

# City of Fort Myers, Florida



Office of Management and Budget  
Tel: 239-321-7187

April 6, 2022

Greetings!

The City of Fort Myers recognizes the importance of Special Events and strives to support them through the awarding of City provided services to qualified 501C3 organizations. Such City provided services include, but are not limited to, trash pickup, police services, permits, barricades, signage and facility rental. This Special Event Grant can only be used for events held on or in City-owned and operated facilities, parks and streets.

Accompanying this letter, you will find the following information:

- Special Event Grant Application which includes application instructions and process, required supporting documentation and submittal information
- City Staff Contact Information
- Important Dates and Deadlines regarding the Special Event Grant Application
- Disclaimer acknowledging you understand the requirements and due dates associated with this Special Event Grant Application

The above-mentioned information will also be posted on the City website [cityftmyers.com](http://cityftmyers.com).

**It is important that all information on the Special Event Grant Application be filled out completely. The awarding of grant funding for city provided services is based on a points system for seven categories which are found below.**

<u>CATEGORY</u>	<u>MAXIMUM POINTS AWARDED</u>
Event Provides Educational Opportunities	5
Event Provides Recreational Opportunities	5
Event Provides Cultural Opportunities	5
Event Attendance	15
# of Years Events Occurred	15
# of Years Event Received Funding	15
Funding Reliance upon City Grant	40

For those applicants who need assistance in completing the Special Event Grant Application, we are providing one-on-one consultations on an as needed basis. For assistance or to arrange a consultation, please contact Susan Maurer, Fiscal Analyst at [smaurer@cityftmyers.com](mailto:smaurer@cityftmyers.com) or by telephone (239) 321-7187.

**The deadline to submit the Special Event Grant Application and supporting documentation is 3:00 pm on Friday, May 27, 2022. Documents are to be submitted to the Receptionist at City Hall, 2200 Second Street, Fort Myers, FL 33902.**

Regards,

Susan L. Maurer, Fiscal Analyst

# City Of Fort Myers

## SPECIAL EVENT GRANT APPLICATION

**APPLICATION DEADLINE: May 27, 2022**

Event Period 10/1/22 – 9/30/23

### Purpose

- To provide Recreational, Cultural and Educational opportunities and foster a sense of belonging and collective identity among residents.
- To provide event related economic support for not-for-profit organizations and provide opportunities for the development of tourism.
- To provide assistance to events through the awarding of City provided services. ***Such services include, but are not limited to, trash pickup, police services, permits, barricades, signage and facility rental.***

### Type of Grant

City of Fort Myers Special Event Grant provides **limited funds** for City services. This grant can only be used for events held on or in City owned and operated facilities, parks and streets. Any awarding of grant funds is non-transferrable.

### Funding

Upon grant approval, requestor will be notified in writing by the City of Fort Myers. Approved funds will be transferred directly to the appropriate facility and/or park department. Requestor is responsible for all contractual and financial obligations stipulated in the facility / park rental contract including deposits and payment schedules. Approval of this grant request does not allow requestor any special privilege within the facility and/or park. All City department rules, regulations and ordinances will be enforced.

### **Please print:**

Organization Name \_\_\_\_\_

Event Name \_\_\_\_\_



## City of Fort Myers Special Event Grant Application

Annual Grant Application Deadline is: **May 27, 2022** for all events being held between October 1, 2022 - September 30, 2023.

### APPLICATION INSTRUCTIONS:

Organizations applying for funding for City services for an event from the City of Fort Myers must complete the attached proposal form. Due to the supporting documentation that must accompany grant applications, faxed or e-mail copies will not be accepted. **Please do not enclose the application in any sort of cover or binder.** Do not include any materials other than those specifically requested. All organizations must submit a separate application for each event in which funding is being requested. **Please contact Office of Management and Budget at (239) 321-7187 with any questions.**

### EVALUATION

The City of Ft. Myers and its affiliates are interested in the impact of its grants on area non-profit organizations and the community. Along with the current years grant application, all previous grant recipients are required to provide the City with a status report of the previous year's event showing the success of the event. The report should include all marketing material which lists the City as an event sponsor.

### APPLICATION PROCESS

1. Organizations must complete the approved City of Fort Myers Special Event Application Grant Form that is attached to this document.
2. **If an organization is applying for a Special Event Grant for more than one event, a Special Event Grant Application must be submitted for each event with individualized, specific information presented as it relates to the event.**
3. The awarding of a Special Event Grant for City provided services does not guarantee that the event will be authorized by the City of Fort Myers staff to take place.
4. Organizations must receive and attach a current year cost estimate from the respective City departments whose fees are being requested to be waived.
5. Organizations are responsible for any deposits and contracts that need to be completed to hold the requested event date. Submission of this grant request does not ensure date availability for requested City space or staff.
6. **Organizations must complete and submit both the Special Event Application and the Special Event Grant Application along with requested supporting documentation by the established deadline. Late and incomplete submissions will be penalized; jeopardizing the amount of funding for City services received. Applications received after 3 business days of the deadline will not be accepted.**
7. If an organization applied for a grant in the previous year and did not use the grant, five (5) penalty points will be applied to the current grant application.
8. The City of Fort Myers will notify the requesting Organization of the award in writing after approval by City Council of the fiscal budget.
9. Upon approval, the Organization will be responsible for contacting respective City facilities, park and/or staff to coordinate the event.
10. Once the Special Event Grant has been awarded, should an organization owe money to the City of Fort Myers for a previously held event, the grant becomes void until payment in full is received by the City of Fort Myers.
11. Organizations must submit to the City of Ft. Myers a status report showing the City of Fort Myers listed as an event sponsor along with other information showing the success of the previous years' event.
12. Funds for City services are transferred between City departments and are not sent directly to applicant upon award. The City reserves the right to reduce and/or eliminate the Grant award amount if the event format changes after approval and before the actual event takes place.

SUBMIT APPLICATION TO:

- Please submit one stapled original labeled "Master Application" of the completed application and supporting documentation prior to the deadline to:
  - The Receptionist at City Hall (first floor) **on or before May 27, 2022- 3PM** or mail applications and supporting documentation to City of Fort Myers, Attention: Susan Maurer, PO Box 2217, Fort Myers, FL 33902. **Documents must be received by the May 27, 2022- 3:00 PM deadline.**
  - **Incomplete or late applications will be penalized; jeopardizing the amount of funding received for City services. Applications received after 3 business days of the deadline will not be considered for funding.**
  - **Organizations that owe money to the City of Fort Myers for previous events must pay that amount in full by May 26, 2022 to qualify for the current year Special Events funding for City services.**



## City of Fort Myers Special Event Grant Application

### I. ORGANIZATIONAL INFORMATION

Organization Name \_\_\_\_\_

Executive Director \_\_\_\_\_

Headquarters Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

### II. EVENT INFORMATION

Event Name \_\_\_\_\_

Event Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Total Organization Budget (current) \_\_\_\_\_ Total Event Budget (Including Facility Fees) \_\_\_\_\_

Grant Amount Requested from City \_\_\_\_\_

Was funding requested from the City last year? YES / NO

# of years the event received City funding for services \_\_\_\_\_

# of years event is in existence \_\_\_\_\_

Other Sources of funding – Total \$ amount of other funding \_\_\_\_\_

Attendance Projected \_\_\_\_\_  Local  Out of town  Both

Event Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Is the Event Educational (Enlightening), Recreational (Activity), or Cultural (Community/Tradition)? Check ALL the boxes that apply to the Event and explain why.

Educational

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Recreational

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Cultural

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City Facility /Services / Park / Road To Be Used For Event \_\_\_\_\_

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Brief Description and Explanation of Proposed Event \_\_\_\_\_

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### III. PROGRAM/PROJECT NARRATIVE

Please submit a typed event narrative of no more than three (3) pages. Following the outline below (Section A. B. and C.), please answer each question directly. Avoid using initials and abbreviations. Please use readable font size (10 or greater) and style. **Incomplete or late applications will be penalized; jeopardizing the amount of funding for City services received. Applications received after 3 business days of the deadline will not be considered for funding for City services.**

#### A. ORGANIZATION BACKGROUND

- Organization's history, mission and goals
- Number of years' organization has been active in Lee County/ Fort Myers
- Number of years' organization received City Special Event Grant
- Organizational relationships & collaborative efforts with other local arts/attractions and charitable organizations
- Board of Directors' role in the management and guidance of your organization
- Specific City need for this event and the significance of this need

#### B. FUNDING REQUEST

- Briefly describe the event to be funded and its objectives
- Explain the anticipated benefits to both the organization and the City
- What steps will you take to implement and market the event?
- What other sources of funding does this event have? What is the \$ amount?
- Describe additional fund-raising efforts being implemented for the event
- What marketing and promotional benefits will the City receive?
- How will the event be sustained financially beyond the current year?

#### C. EVALUATION

- What results do you expect to achieve from the event?
- What worked well; what improvements do you anticipate making?
- How will you measure the anticipated result/outcome?

IV. SUPPORTING DOCUMENTATION

Please submit **one hardcopy** of the required supporting documentation noted below **in addition to the original** "master application":

- List of Board of Directors including name, address and affiliation
- Current year event budget
- Event cost estimate from applicable City facility, park or department.
- Organization's current operating budget
- Copy of the most recent financial statement
- Organizational chart showing the chain of command of your organization
- Copy of IRS Letter of Determination showing tax-exempt 501 (C) 3 status

V. SPECIAL EVENT APPLICATION

Requesting organization must complete and submit a copy of the City of Ft. Myers Special Event Application, which can be requested through the Recreation department.

*The undersigned acknowledges that the information in this application and supporting documents are true to the best knowledge of the undersigned and that such is being relied upon by the City of Fort Myers for the purposes of determining whether funds will be approved for the applicant's use within the City Facilities, Parks and streets. If funds for City services are approved, applicant agrees to take all steps to furnish information and reports necessary to the City of Fort Myers staff in a timely manner.*

\_\_\_\_\_  
Name of Executive Director (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## DISCLAIMER

By signing below, you acknowledge you understand the requirements, responsibilities and dues dates associated with the City of Fort Myers Special Event Grant Application.

\_\_\_\_\_ Signature

\_\_\_\_\_ Organization Represented

\_\_\_\_\_ Date

Should you require assistance completing the Special Events Grant Application, please indicate below along with your contact information at least two weeks prior to the grant due date so that City staff can arrange a meeting.

\_\_\_ Yes, I am requesting a consultation with City Staff to review the Special Event Grant Application. I can be reached at \_\_\_\_\_

Return this Disclaimer with your Special Event Grant Application. However, if you are requesting a consultation with staff, please scan and e-mail this form to Susan Maurer ([smaurer@cityftmyers.com](mailto:smaurer@cityftmyers.com)) at least two weeks prior to the May 27, 2022 deadline.

# City of Fort Myers Special Event Grant Application – City Staff Contact Information

Brian Craig– 239-321-7529 <a href="mailto:bcraig@cityftmyers.com">bcraig@cityftmyers.com</a>	Rental fees for City parks, City stage, assistance with completing the application, submission point for grant
Jose Parrilla – 239-707-8988 <a href="mailto:jparrilla@cityftmyers.com">jparrilla@cityftmyers.com</a>	Parks clean up services, dumpsters, fence/barricade installation
Officer Steve Gruber – 239-321-7700 <a href="mailto:sgruber@fmpolice.com">sgruber@fmpolice.com</a>	Police services
Dawn Miller – 239-321-7453 <a href="mailto:dmiller@cityftmyers.com">dmiller@cityftmyers.com</a>	Road closures and other costs associated with closing a roadway
Rick Reynolds– 239-321-7356 <a href="mailto:rreynolds@cityftmyers.com">rreynolds@cityftmyers.com</a>	Tent inspections, fire inspections and other costs associated with a site inspection
James Hayden – 239-321-7311 <a href="mailto:JHayden@cityftmyers.com">JHayden@cityftmyers.com</a>	Fire Emergency Services
Susan Maurer – 239-321-7187 <a href="mailto:smaurer@cityftmyers.com">smaurer@cityftmyers.com</a>	Special Event Grant Application assistance/one-on-one consultation, general questions

# City of Fort Myers Special Event Grant Application Important Dates

Friday, April 15, 2022	Grant application on <a href="http://www.cityftmyers.com">www.cityftmyers.com</a>
Monday through Thursday (May 2 through May 26)	Questions – Contact Susan Maurer at (239) 321-7187 or <a href="mailto:smaurer@cityftmyers.com">smaurer@cityftmyers.com</a>
Thursday, May 26, 2022	Previous held Special Events must be paid in full to the City of Fort Myers.
Friday, May 27, 2022 (3:00 PM – Receptionist at City Hall)	Special Event Grant Application Deadline
October 2022	Notification of Grant award
October 1, 2022 - September 30, 2023	Special Event Timeframe Applicable for Grant