



Application for 2026 Juneteenth Celebrations

These funds are made available through the Missouri Department of Economic Development - Division of Tourism. All applicants must meet and follow the Guidelines & Instructions set forth. Applications will be reviewed and scored according to how well they meet the evaluation criteria and serve the mission of the grant.

GENERAL GUIDELINES & INSTRUCTIONS

1. Applications must be submitted by **5:00 p.m. Friday, February, 27, 2026.**
2. Only one event per organization may be funded. **All events must occur during the month of June 2026.**
3. Event funding range is \$500 to \$5,000 and no event will be funded at 100% by grant funds.
4. All events must be held within the Columbia city limits, must comply with all ADA requirements and not be exclusive in regard to attendance. Events must be Free and Open to the Public.
5. Each application will be evaluated and scored by an internal review committee. Funding levels will be based on the total score based on the following scoring criteria: Marketing Plan, Sponsorship Plan, New Event or Existing Event, Educational Component, Cultural Component.
6. All events must comply with the city's [Special Event Permit](#) and/or [Special Parks Use Permit](#) process, if applicable. All city fees will be waived.
7. No event may have as its primary purpose the promotion of a specific candidate, political party or platform.
8. The City of Columbia should be recognized as an event sponsor including but not limited to: logo display on event signage, banners, printed materials, on advertising and marketing pieces, etc. All events receiving grant funds will be marketed by the city with all other Juneteenth events occurring throughout the city.
9. Post Event Summary reports are due 45 days after your event ends. Failure to submit the report within the 45 days or submitting with incomplete information may affect funding of future applications. (See attached form.)
10. If, for reasons beyond your control, you are not able to complete the project for which the original application was submitted, you may submit a request to the City of Columbia to replace the original project with another that is comparable in quality and scope. Failure to complete a project as submitted in the application may have an impact on future funding decisions and allocations. If you have spent a portion of the funds, you are still required to submit copies of invoices and checks with a final report. All unused monies must be returned to the City of Columbia along with an explanation letter.

11. Grant funds cannot be used for salaries or administrative expenses or other monetary compensation to event organization staff.

Applications may be submitted by email to: juneteenthgrant@como.gov, or hand-delivered or mailed to the Columbia Convention and Visitors Bureau, 300 South Providence Road, Columbia, Missouri 65203

QUESTIONS? juneteenthgrant@como.gov

ELIGIBLE EXPENDITURES

1. Venue rental or Usage Fees
2. Event Marketing & Advertising
3. Live Entertainment
4. Event Staging and Clean-up
5. Security
6. Food and Non-Alcoholic beverages
7. Rental fees for Audio & Visual Equipment
8. Audio and Visual Service Fees (photographers/videographers)

NOTE: Funds cannot be used for salaries, administrative expenses or other monetary compensation to event organization staff.

All materials submitted with proposals will become a matter of public record, open to inspection by any citizen, under RSMo Chapter 610.

APPLICATION
FY2026 City of Columbia Juneteenth Celebrations

EVENT NAME:
EVENT ORGANIZER:
EVENT DATE(S): Rain Date, should the event need to be rescheduled:
EVENT TIME(S):
EVENT LOCATION:
Name of Main Contact for Event:
Contact Email:

Please provide answers to the following questions:

1.	Please provide a detailed description of the event, including the event name, dates, location(s), target audience, and key activities.
2.	Is this a new event?
3.	If this is an existing event or an expansion or new component, please briefly describe its history and what is new or changing.
4.	What is the primary purpose of the event, and what outcomes do you anticipate? (For example: community impact, economic impact, educational or cultural benefits.)
5.	What amount of grant funding are you requesting?
6.	Please describe how the requested grant funds will be used. (Be as specific as possible, e.g., marketing, performers, facility costs, etc.)

7.	<p>Will the event take place if grant funding is not awarded?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, but at a reduced scale (If applicable, please explain.)</p>
8.	<p>How do you plan to market and promote the event? (Examples may include social media, print materials, digital ads, radio/TV, etc.)</p>
9.	<p>Have you secured event sponsorships?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress</p> <p>If yes, please describe and attach any relevant sponsorship materials (if available):</p>
10.	<p>Have all required permits, licenses, and approvals been secured or initiated?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress</p>
11.	<p>Does your event have an educational component?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe:</p>
12.	<p>List any other important factors or issues about this event that you feel we should know about.</p>
13.	<p>Is your Organization for-profit, or non-profit? Tell us a little bit about your organization, the size and scope.</p>

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FY 2026 BUDGET
City of Columbia – Juneteenth Celebration Grant
EVENT BUDGET - R E V E N U E S

ORGANIZATION NAME:

EVENT NAME:

	1	2	3
REVENUES	CASH	*IN-KIND <small>should net to zero</small>	TOTAL BUDGET <small>(COLUMN 1+2)</small>
1. Direct Support – Sponsorships, Donations, Fundraising (list cash & In-kind*)	\$	\$	\$
2. Government Support** (city, county, CPS, etc.)			
A. CITY JUNETEENTH GRANT			
B.			
3. Other Misc. (please be specific):			
TOTAL REVENUE	\$	\$	\$

*In-kind good or service	Source of donation	Estimated value
		\$
		\$
		\$

**Name of gov't. support	Source of donation	Estimated value
		\$
		\$
		\$

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FY 2026 BUDGET
City of Columbia – Juneteenth Celebration Grant
EVENT BUDGET - E X P E N D I T U R E S

ORGANIZATION NAME:

EVENT NAME:

EXPENDITURES	City of Columbia Grant Funds	CASH Other	*IN-KIND should net to zero	TOTAL
1. Venue Rental or Usage Fee:				
2. Event Marketing & Advertising:				
Local (in Boone County)				
Outside Boone County				
3. Live Entertainment:				
4. Security:				
5. Event Staging & Clean-up				
6. Food & Non-Alcoholic Beverages:				
7. Rental fee for Audio & Visual Equipment				
8. Other (be specific):				
TOTAL EXPENDITURES				
TOTAL REVENUES (from page ____)				

*In-kind should net to zero

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SIGNATURE/DISCLAIMER

We, the undersigned, hereby certify that we have read and understand the City of Columbia Juneteenth Grant Policies and Procedures and that all information included with our application is true and correct. We do hereby agree to submit all financial documentation regarding grant expenditures as required.

Applicant Authorized Signature

Date

Print Name:

Title:

Email:

Name of Primary Contact & Email: (if different than above):

Legal name of Organization:

Name of Organization President/or Chair of Board:

Address:

Phone:

Email:

Web Site:

Federal ID Number (required):

This organization is: Independently chartered Private Non-Profit

Other (please describe) :

POST EVENT SUMMARY REPORT
City of Columbia Juneteenth Celebrations

RETURN THIS COMPLETED FORM AND REQUIRED ATTACHMENTS TO THE CVB NO LATER THAN 45 DAYS FOLLOWING THE LAST DAY OF YOUR EVENT. Email completed form to: juneteenthgrant@como.gov

Name of Event: _____

Name of Organization: _____

Location of Event: _____

Amount of funding received: _____

How were the funds used? _____

You MUST attach copies of checks issued for payment of services or items, corresponding invoices and any required contracts.

If approved funds exceed the actual cost of the service or item, you must document the variance and return excess funds to the City. If, for any reason, you are unable to purchase an item or service as approved in your Request, you must notify the Columbia Convention & Visitors Bureau and complete a request to substitute another item or service.

Narrative:

1. Describe estimated attendance and method used to calculate.

2. Summarize advertising placed to promote the event (include all placed, trade and in-kind).

3. Describe your general assessment of the event; include strengths, weaknesses and address any concerns or recommendations for changes.

4. Do you have event content or videos that you can share with the city for social media purposes?

Authorizing Official (print name)

Title

Authorizing Official Signature

Date: _____

CITY USE ONLY
Date Received _____
Invoices verified: _____
