



Downtown Development Authority Programming Mini-Grant Application

1. Application Date _____
2. Name of Event _____
3. Name of Organization Hosting Event _____
4. Is the Organization Tax Exempt _____
5. Is the Organization Current on Required Annual Report Filings _____
6. Does the Organization owe the City of Shreveport any delinquent fees/taxes, etc. _____
7. Contact Person's Name/Title/Address/Email/Phone _____

8. Should you receive a grant, what name should be listed as the payee on the check?

9. Organization's Physical Address _____
10. Organization's Mailing Address (if different) _____
11. Date/Time/Location of Proposed Event _____

12. Description of Event _____

13. Goal of Proposed Event _____

14. How will the event promote Downtown Shreveport? _____

15. List other event sponsors _____

16. How will you market the event? _____

17. Do you agree to secure all necessary insurance, security and permits for your event?

18. Do you agree to use the DDA logo on printed material and to link to www.downtownshreveport.com if your event has a website? _____

Downtown Development Authority Programming Grant Information & Guidelines

The Downtown Development Authority (DDA) offers up to \$500 for programming mini-grants to organizations or individuals presenting events that are held in the Downtown Development District (DDD), are open to the public, and promote development in the DDD.

The goal of the grant is to encourage events in downtown Shreveport to highlight the history and culture of our urban core. **Grants are not available to events that are fundraisers, political gatherings or those which are not open to the general public.** Events that are free to the general public will be given preference, as will those events that attract a diverse range of participation and promote downtown building sales, business and job creation in Downtown Shreveport.

The DDA has the right to refuse any applicant if it is deemed the event does not meet the goals of the Programming Grant.

Program Guidelines

- The event must be held in the Downtown Development District.
- Events can be fee-based or free, but free events are given preference.
- Existing events adding enhancements can qualify.
- First-time events can qualify.
- Grants are awarded on a first-come, first-served basis. Grant applications will be judged on a number of criteria including the amount of matching funding, creativity of event, potential

impact of event, marketing of event and how well the event coincides with the DDA Mission Statement- ***To actively pursue, support, facilitate and welcome initiatives that aid and encourage private development, and promote and coordinate public development within the Downtown Development District of Shreveport, LA.***

- All necessary insurance and security required by the City of Shreveport must be provided by the event and proof provided to the DDA if requested.
- Event organizers must work with Shreveport Public Assembly and Recreation’s (SPAR) Festival Task Force and/or police department on road closures and other issues as required.
- The event organizers must agree to use the DDA logo on all materials and to link to the DDA website at www.downtownshreveport.com.
- Event organizers must complete a Grant Application and provide contact information.
- **Event must be listed in the Shreveport-Bossier Fun Guide.**
- Funds cannot be used for events restricted to private or exclusive participation.
- Organizer must turn in any surveys they are asked to complete.
- Organizer is limited to one Downtown Development Authority mini-grant every 6 months.

Grant Applications should be submitted to:

Downtown Development Authority
416 Cotton Street
Shreveport, LA 71101

Fax: 318-222-3731

Email: dda@downtownshreveport.com

For more information or assistance:

318-222-7403

On behalf of _____, I agree to adhere to the requirements of this grant from the DDA.

Signature

Date

Printed Name