

CEC EVENT ASSISTANCE APPLICATION GUIDELINES

The following criteria must be met for an event to be eligible for financial assistance from Wareham's Community Events Committee (CEC):

- The event must be open to the public.
- The event must be developed and conducted by a non-profit or town sponsored organization.
- Events held by for-profit organizations are not eligible.

Examples of approved expenditures that the Community Events Committee (CEC) will consider funding:

- Advertising your event in the media, flyers, banners and signs used to promote your event.
Apparel excluded.

To apply for a grant from the Community Events Committee (CEC) prepare a short cover letter that includes the following:

- Brief description and purpose of the activity/event
- Projected applicable expenses that qualify for CEC funding (see above)
- Contact name and mailing address
- Best contact phone number
- Email address to forward award letters (saves time paper and postage)
- FED Id / non-profit number
- Date of event and where event will be held

Bring your completed application to the Board of Selectmen's office at Wareham Town Hall or email it to Linda Gay at lindag381@verizon.net.

Additional Information:

The event sponsor must fulfill all relevant permit obligations as required for the event. Contact the Town Administrator's and/or Selectmen's Office for further info on those permits.

No single event is eligible for more than (1) grant per year.

The Community Events Committee will not fully fund specific projects or events.

No funds will be paid up front. Event sponsors will be refunded for expenses upon submission of paid receipts and invoices no later than 90 days after the event takes place according to the following instructions. **Important: Sales tax is not reimbursable.**

****NEW Accounting requirements starting in 2020:**

Original invoices for advertisements must be submitted, **NOT COPIES** and include/show a copy of the ad.

If paid by credit card, **blackout ID information and underline vendor name and paid amount.**

PLEASE NOTE: All funds awarded by the Community Events Committee (CEC) come from a percentage of town parking and hotel/motel receipts. In order for the residents to see how the money is being spent, the CEC logo must appear on all literature, flyers banners, etc. Size is up to the event co-ordinator. A copy of our logo is available by contacting the committee at the email address below.

Thank you! It is our pleasure to help promote tourism in Onset and Wareham by supporting local events.

For any additional questions: lindag381@verizon.net/ or 508-295-9039

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