## City of Marquette

# Application and Instructions for PROMOTIONAL FUND DISBURSEMENTS

The City of Marquette City Code, Chapter 2 Administration, Division 3, Public Relations; Section 2-522 Policies and Procedures provides a mechanism for community stakeholders to submit for fee discount or waiver of City fees to be incorporated within the annual City Budget process for consideration by the City Commission.

Promotional funds are defined as fee waivers and/or in-kind services provided by the City and/or cash payments.

All recommendations for funding must be approved by the Marquette City Commission. Funding may not be approved for activities/projects retroactively, therefore, a time frame allowing approval by the Commission must be considered when requesting funds.

### **QUALIFYING CRITERIA:**

All requests will be considered based on merit and intent to benefit tourism, economic development, or other community development objectives of the City of Marquette.

#### **APPLICATION PROCEDURE:**

Funds must be requested using the attached form. Funds also must be used for the specific purpose requested. Applications shall be submitted to the City's Community Services Director for preliminary review and then submitted to the City Manager. The City Manager's Recommended Budget will include those activities/projects the City Manager recommends for funding. The City Commission will approve requests through the adoption of the City Budget.

Each application will be evaluated based upon requirements of the City's Promotional Ordinance and proposed funding requirements. Any organization that submits more than one request will be considered based upon the sum total of all requests made for the fiscal year.

All applications intended for the next fiscal year Budget will be accepted from the period of February 1 through March 31 annually to be considered for the City's next fiscal year budget (October 1 through September 30). All applications must be received by March 31<sup>st</sup>.



## CITY OF MARQUETTE PROMOTIONAL FUND DISPURSEMENT APPLICATION

October 1, 2024 - September 30, 2025

Return Application to: Jon Swenson, Community Service Director

Attn: Promotional Fund Application

City of Marquette 300 W. Baraga Ave. Marquette, MI 49855

| I.       | APPLICATION INFORMATI  | ON      |      |
|----------|--|---------|------|
| Organiza | ation Name:  |         |      |
| Event Na | ame, Date and Location:  |         |      |
| Organiza | ation Street Address:  |         |      |
| City:    |  | _State: | Zip: |
| Contact  | Name:  | Title   |      |
| Contact  | Name:  | Title   |      |
| Email    |  |         |      |
| Phone(s) |  |         |      |
| II.      | ORGANIZATION STATUS  Government Entity  Non-profit Organizatio  For-profit Organizatio  Other: |         |      |

## III. EVENT INFORMATION

| Time:  |   |   |
|--|---|---|
| Total Estimated Cos  | t of Event: \$  |   |
|  | Previous Relief (if applicable)   | Requested Funds for<br>Oct 1, 2024 - Sept 30,2025   |
| In-kind Services   | \$  | \$  |
| Fees   | \$  | \$  |
| Cash   | \$  | \$  |
| * Above tab  | le must be completed in order   | for application to be considered.   |
| Estimated Event Par  | tiainatian  |   |
| Estilliated Event Fai  | neipanon  |   |
| Estimated Communi  | ty Economic Contribution  | . ¢   |
| Estimated Communi  | ty Economic Contribution  | : \$  |
|  |   |   |
|  |   |   |
|  |   |   |
| IV. NARRATIV   | E PROGRAM DESCRI  |   |
|  | E PROGRAM DESCRI  | PTION   |
| On a separate sheet of   | E PROGRAM DESCRI  |   |
| On a separate sheet of information:  | TE PROGRAM DESCRI   | PTION lication the following REQUIRED   |
| On a separate sheet of information:  1. Descripti  | TE PROGRAM DESCRI   | PTION   |
| On a separate sheet of information:  1. Description applicable   | TE PROGRAM DESCRION of paper, attach to this appoint and objective of the profess.  | PTION lication the following <i>REQUIRED</i> ogram (include location and dates, if  |
| On a separate sheet of information:  1. Description applicable 2. Description  | TE PROGRAM DESCRI of paper, attach to this app on and objective of the pro e). on of how the program will   | PTION lication the following <i>REQUIRED</i> ogram (include location and dates, if  |
| On a separate sheet of information:  1. Description applicable 2. Description developm   | of paper, attach to this applied on and objective of the process.  on of how the program with the process of the program with    | PTION lication the following REQUIRED ogram (include location and dates, if ll benefit tourism, economic evelopment objectives within the City  |
| On a separate sheet of information:  1. Descripti applicabl 2. Descripti developm 3. Descripti   | TE PROGRAM DESCRI of paper, attach to this app on and objective of the pro e). on of how the program will nent or other community d on of the intended target a   | PTION lication the following <i>REQUIRED</i> ogram (include location and dates, if  |
| On a separate sheet of information:  1. Descripti applicabl 2. Descripti developm 3. Descripti participat  | TE PROGRAM DESCRI of paper, attach to this appropriate on and objective of the profess. on of how the program with the profess of the intended target a tion.   | PTION  dication the following <i>REQUIRED</i> ogram (include location and dates, if all benefit tourism, economic evelopment objectives within the City adience and anticipated level of  |
| On a separate sheet of information:  1. Description applicable 2. Description developm 3. Description participate 4. Itemized  | TE PROGRAM DESCRI<br>of paper, attach to this applied on and objective of the program with the | PTION lication the following REQUIRED ogram (include location and dates, if ll benefit tourism, economic evelopment objectives within the City udience and anticipated level of unds will be used.  |
| On a separate sheet of information:  1. Descripti applicabl 2. Descripti developm 3. Descripti participat 4. Itemized 5. The prop-   | TE PROGRAM DESCRI of paper, attach to this appropriate on and objective of the property. on of how the program with the property of the intended target a sion. list of how the requested forced financial plan of the program with    | PTION lication the following REQUIRED ogram (include location and dates, if Il benefit tourism, economic evelopment objectives within the City udience and anticipated level of unds will be used. orogram, including a list of all   |
| On a separate sheet of information:  1. Description applicable 2. Description developm 3. Description participate 4. Itemized 5. The properses   | TE PROGRAM DESCRI of paper, attach to this appropriate of the profession and objective of the profession of how the program with the profession of the intended target a tion.  Its of how the requested for the profession of the intended target a tion.  | PTION lication the following REQUIRED ogram (include location and dates, if ll benefit tourism, economic evelopment objectives within the City udience and anticipated level of unds will be used.  |
| On a separate sheet of information:  1. Description applicable 2. Description developm 3. Description participate 4. Itemized 5. The properses   | TE PROGRAM DESCRI of paper, attach to this appropriate on and objective of the property. on of how the program with the property of the intended target a sion. list of how the requested forced financial plan of the program with    | PTION lication the following REQUIRED ogram (include location and dates, if Il benefit tourism, economic evelopment objectives within the City udience and anticipated level of unds will be used. orogram, including a list of all   |
| On a separate sheet of information:  1. Descripti applicabl 2. Descripti developm 3. Descripti participat 4. Itemized 5. The propexpenses reinvested   | TE PROGRAM DESCRI of paper, attach to this appropriate on and objective of the property. on of how the program with the property of the intended target a sion. list of how the requested for or other community of the property of the proper    | PTION  lication the following REQUIRED  ogram (include location and dates, if  ll benefit tourism, economic evelopment objectives within the City udience and anticipated level of  unds will be used. orogram, including a list of all centage of revenues that will be  |
| On a separate sheet of information:  1. Description applicable 2. Description developm 3. Description participate 4. Itemized 5. The proper expenses reinvested attest that the information in the information is a separate of the property o | TE PROGRAM DESCRI of paper, attach to this appropriate on and objective of the profess. on of how the program with the profess of the intended target at a consideration.  It of how the requested for the pand revenues, and the period within the City.   | PTION  dication the following REQUIRED  ogram (include location and dates, if  the benefit tourism, economic evelopment objectives within the City addience and anticipated level of  unds will be used.  orogram, including a list of all centage of revenues that will be   |
| On a separate sheet of information:  1. Description applicable 2. Description developm 3. Description participate 4. Itemized 5. The proposexpenses reinvested attest that the information is true and continuous separate and continuous separate sheet attest and continuous separate sheet applicable sheet applicable sheet at the sheet of the  | of paper, attach to this applied on and objective of the projective of how the program with the projection of how the program with the projection of the intended target a district of how the requested for and revenues, and the period within the City.  | PTION lication the following REQUIRED ogram (include location and dates, if ll benefit tourism, economic evelopment objectives within the City udience and anticipated level of unds will be used. orogram, including a list of all centage of revenues that will be as application and all supporting the program obligations as stated shou |
| On a separate sheet of information:  1. Description applicable 2. Description developm 3. Description participate 4. Itemized 5. The proposexpenses reinvested attest that the information is true and continuous separate and continuous separate sheet attest and continuous separate sheet applicable sheet applicable sheet at the sheet of the  | TE PROGRAM DESCRI of paper, attach to this appropriate on and objective of the profess. on of how the program with the profess of the intended target at a consideration.  It of how the requested for the pand revenues, and the period within the City.   | PTION lication the following REQUIRED ogram (include location and dates, if ll benefit tourism, economic evelopment objectives within the City udience and anticipated level of unds will be used. orogram, including a list of all centage of revenues that will be as application and all supporting the program obligations as stated shou |

Deadline for submission is March 31, 2024 (for fiscal year October 1, 2024 through September 30, 2025) and is strictly enforced.