



Village of Greenport Business Improvement District

P.O.Box 73, Greenport, New York 11944 www.greenportvillage.com

REQUEST FOR FUNDING APPLICATION

All uses of Greenport Business Improvement District funds must directly benefit the merchants who voluntarily voted to create a self-taxing district so that their combined money could more effectively benefit their businesses than an individual merchant's resources would allow. All requests will be evaluated accordingly.

EVENT TITLE: _____

EVENT CONTACT NAME: _____

CONTACT TEL #: _____ CONTACT EMAIL: _____

GROUP NAME: _____

AMOUNT OF REQUEST: \$ _____

PURPOSE OR USE OF THE MONEY: _____

_____.

BENEFIT TO GREENPORT MERCHANTS (Include an estimate of attendees when appropriate): _____

_____.

HOW SHOULD YOUR PROJECT APPEAR ON THE CALENDAR OF EVENTS?

(Please be exact as to the words you want to use) _____

_____.

CAN YOUR PROJECT PROMOTE THE GREENPORTVILLAGE.COM WEBSITE AND IF SO HOW?

_____.

CAN YOUR GROUP GIVE SPECIFIC RECOGNITION TO THE GREENPORT BID AS A SPONSOR
AND IF SO, HOW? _____

_____.

WHAT IF ANY, IS YOUR GROUP'S PLAN FOR ADVERTISING AND PROMOTION? _____

_____.

Additional funding requests will be more favorably viewed when the recipient provides post event information. By what date will the BID board receive a post event report of the exact use of BID funds, your group's income and expenses from the event; actual attendees and any other information you deem pertinent either in writing or in person? _____.

***We thank you for your willingness to undertake events in Greenport Village.
We believe events add to the life of our community.***

DIRECTIONS FOR COMPLETING THE REQUEST FOR FUNDING (RFF) FORM

1. COMPLETE THE REQUEST FOR FUNDING (RFF) FORM AND SUBMIT WITH ALL NECESSARY AND SUPPORTING INFORMATION TO THE VILLAGE OF GREENPORT BUSINESS IMPROVEMENT DISTRICT BOARD (VOG BID).
2. THE RFF WILL BE REVIEWED AND DISCUSSED AT THE NEXT VOG BID MEETING AND THE BOARD WILL CONSIDER YOUR RFF. THE BOARD WILL EITHER:
 - a. APPROVE YOUR REQUEST. AT WHICH POINT YOU WILL RECEIVE NOTICE AND FURTHER INSTRUCTIONS
 - b. DISAPPROVE YOUR REQUEST - AT WHICH YOU POINT YOU WILL RECEIVE NOTICE.
 - c. DEFER YOUR REQUEST - AT WHICH POINT YOU WILL RECEIVE NOTICE AND THE OPPORTUNITY TO APPEAR AT A SCHEDULED TIME AND PLACE BEFORE THE BOARD TO OFFER A BRIEF FURTHER EXPLANATION OF YOUR REQUEST AND ANSWER ANY QUESTIONS THE BOARD MAY HAVE. THE BOARD MAY OR MAY NOT TAKE FURTHER ACTION ON THE RFF AT THAT TIME. YOU WILL RECEIVE NOTICE OF THE FINAL DECISION OF THE BOARD FOLLOWING YOUR APPEARANCE.
3. IN THE EVENT OF APPROVAL OF THE RFF, YOU WILL THEN PROVIDE A COMPLETED REQUISITION FOR PAYMENT (RFP) AND SUBMIT TO THE VOG BID.
4. THE RFP WILL BE ADDRESSED AT THE NEXT VOG BID MEETING AND THE PAYMENT WILL BE APPROVED PROVIDED THE WORK, SERVICES AND / OR CONDITIONS OF THE APPROVAL UNDER THE RFF HAVE BEEN SATISFIED.
5. PAYMENT WILL BE ISSUED TO YOU FOLLOWING THIS FINAL APPROVAL AND IN MOST CASES IN APPROXIMATELY 30 DAYS FROM RECEIPT OF THE FUNDS REQ BY VOG BID.