

## City Of Fort Myers

# SPECIAL EVENT GRANT APPLICATION

Event Period 10/1/13 – 9/30/14

### 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 and facility rental.

### Type of Grant

City of Fort Myers Special Event Grant provides limited funds for the facility and equipment rentals associated with events held in City facilities, parks and streets. This grant can only be used for events held on or in City owned and operated facilities, parks and streets.

### Funding

Upon grant approval, requestor will be notified in writing by the City of Fort Myers and will be responsible to provide a copy of the approval letter to the appropriate City facility or Park Manager. 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.



## City of Fort Myers Special Event Grant Application

Annual Grant Application Deadline is: **June 7, 2013** for all events being held between October 1, 2013 - September 30, 2014.

### APPLICATION INSTRUCTIONS:

Organizations applying for funding 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 agencies must submit a separate application for each event in what funding is being requested.

### 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 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 collateral, which lists the City as an event sponsor.

### APPLICATION PROCESS

1. Organizations must complete an approved the City of Fort Myers Special Event Application Form attached to this document.
2. Organizations must receive and attach a cost estimate from the respective City departments whose fees are being requested to be waived.
3. Organizations is responsible for any deposits and contracts that need to be completed in order to hold the requested event date. Submission of this grant request does not ensure date availability for requested City space or staff.
4. **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 not be permitted.**
5. The City of Fort Myers will notify the requesting Organizations of the award in writing after approval by City Council of the fiscal budget.
6. Upon approval, Organizationals will be responsible for contacting respective City facilities, park and/or staff to coordinate the event and will be requested to provide a copy of the "Approval Letter" to the various departments.
7. Organizations must submit to the City of Ft. Myers a status report showing City of Fort Myers listed as an event sponsor along with other information showing the success of the event.
8. Funds are transferred between City departments and are not sent directly to applicant upon award. City reserves the right to reduce Grant award amount if the event format changes after approval and before the actual event takes place.

### SUBMIT APPLICATION TO:

- Please send one stapled original labeled "Master Application" and five stapled copies of the completed application and event narrative to:
  - **City of Fort Myers, Attention: Recreation Department, PO BOX 2217, Fort Myers, FL 33902**
  - **All applications must be received by the Recreation Department on or before June 7, 2013**
  - **Incomplete or late applications will not be considered for funding.**
  - **Organizations that owe money to the City of Fort Myers for previous events must pay in full in order to qualify for the current year Special Events funding.**



## 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 Contact Person \_\_\_\_\_

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

Total Agency/Organization Budget (current) \_\_\_\_\_

Total Event Budget (Including facility fees) \_\_\_\_\_

Grant Amount Requested From City \_\_\_\_\_

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Was funding requested from City last year? Y / N

Was funding approved from City last year? Y / N

Amount of approved City funding last year

\$ \_\_\_\_\_

Other Sources of funding and related \$ amount for this years event

\$ \_\_\_\_\_

III. PROGRAM/PROJECT NARRATIVE

Please submit a typed event narrative of no more than three (3) pages. Following the outline below, 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 not be considered for funding.**

A. AGENCY/ORGANIZATION BACKGROUND

- Organization’s history, mission and goals
- Number of year’s organization has been active in Lee County/ Fort Myers
- Organizational relationships & collaborative efforts with other local arts/attractions and charitable agencies
- Board of Directors’ role in the management and guidance of your agency
- 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?
- 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?
- How will you measure the anticipated result/outcome?

IV. SUPPORTING DOCUMENTATION

Please submit five copies of the required documentation plus the original “master” with your 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.

Please submit one copy of the following with your “master” application:

- Organization’s current operating budget
- Copy of the most recent financial statement
- Organizational chart showing the chain of command of your agency
- Copy of IRS Letter of Determination showing tax-exempt 501 (C) 3 status
- Documentation showing Non-Profit 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. In the event that funds 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