

OTTAWA SPECIAL EVENTS REQUEST FOR FUNDS

Name of Event: _____

Date(s) of Event: _____

Location of Event: _____

Hours of Operation: _____

Sponsor/Organizers: _____

Contact Person: _____ **Phone:** _____

Address: _____

E-Mail: _____

The Ottawa Special Events Committee has funds available to help with some expenses for various City and Special Events in our community. Please consider carefully the expenditures that may be incurred for your event when requesting funding. The Special Events Committee will review your application and make any recommendations to the City Council.

TOTAL AMOUNT BEING REQUESTED FROM S.E.C.* : \$ _____

Please itemize how this money would be spent: _____

Requests for funds may require an appearance before the Committee to discuss your event and answer questions pertaining to your request.

Event Representative Signature

***(The S.E.C. will only reimburse funds for the amount approved by the City Council. For budgetary purposes, no payments from S.E.C. funds for additional costs or over expenditures will be made.)**

- PLEASE USE BACK OF PAGE FOR ANY ADDITIONAL INFORMATION -