



RiverRocks Community Events

October 2015 Grant Guidelines

RiverRocks, the nation's premier outdoor adventure sports festival, is calling on Chattanoogaans to submit event ideas that will inspire the community to venture outside during the month of October to enjoy the unparalleled beauty and outdoor amenities of our region.

RiverRocks has two (2) grants available for individuals or organizations who submit project ideas that align with the below guidelines. Applicants must reside, or be based in Hamilton County in order to be considered eligible.

For questions, information and consultation contact:

Robyn Wolfe

robyncwolfe@gmail.com

General Description

- The goals of the program are to:
 - Provide outdoor adventure experiences to diverse audiences.
 - Broaden the types of outdoor adventure offerings supported by the community.
 - Strengthen our community through outdoor activity.
 - Demonstrate the positive economic impact of outdoor sporting enthusiasts.
- Up to two (2) grants will be funded up to \$3,000.
- Groups or organizations must provide funding and/or in-kind donated services for the grant project. Upon request, RiverRocks may supply the following:
 - 10x10 pop-up tents
 - Tables and chairs
 - First Aid kits
 - Coolers
 - Public Address system
 - Timing equipment and clock
- Application deadline: July 3, 2015 5:00 p.m.
 - Send one digital copy of the grant application to:
robyncwolfe@gmail.com
 - Send one printed copy of the grant application with original signature to:
RiverRocks
807 Merriam St. B
Chattanooga, TN 37405
- Grant awards will be announced by August 17, 2015
- Project must be completed between October 1-23, 2015.



Grant Projects

- Types of outdoor events funded may include, but are not limited to:
 - Special performances and exhibits.
 - Competitions, tournaments, races.
 - Workshops, tours, classes.
- Funding may be used for:
 - Athlete/performer/artist organization fees.
 - Supplies/small equipment.
 - Transportation.
 - Rental fees.
 - Marketing.
 - Documentation.
 - Assessment tools.
 - Project Director fees (no more than 10% of total project).
- Funding may not be used for:
 - Permanent positions within an organization.
 - Capital improvements (buildings or construction).
 - Major equipment purchases.
 - “Seed money” for starting new organizations.
 - School projects.
 - Fundraisers.
- Additional Project Information
 - All project activities funded through this program must be free and open to the general public.
 - Participant and audience numbers must be tracked.
 - Project expected outcomes must be stated and assessed.
 - Project must be documented.
 - Project must include publicity that recognizes RiverRocks.
 - Additional sponsorships/funding must be approved by RiverRocks.



Grant Evaluation Criteria

1. Project/event provides high quality outdoor adventure experiences for the participants. (20 points).
2. Group or organization demonstrates capacity to implement the project. (20 points)
3. Planning process is in place and has set a reasonable timetable within which to implement the project. (10 points)
4. The budget is reasonable to implement the project. (10 points)
5. The outcomes for the project are clearly stated and attainable. (10 points)
6. The project is consistent with the mission or purpose of the group or organization. (10 points)
7. The communication tools with constituents and general public are in place. (10 points)
8. Plans for documentation and assessment strategies are adequately addressed. (10 points).

RiverRocks warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the programs and services or in the employment practices on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional or statutory law.



RiverRocks 2015 Community Event Application

Please submit one printed and signed copy of the application by July 3, 2015 (5 p.m.) to RiverRocks, 807 Merriam St. B, Chattanooga, TN 37405. Submit one electronic copy to robyncwolfe@gmail.com.

Name of Group or Organization: _____

501(c)(3) status (check one): Yes No

Does your group or organization have a bank account? Yes No

*To receive funds, the group, organization, or individual must submit a W-9 to RiverRocks.

Parent Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Project Contact: _____

Phone: _____ Email: _____

Name of Project: _____

Is this a new or continuing project for your group or organization? New Continuing

Amount of Grant Request: _____ Date(s) of project: _____

Signature

Date



Project Information

Please provide as much detail about your grant project as space allows.

Attach one copy of a brief bio or brochure for each athlete, performer, or organization participating in the project.

Group or Organizational Profile

What is the mission of the group or organization?

What clientele do you serve?

Describe how outdoor adventure or athleticism are currently a focus within your group or organization.



Proof of Project: Quality, Merit, and Integrity

Describe your project. Be as specific as possible. Please list all key participants and organizations to be involved in the project. What is the estimated number of people that would participate in the project? How will the grant funding be used? What funding or donated support will your group or organization provide the project, including volunteer hours worked? If this is a new project, what is your previous experience in implementing a project like the one proposed? (300 word limit).

Project Impact

List three outcomes to be achieved as a result of this project. Describe how this project will help meet the needs and/or goals of your group or organization. (150 words)



Project Management

Who is responsible for implementing the project?

What would be the project timeline, including planning time, implementation of the project and evaluation?

How will the project be communicated to your constituency and the general public?

How will the project be documented and how will your group or organization measure the success of the project? (approx. 300 word limit)



Project Budget

INCOME

RiverRocks

1. Community Event Grant Request

Group or Organization

2. Group or Organization Cash
3. Value of Donations or In-Kind Services
4. Other

Total Organization Project Income (2+3+4)

Total Project Income

EXPENSES*

*Include a brief explanation of the expenses below each item

	<u>Grant Request</u>	<u>Organization</u>	<u>Total</u>
Athlete/Performer/Org. Fees	_____	_____	_____
Project Staff	_____	_____	_____
Supplies	_____	_____	_____
Rental Fees	_____	_____	_____
Transportation	_____	_____	_____
Marketing	_____	_____	_____
Insurance	_____	_____	_____
Documentation/Assessment	_____	_____	_____
Total Project Expenses (must equal project income)	_____	_____	_____