

HAMTRAMCK PARKS PROGRAMMING/ EVENT STIPEND

We have a very diverse community here in Hamtramck, **so who better to decide programming/events at their parks than the users themselves?** HPC is continually inspired by the ideas, community, and creativity of our residents and visitors. This stipend was created to defray the costs associated with executing a community event, as well as to maximize the potential of creating the coolest event possible. The hope for this program is to bring new, creative programming/event concepts to Hamtramck City parks.

Therefore, the HPC has allocated some of its programming budget to provide a **stipend of up to $1,000** to groups or individuals who are implementing an outdoor park event or series of programs that is open to the community.

REQUIREMENTS/LIMITATIONS

- Applicants may be individuals or groups of any kind (not limited to incorporated groups or nonprofits). Applicants younger than 18 years old should have a sponsor older than 18 years old (ie. teacher, parent, HPC staff, etc.).
- Programming or events should be open to the public and may be a one-time or recurring event. In the case of a recurrent event or series, the stipend amount is capped at $1,000, but may be used to subsidize costs. Programming or events may teach about religion, but should not promote religion. The stipend will not cover private events or parties (ie. birthdays, bat mitzvahs, baby showers, etc.).
- Funds can be used toward the cost of producing an event. See Required Proposal for description of budget submission.

EVALUATION/AWARDING

Demonstrated connection to Hamtramck parks

Preference given to Hamtramck Residents

Preference for events that promote community cohesion, learning, and play

Preference for events that are not represented elsewhere (ie. occur at other locations throughout Hamtramck)

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APPLICATION



- Application contact person (phone number, email, address).
- General event description. Feel free to provide reference images, if useful.
- Expected number of participants, if known.
- Targeted participants, if applicable (ie. youth, adults, combination, etc.)
- Desired date/time, if applicable.
- Budget including as much detail as possible (cost of materials or best projected estimate if exact amount is unknown).
- Team executing event and/or potential team members/partners. Would you like additional HPC logistic support and/or staffing?
- Promotional plan, if any. If you intend to promote on social media, please list handle(s).



PROCESS/FUND DISTRIBUTION

Applications are accepted on a rolling basis and should be submitted via email.

Stipend amount will be distributed on a reimbursement basis. Following the event date(s), HPC will promptly issue the awarded stipend payment. Proof of expenditure may be requested, but is not required.

If the event does not occur, the stipend will not be issued and the application will be considered void.

By submitting Park Programming/Event Stipend Application, applicant agrees to share and release any images captured during the proposed programming/event to HPC for possible promotional purposes or social media use.

By award of the stipend, HPC is not endorsing the content of any particular event.

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For questions or support completing the application, contact HPC Director of Programming & Communications at **achiaravalli@hamtramckparks.com** or **313-355-0310**