

Town of Monmouth Events Application Form Request for Funds

Application Date: ___/___/___ (must be at least 45 days before event)

Date of Event: ___/___/___

Describe Event:

How does this event help to promote the Town of Monmouth:

Organization:

Contact(s) & Phone Numbers:

Total Event Budget: _____

Amount Requested: _____ (Maximum Amount \$1,000)

Used for: (please itemize, attach list if possible)

Describe How Items get Paid:

Approved Applicant must have invoices & receipts to be paid directly.
50% may be paid before the event, then the remaining 50% after presenting final receipts.
Reimbursements will be made within 15 days.

Funds can only be used for non-denominational and non-political purposes.
Applications will receive preferred consideration when using local businesses.
All applications must be presented to the Town Manager for approval by the Select Board.
The Town of Monmouth reserves the right to refuse any application.

Applicant Signature: _____

Print Name: _____

Approved: _____ Date: ___/___/___