



190 Central Park Square, PO Box 1206  
 Los Alamos, NM 87544  
 505-662-0001 (fax) 505-662-0099  
 lacdc@losalamos.org

**Request for Applications  
 “Small Projects”  
 Downtown Promotional Events '08-'09**

**GENERAL INFORMATION**

LACDC, through its Los Alamos MainStreet Program, is seeking applications for assistance and sponsorship of events to be held in downtown Los Alamos between now and December 31<sup>st</sup> 2008. Los Alamos MainStreet promotes community events in the downtown such as the Fair & Rodeo Parade, Trick or Treat on MainStreet, and Winterfest in order to build community and sense of place in our downtown. This year, through the funding from our contract with Los Alamos County, we have the opportunity to provide funding to support your event.

Applications for funding of \$1,000 or less are being accepted. We anticipate funding at least ten projects. Applications are invited from businesses, clubs, and community organizations. A separate application must be provided for each event or series of events. This money is to be used for promotional items, to include but not limited to, print materials (flyers, t-shirts, banners, etc.), radio advertising and television advertising. Other promotion material opportunities could be accepted by special request.

Applications for fall and winter events can be submitted any time starting July 1<sup>st</sup> 2008 but must be submitted to the office of the MainStreet Manager, 109 Central Park Square, Los Alamos, NM 87544 by **November 6, 2008 5:00 p.m.**, local time.

**APPLICATION FORMAT**

Proposals must use the attached form, “Application for Funding Assistance - Los Alamos MainStreet”.

**PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria and weighted points:

<b>Criteria</b>	<b>Weighted Points</b>
1. PROMOTIONAL IMPACT FOR DOWNTOWN: number of participating businesses (more is better), perceived impact of promotional plan, anticipated community participation/attendance	40%
2. ECONOMIC BENEFIT: direct impact on MainStreet Businesses (more points may be awarded for weekend events that may include an overnight stay in Los Alamos)	30%
3. COST/LEVERAGE: including cost of event, amount requested, in-kind benefit and support, matching funds	30%

## CONDITIONS

Los Alamos MainStreet reserves the right, at its sole discretion, to accept or reject any application. Los Alamos MainStreet also reserves the right, at its sole discretion, to request additional information from any or all respondents. Los Alamos MainStreet will utilize a volunteer panel to evaluate and select applications for funding. The volunteer panel will meet on three occasions to review applications. August 13, 2008, October 15, 2008, and November 14, 2008. Application results will be announced the day after the volunteer panel meeting. For winter events and activities selection of applications to be funded will occur by **November 14, 2008**. Questions should be directed to Jeremy Varela, MainStreet Manager, LACDC. All applicants will be notified by email of the decision made about their application along with a memorandum of understanding that needs to be signed and logos to be used on promotional material.

Funding will be provided as reimbursement of expenditures. Documentation of expenditures will be required to receive reimbursement. Applicants receiving funding will be required to provide a brief final report summarizing results of the event to the Los Alamos MainStreet following the event. Funding must be used and invoice with documentation of expenditures and final event report must be submitted to LACDC **within 45 days after the funded event**.

This application is for the fiscal year July 2008 through June 2009. We accept spring and summer events as well. Please contact Jeremy Varela for Summer Application. **Events that take place after May 8, 2009 shall have reports submitted no later than June 12, 2009` or by a date agreed upon by Event Holder and the MainStreet Manager.**

Promotional materials and event publicity must acknowledge sponsorship by Los Alamos MainStreet and Los Alamos County. The MainStreet program will provide a logo and statement for inclusion in promotional materials. Logo must be large enough to be easily readable.

If you are not interested in making an application or organizing an event, but you would like to be contacted by others who are organizing events and activities to be a potential participant, please call or email Jeremy Varela 505.661.4844 or [jvarela@losalamos.org](mailto:jvarela@losalamos.org)

Individuals or organizations wishing additional information regarding this request for applications should contact Jeremy Varela 505.661.4844 or [jvarela@losalamos.org](mailto:jvarela@losalamos.org) (Los Alamos MainStreet Manager)

**Application for Funding Assistance  
Los Alamos MainStreet**

**Requesting Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Title of Project/Event:** \_\_\_\_\_

**Date(s) of Project/Event:** \_\_\_\_\_

**Total Cost of Project/Event:** \_\_\_\_\_      **Amt. Requested:** \_\_\_\_\_

**Part 1: Describe your project or event in 100 words or less. (Include project/event title and objectives.)**

**Part 2: Answer the following questions.**

1. How does your project/event promote and enhance Downtown Los Alamos?
2. How will the project/event be promoted?
3. What economic benefit will it provide to businesses in the downtown area? Include the expected total number of attendees. How was the attendance estimate made?
4. Does your project/event involve collaborative businesses or partners (minimum of 3-5 downtown businesses recommended – the more the better)? Briefly specify their names and roles.
5. What will the funding provided by MainStreet be used for?
6. List other fund/resource sources that will support this project/event. For “in-kind” resources, provide your estimate of the value. What percentage of the total cost of the project/event is being requested from Los Alamos MainStreet.
7. Is this a new or ongoing project/event? If ongoing, briefly describe previous history (attendance/participation, does it attract out of town visitors, etc.) **OR**, if this is a new project/event, describe prior experience or expertise in coordinating similar projects/events, of the individual(s) or entity requesting funds.
8. Special needs for the event (i.e. equipment, volunteers, permits, etc.) – Los Alamos MainStreet will seek to assist with special needs as possible to help your event.

**Event Report** (To be submitted with itemized request for payment, receipts or other documentation of expenditures, and copy of ads/promotional materials showing inclusion of MainStreet acknowledgement)

<b>Event Name:</b>		
<b>Event Date:</b>		
<b>Names of Participating Businesses and Organizations</b>		
<b>Estimated Number of Attendees:</b>		
<b>Describe event outcomes in terms of promotional impact for downtown, economic benefit, and leveraging of MainStreet funding provided:</b>		
<b>Estimated Total Cost of Event:</b>		\$
<b>Amount of Funding from MainStreet:</b>		\$

**Example Events** *(These are examples only. We are providing these to help stimulate ideas about what can be possible. Please do not limit your ideas based on the examples. Creativity is very much hoped for and welcome)*

1. Food Festivals
2. Dog Days
3. Outdoor Art Festivals
4. Concerts
5. Film Festivals
6. Grand Openings
7. Taste of Los Alamos
8. Holiday Events and Sales Promotions
9. Candlelight Shopping
10. Scavenger Hunts
11. Clean Up Days
12. Story Telling
13. Arts & Crafts Events
14. Kid Fest
15. Book Signings
16. Moonlight Movies
17. Bike-a-Thon
18. Auctions
19. Shopping Promotions
20. Full Moon Shopping Night
21. First Night events
22. Contests
23. Exhibition sporting events
24. Participation sporting events and tournaments
25. Educational and cultural events