



## SAN FRANCISCO PARKS TRUST

### **Music in Parks Application Guidelines**

Thank you for applying to be a recipient for a Music in Parks award from San Francisco Parks Trust. In your event description, please provide each of the pieces of information listed below in a concise format of no more than 300 words. Please allow **30 days** for the application process.

- \_ Describe your group's mission.
- \_ Describe the objectives of this event.
- \_ Please list all organizations that are supporting or sponsoring this event.
- \_ How will you measure the success of this event?
- \_ Describe your community's need for such an event.
- \_ How many attendees do you expect?
- \_ Who will the invitees be? What is your outreach strategy to promote the event?
- \_ Have you held this or a similar event in the past?

Please attach the following:

- \_ Complete program budget
- \_ Program agenda
- \_ Permits from city agency (usually RPD)

### **Disbursement of Funds**

If you are awarded a Music in Parks award, you will need to send all invoices and requests for payment to SFPT, and payment will be processed within 10 business days. Please attach all original receipts and invoices. If you are a non-profit or have a fiscal sponsor, checks can be cut directly. You will still be expected to sign an award agreement and submit an event report.

### **Award Agreement**

If you are awarded a Music in Parks award you will need to sign an award agreement with SFPT. Funds will be disbursed after the agreement is signed.

# Music In Parks Application



SAN FRANCISCO  
PARKS TRUST

*Please read the guidelines before completing this form.*

Date Submitted: \_\_\_\_\_

Name of Group \_\_\_\_\_

Contact: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location and Date of Event: \_\_\_\_\_

Please describe your group including mission and history.

---

---

---

---

---

Please describe your event, including the details listed above in the guidelines.

---

---

---

---

---

---

(Application continued on next page.)

Summarize the project budget for which you are requesting funds from SFPT below. List each item **separately**, i.e. performers, food, t-shirts, equipment.

<b>Item</b>	<b>Amount requested</b>	<b>Description</b>
<b>TOTAL</b>		

Will additional funding be needed to produce the event? If so, have you secured the necessary funds? Where do you propose to obtain outstanding funds?

---

---

---

Return to:

San Francisco Parks Trust  
Music in Parks  
501 Stanyan Street  
San Francisco, CA 94117

By email: [partner@sfpt.org](mailto:partner@sfpt.org)  
By Fax: 415-221-5996