible event costs include, but are not limited to security, road closures, barricade rental, porta potties, hand washing stations or other PPE equipment as well as talent fees and production costs, such as staging, PA, lights, etc. **Events must adhere to permitting and City of Davenport application requirements.** All public events utilizing public space must adhere to City of Davenport event policies and be approved through the City of Davenport event application process.

There are limited funds available for this program. Funding will be allocated throughout the fiscal year (July 1 - June 30) until budgeted funds are exhausted. Applicants are encouraged to submit an application or share ideas with DDP as early in the planning process as possible.

As you select your event date, [please consider these major events](#). You may want to avoid competing with these existing events or align your event with them.

Form of Assistance & Rules

The grant provides assistance in the form of grant funds that are paid to approved applicants after private investment, completed event, and payment to contractors. The maximum grant award is \$5,000. Your total grant request cannot be greater than 50% of the total qualified event costs. For example, if the total event cost is \$800, the maximum grant awarded would be \$400.

Applications will be reviewed by the DDP Business Promotions Committee. The committee will report its actions or recommendations to the Board of Directors. Approved applications that change event scope, date or focus after approval must submit a revised application to the committee or the grant may be rescinded. Events have 1 year from date of grant approval to be completed. **All grant requests must be submitted no less than 60 days prior to the event date.** Any requests received less than 60 days from the event will not be considered (the City of Davenport requires an event application be filed at least 90 days prior to the event.)

DDP Recognition

Grant recipients must recognize the Downtown Davenport Partnership as a sponsor of the event. This may include but not be limited to: DDP logo and/or name included on social media posts and events, printed materials, printed banners and traditional media. This should be done with respect to other sponsors and their level of investment with the event.

Grant Requests Criteria

The Downtown Davenport Event Grant application is open to anyone looking to produce an event within the downtown SSMID. All grant requests will be reviewed and considered by DDP's Business Promotions & Events committee based on the following criteria:

- **Size and expected economic impact of the event to the downtown**
 - How many visitors will the event bring to downtown and what's the potential economic impact for downtown businesses?
- **Cultural impact**
 - DDP will prioritize support for events that foster social inclusion, community empowerment, and enhance civic pride. Events that have a strong social cultural impact or capacity for outreach to underserved populations, it will be favored.
- **Collaboration with downtown businesses and organizations**
 - Preference will be given to events that collaborate or partner with multiple downtown businesses or organizations.
- **Event description and plan**
 - Including an organized event plan with specific details will allow for the committee to better understand the event and its potential impact.
- **Budget**
 - Applications should include a detailed, line-item budget and include all expenses and revenue sources including other grants or sponsorships.
- **Location of event**
 - Does the event serve a specific area or corridor of the event? How large is that area? A portion of grant dollars will be earmarked for events held in Kaiserslautern Square and Quinlan Court.
- **Event uniqueness and timeline**
 - Does the event fill a need downtown? What is the timeline of the event, does it compete with or enhance an existing event?

Reimbursement of Funds & DDP Mission

At completion of the event and upon proof of payment to contractors, grant dollars will be awarded via a check from the Quad Cities Chamber of Commerce. Payments are typically made within 2 weeks of proof of project completion and payment to contractors. The mission of DDP is "to administer and operate programs for the general improvement and redevelopment of Davenport's Central Business District and to enhance its aesthetic appearance and economic future for the community and all the citizens of Davenport." The Downtown Davenport Partnership is an affiliate of the Quad Cities Chamber of Commerce. For more info, please visit www.DowntownDavenport.com

For Questions and Application Submission

If you have any questions or are ready to submit a completed application, contact Jason Gilliland, 563-823-2681, jgilliland@quadcitieschamber.com

Application Form

A. Applicant

Event Producer Name: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Event Lead Contact Name: _____

Event Lead Contact Phone Number: _____

Event Lead Contact Email: _____

B. Proposal

Event Name: _____

Event Location (Street address or description of event location)

Event Date: _____

Event Budget **(Please attach a detailed budget)**

Total Event Cost _____

Total Amount Requested _____

Specific items you are requesting funding for

Please list collaborating partners and how they will be participating in the event.
(Signatures of collaborating partners are required in Section E)

