

CANALSIDE - VISITOR EXPERIENCE 2012 Assisted Programming Application

Date Submitted:

Contact Information:

Name:	<input type="text"/>	Title:	<input type="text"/>
Organization:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Phone:	<input type="text"/>
E-mail:	<input type="text"/>		

Is your Organization a registered 501(c)(3)? Yes No Pending

If Yes or Pending, please attach proof.

Programming Assistance being applied for:

- General (complete pages 1 - 5 only)
- Story of Buffalo (complete page 1 - 6)
- Special (complete pages 1 - 5 AND page 7)

*Please refer to the Request for Proposals for a description of the programming types and funding available.

Title of Program:

General Description:

Frequency:

<input type="radio"/> Single Day	Preferred Date/Time	<input type="text"/>	Backup Date/Time	<input type="text"/>
<input type="radio"/> Multiple Dates	List Dates/Times	<input type="text"/>		
<input type="radio"/> Weekend	Preferred Date/Time	<input type="text"/>	Backup Date/Time	<input type="text"/>

Date of Programming is critical because:

- Part of a Regional Event held on the requested date
- Significant date for the Organization (Anniversary, Birthday, etc.)
- The date is the reason for the event (Memorial Day, 4th of July, etc.)
- Date/Time are flexible

Provide any additional information on requested dates and/or times:

Location: (Refer to Map)

- Anywhere, our program is flexible
- Everywhere, our program is mobile by its nature
- We request the following land area(s):
 - Naval & Serviceman's Park*
 - Commercial Slip (Green Slope, Ruins, Whipple Bridge, Towpath)
 - Central Wharf (Great Lawn, Boardwalk, Stage/Lawn)
 - Cobblestone Streets (Lloyd, Prime, Hanover and Perry)
- We request to be on the water (Commercial Slip, Buffalo River)

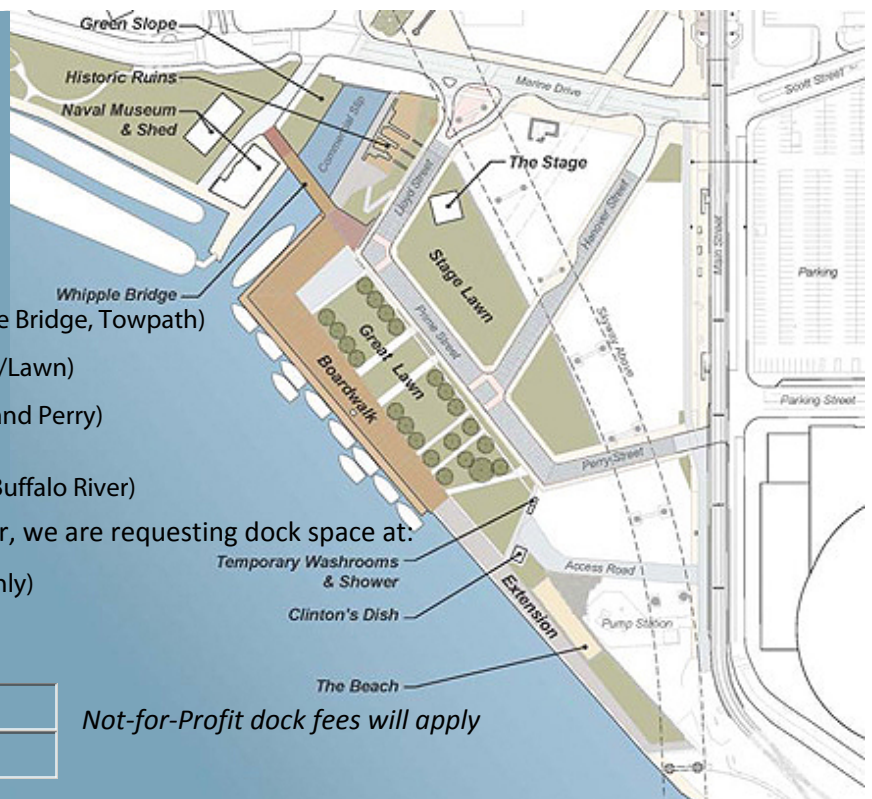
In addition to the program occurring on the water, we are requesting dock space at:

- Commercial Slip (historic or replica vessels only)
- Floating Docks

Number of vessels

Length of vessels (LF)

Not-for-Profit dock fees will apply



Provide specific details regarding the location requested and how you plan to use the space:

* Use of the Naval & Serviceman's Park facilities will require a signed agreement between them and your organization at the time of submitting this application. Any costs associated with the use of these facilities are the responsibility of the organization and will not be covered by Erie Canal Harbor Development Corporation.

Site Amenities Required:

Provide description for each Amenity required of ECHDC

	Stage	
	Sound	
	Lighting	
	Small Tent	
	Large Tent	
	Tables	
	Chairs	
	Additional Bathrooms	
	Additional Security	
	Site Cleanup	
	Temporary Storage	

Others:

Erie Canal Harbor Development Corporation expects to have the following amenities available at Canalside in 2012:

- Stage - 40 ft. x 40 ft. semi-permanent (1 construction trailer is also available as "green room" space).
- Sound and Lighting - can be provided through our vendor but will be "back-charged" to the organization's application.
- Small Tent - up to 6 small tents (10 ft. x 15 ft.) are available at no charge.
- Large Tent - can be provided through our vendor but will be "back-charged" to the organization's application.
- Tables - can be provided through our vendor but will be "back-charged" to the organization's application.
- Chairs - Adirondack chairs are available at no charge. Other types can be provided through our vendor but will be "back-charged" to the organization's application.
- Additional Bathrooms - 2 Mens and 2 Womens washrooms are available on site. Additional port-o-potties can be provided through our vendor but will be "back-charged" to the organization's application.
- Additional Security - Regular security staff maintains the site. Additional security staff can be provided through our vendor but will be "back-charged" to the organization's application.
- Site Cleanup - can be provided through our vendor but will be "back-charged" to the organization's application.

Stage

Boardwalk

Green Slope

Whipple Bridge

Stage/Lawn - Performance

Historic Ruins

Boardwalk Extension/Beach

Great Lawn

Budget:

	Applicant Cost (Check Box if In-Kind)	ECHDC Cost
Qualified Staff (Employees, Actors, Volunteers, etc.)	<input type="checkbox"/>	
Program Development, Training and/or Preparation	<input type="checkbox"/>	
Special equipment, tools and/or consumable supplies	<input type="checkbox"/>	
Marketing, advertising and/or promotional materials	<input type="checkbox"/>	
Site Amenities:		
Sound/Lighting		
Small and/or Large Tent		
Tables and/or Chairs		
Additional Bathrooms		
Additional Security		

APPLICANT Sub-Total

ECHDC Sub-Total*

**This is your Organization's Funding Request*

TOTAL PROGRAM BUDGET

ECHDC Sub-Total <= 50% of TOTAL PROGRAM BUDGET

ECHDC Sub-Total <= Programming Fund Maximum

Refer to RFP for Programming Fund Maximum

We plans to offset our Organization's costs by:

<input type="text"/>	Sponsorships
<input type="text"/>	Selling Concessions (No Alcohol)**
<input type="text"/>	Selling Concessions (Including Alcohol)**
<input type="text"/>	Vendor Fees
<input type="text"/>	Gate/Entrance Fees or Ticket Sales***

** Organizations are made aware that concessions may be prohibited or restricted at certain times at the discretion of ECHDC.

*** ECHDC strongly discourages gate/entrance fees or ticket sales as these programs are receiving public funds. Organizations are made aware that requiring gate/entrance fees or ticket sales may be basis for rejecting this Application.

Attendance:

	2012 Estimated	2011	2010
Children (2-17)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adults (18-64)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seniors (65+)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Our organization completed Programming at Canal Side in 2011
 Our organization completed Programming at Canal Side in 2010

Provide specific details regarding the 2012 Estimates:

Provide specific details regarding the 2011 and 2010 attendance figures:

Insurance Requirements:

Refer to Section IV.D.4 and Exhibit A of the RFP for Insurance Requirements.

These insurance requirements are considered minimums and may be adjusted higher based on the submitted proposal.

Our organization has reviewed the minimum insurance requirements in the RFP and is confident we can provide the same.

General Programming Application Submitted By:

Name: Title:

Signature:

General Programming Application is complete. Stop Here.
Story of Buffalo Programming Application continue to Page 6.
For Special Programming Application complete Page 7.

Title of Program:

Describe how your programming helps tell the Story of Buffalo:

Story of Buffalo Programming Application Submitted By:

Name:

Title:

Signature:

Only Special Programming Applicants complete this page

Title of Program:

Describe the unique and special nature of your programming:

Describe why your programming should occur at Canalside as opposed to another area of the City:

Will your Special Programming attract Regional, National or International attention? Describe.

Special Programming Application Submitted By:

Name:

Title:

Signature: