



A 501c3 nonprofit corporation supporting the Florence Events Center  
Our mission, aspiration, and goal is to support Florence's Arts, Culture & Entertainment

## PERFORMANCE GRANT REQUEST / GUIDELINES

Welcome to FACE! Our nonprofit actively encourages musical, theatrical, cultural, and educational performances with monetary grants and other support. We want you, a Florence area nonprofit, to achieve wild success with your event and let us help offset your rental fees. We encourage you to apply each year. Please use the following criteria:

1. The requesting group is an officially registered 501c3 within the greater Florence area.
2. Grants are to be used to offset rental fees on a specific performance date at The Florence Events Center, **up to a maximum of \$740.**
3. A written request on the form below must be received at the FEC no later than 4:00 PM June 30 prior to the intended fiscal year of the event (July 01 - June 30). When possible, an in-person presentation explaining the event to the FACE board will be provided.
4. In addition, the grant recipient group will meet the following requirements:
  - a. A representative will attend two FACE board meetings during the calendar year.
  - b. A FACE member will be invited to address the audience prior to the beginning of the event, and to staff an information table in the lobby during the event.
  - c. FACE will be acknowledged in the recipient's written material (programs, fliers, etc.) and will be provided a free advertisement within their program for the event commensurate with the advertiser or contributor value level of the grant dollar amount.
  - d. The recipient will provide FACE with a pair of complimentary tickets to the event.
  - e. After successful completion of the event, the recipient will submit a written request for payment to FACE, with a short description of how the grant benefitted their event.

Grant Applicant: \_\_\_\_\_ 501c3 Tax Number: \_\_\_\_\_

Rep./ President: \_\_\_\_\_ Rep./President Signature: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Performance Type: \_\_\_\_\_ **Amount Requested: \$** \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Event Entry Fee \$: \_\_\_\_\_ Open to Public? Y/N Flat Floor \_\_\_ Theater\_\_\_ # Group Vols: \_\_\_\_\_

**Describe event goals and how a FACE performance grant will help. Attach an extra sheet if needed.**

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FACE | 715 Quince Street | Florence, OR 97439 | 541/ 997-1994 | FlorenceArts.org