

# 2023

# Volunteer Grant Program Application

## SQUARE ROOTS

**APPLICATION DEADLINE: June 23, 2023** Shifts are assigned on a first-come, first-served basis, so please submit at your earliest convenience.

**Festival Dates and Operating Hours:**

Friday, July 7, 5-10pm  
Saturday, July 8, Noon-10pm  
Sunday, July 9, Noon-9pm

**Festival Location:** 4400-4600 N. Lincoln Ave., Chicago  
**Festival Website:** www.SquareRoots.org

Please scan/email the completed form to **Craig@BigBuzzIdeaGroup.com** or mail forms to: **Square Roots Grant c/o Big Buzz Idea Group, 4055 W. Peterson Ave., Ste 105, Chicago, IL 60646**

Applicants must provide all requested information. To participate in the program and qualify for a cash grant, your nonprofit organization must be located in Lincoln Square or primarily serve the Lincoln Square community.

Applicants may initially select a maximum of 2 shifts to fill, provided that the shifts are still available when the committee receives this form. **Applications received by May 26, 2023 will be processed and shifts assigned in order of receipt.** For all forms received after May 26, 2023, a second round of processing will occur on June 2 and any remaining shifts will be assigned on that date.

**ORGANIZATION CONTACT INFORMATION** (Please type or print legibly. Form must be fully completed.)

Organization \_\_\_\_\_

Official Contact (President, Chairman, Executive Director, etc.) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_

Email Address (REQUIRED) \_\_\_\_\_

Grant check made payable to (if different from above) \_\_\_\_\_

**VOLUNTEER COORDINATOR CONTACT INFORMATION**

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (REQUIRED) \_\_\_\_\_ Phone \_\_\_\_\_

**ABOUT THE ORGANIZATION**

What year was the organization founded? \_\_\_\_\_

Has your organization participated in a prior Square Roots Volunteer Grant?  Yes  No

Specifically describe how the organization intends to utilize the cash grant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Over)



PRESENTED BY

PRODUCED BY

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## HOW THE ORGANIZATION CAN PARTICIPATE:

What is the estimated number of adult volunteers (over 21) that your organization can commit? \_\_\_\_\_

What is the estimated number of youth volunteers (under 21) that your organization can commit? \_\_\_\_\_

Of the ten (10) available shifts, please choose the preferred time slot(s) that you will fill with at least 10 volunteers:

_____ Friday early/setup	_____ Saturday early	_____ Sunday early
_____ Friday mid	_____ Saturday mid	_____ Sunday mid
_____ Friday late	_____ Saturday late	_____ Sunday late
		_____ Sunday teardown

In the event that your preferred shift selection(s) is already taken, please rank the following shift choices from most (1) to least (10) favorable, or leave blank any shifts you do not want.

_____ Friday early/setup	_____ Saturday early	_____ Sunday early
_____ Friday mid	_____ Saturday mid	_____ Sunday mid
_____ Friday late	_____ Saturday late	_____ Sunday late
		_____ Sunday teardown

## SHIFT INFORMATION

<b>FRIDAY, JULY 7</b>	SET UP	(1) 11:00am-2:00pm	(2) 2:00-5:00pm	_____
	GATE	_____	(3) 4:00-7:30pm	(8) 7:00-10:00pm
	ID LINE	_____	(4) 4:30-7:30pm	(9) 7:15-CL
	BEVERAGE	_____	(5) 4:30-7:30pm	(10) 7:15-CL
	TICKETS	_____	(6) 4:30-7:30pm	(11) 7:00-CL
	FLOATER	_____	(7) 4:30-7:30pm	(12) 7:15-CL
<b>SATURDAY, JULY 8</b>	GATE	(13) 11:15am-3:00pm	(18) 2:30-6:30pm	(23) 6:00-10:00pm
	ID LINE	(14) 11:30am-3:00pm	(19) 2:30-6:30pm	(24) 6:00pm-CL
	BEVERAGE	(15) 11:30am-3:00pm	(20) 2:30-6:30pm	(25) 6:00pm-CL
	TICKETS	(16) 11:30am-3:15pm	(21) 2:45-6:30pm	(26) 6:00-10:00pm
	FLOATER	(17) 11:30am-3:00pm	(22) 2:30-6:30pm	(27) 6:00-CL
<b>SUNDAY, JULY 9</b>	GATE	(28) 11:15am-2:30pm	(33) 2:00-5:30pm	(38) 5:00-8:30pm
	ID LINE	(29) 11:30am-2:30pm	(34) 2:00-5:30pm	(39) 5:00pm-CL
	BEVERAGE	(30) 11:30am-2:30pm	(35) 2:00-5:30pm	(40) 5:00pm-CL
	TICKETS	(31) 11:30am-3:00pm	(36) 2:30-6:00pm	(41) 5:30-9:00pm
	FLOATER	(32) 11:30am-3:00pm	(37) 2:30-6:00pm	(42) 5:30-9:00pm
	TEAR DOWN	_____	_____	(43) 8:00-11:00pm

Completed by (printed name) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_