

GUIDELINES FOR REQUESTING ETHNIC COMMUNITY EVENT FUNDS

Background of the Funds

Intercultural Mutual Assistance Association (IMAA) has decided to provide financial support for ethnic community events that celebrate the diversity of our community and bring people from different cultural backgrounds together.

Purpose of the Funds

The purpose of these funds is to support events that build bridges between cultures. Therefore, all events supported with these funds must be open to the public and provide multi-cultural interaction.

Events to be supported with these funds must fall under one or more of the following categories:

- Events that help preserve traditional culture, customs, or art.
- Events that recognize community members for achievement, community involvement, or setting examples of good citizenship.
- Events that celebrate cultural holidays as a community.
- Events that promote unity among cultures.

Events not supported with these funds include:

- Events that are fundraisers.
- Events that require paid admission.
- Events that take place outside of Olmsted County.
- Events that potentially work against the stated purpose of the funds.

Request Process

1. A written request must be submitted to the IMAA Board of Directors at least **30 days before** the event. The request must include a brief description of the event to be supported, a total budget for the event, and a clear explanation of how IMAA funds will be used. **Submitted along with the request should be a brief description of how the event will help build bridges between cultures.**
2. The request will be presented to the Board at the meeting following the receipt of the written request. If the event has already taken place prior to the meeting, the request will not be considered.
3. At least two representatives from the requesting group must be present at the meeting to answer questions the Board might have about the request. If two representatives fail to attend the meeting, the request will not be considered.
4. Upon approval of the request, a check will be issued **after the event** if **all** of the following are true:
 - The event took place with no incidents of property damage, violence, or other action / activity for which IMAA does not want to assume liability.
 - The Board has been given satisfactory responses to any questions or concerns raised following the event.
 - Receipts for expenses incurred during the planning and organization of the event have been submitted to IMAA.

Amount Limits

Each event can receive up to \$500 of support. One group can request support for more than one event.