



Programming Grant and Equipment Loan Application

Applicant Information

Name: _____ Date: _____

Street Address: _____

Borough: _____ Zip code: _____

Email: _____ Phone: _____

Organization Information

***If you are applying on behalf of an organization please enter it's name here, and additional information in the following fields, if not please skip to the event information section.*

Company/ Organization Name: _____

Organization Address: _____

Borough: _____ Zip code: _____

Email: _____ Phone: _____

Website: _____

Event Information

Garden Name/ Event Location: _____

Are you a member of this garden? (Please circle one) YES NO

Have you talked to the garden group about this event? YES NO

(It is recommended that you do prior to applying.)

Event Name: _____

Event Date: _____

Set-Up Time: _____ Event Start Time: _____

Event End Time: _____ Cleanup End Time: _____



Event Description:

Estimated Number of Attendees: _____

Describe your relation to the community and your plan on outreaching to them:

Explain how you envision your project enhancing, involving, serving, and or impacting the community:

How did you hear about this pilot program? (Please circle one)

NYRP Staff Google Search Word of Mouth Other (Please Explain): _____



Work Sample

Please attach examples of previous related events

Support Requested

Equipment Requested: *(If you are not requesting equipment please skip this question.)*

- DVD Player
- Generator
- Movie Screen
- Microphone(s) # ____
- Popcorn Maker
- Portable Sound System
- Projector

---If you are only requesting equipment please skip this section and go to the agreement---

Grant Amount Requested* *(Up to \$500.00 per event):* _____

Please explain how this money will be used:

**If an individual or organization receives \$600.00 or more from an organization, NYRP, in a calendar year than pursuant to Federal IRS requirements the applicant must complete a W-9 and submit it to the organization.*



Agreement

NYRP's Public Programming Department will evaluate the applications based on:

- Ability to support NYRP's mission and vision that nature is a fundamental right of every New Yorker.
- Thoughtfully crafted project or event idea with a clear community impact
- Demonstrated past success/high quality projects or events
- Clarity about how the grant will be utilized and why it is needed
- Garden availability and Garden Group approval.

Garden event policies:

- Only one event may be held in the garden at any time.
- Garden gates must remain open to the public during all events.
- No fee may be charged to reserve or enter any NYRP garden.
- Event hosts are responsible for acquiring sound or other applicable permits.
- Smoking, drugs, and/or alcohol are not permitted in the gardens.
- Event hosts are responsible for leaving the garden clean and in order.
- A sound permit must be acquired from the NYPD for any event that will have amplified sound.

Applications are accepted throughout the year. Please email or mail the completed form to:

Director of Public Programming
New York Restoration Project
254 West 31st Street, 10th Floor
New York, NY 10001

By signing below you have read, acknowledge, and agree to NYRP Event Policies and that submitting this application does not guarantee you will receive support from NYRP or will be permitted to hold the event in the garden.

Receipt of funds is contingent upon signing an agreement of terms to be sent with a acceptance notification.

Name: _____ **Date:** _____

INTERNAL USE ONLY:	
Accepted Letter and Agreement Sent On: _____	Declined Letter Sent on: _____