

Sanford Community Redevelopment Agency

Special Event Grant Program Criteria

The Sanford Community Redevelopment Agency (SCRA) will periodically post Notices of Funding Availability (NOFA) for Special Events. Applications for a grant from the SCRA will be considered **only** when the Special Event Program is open and as specifically outlined in the NOFA.

Funding for all SCRA Special Event Grants is discretionary and limited to City Costs **ONLY**. Funds are not guaranteed in any way and applicants should not rely upon grant funding unless the SCRA Board specifically approves the Special Event Grant request. The SCRA Board will consider Special Event Grant Applications while funding is available, and for those applications that meet the below listed criteria **ONLY**.

Minimum Event Qualification Criteria: Special Events must meet all of the following criteria to qualify for consideration of a SCRA Special Event Grant.

1. **ONLY** City Costs are eligible for SCRA Special Event Grant funding. NOTE: If approved, SCRA will pay City Costs directly **ONLY** if the applicant applies with sufficient time to be approved at least 45 days in advance of the event. Otherwise, applicant will be responsible for the City Costs up front and SCRA will consider the application as a request for reimbursement.
2. The Special Event Grant is available for special events that have been established not more than three (3) years prior to the date of the application.
3. The event must be determined by the SCRA to have a positive impact to the SCRA Area.
4. The event must be held within the Sanford Community Redevelopment Area.
5. The event must be demonstrated to directly contribute to CRA objectives including, increasing business activity in the Downtown Sanford area.
6. The event must be held within the fiscal year of the funding requested. (The SCRA fiscal year runs from October 1 through September 30 of each year.)
7. The event must be open to all members of the community.
8. The event must be demonstrated to bring a minimum of 500 attendees/registrants to the SCRA.
9. Preference will be given to applications with a focus on special events held at Fort Mellon Park, the Civic Center, and Seminole Boulevard areas.
10. Applicants must have applied for a City of Sanford Special Event Permit or have a determination from City of Sanford staff that a City of Sanford Special Event Permit is not required.

Application Requirements: The grant application must be submitted in writing by the 15th of each month and contain at least the following information to be reviewed by the SCRA. Incomplete applications will NOT be placed on the agenda.

1. Cover letter from Applicant explaining the event, its mission, its goals, its positive impact on the Area, and the specific amount of funding requested.

2. The City's cost estimate must accompany the cover letter and support the related funding requested.
3. A completed application signed by an authorized agent (incomplete applications will be declined) including all the information requested therein.
4. Event budget with sources and uses of funds (list sponsors, ticket sales, etc.)
5. Marketing plan (outlining how the event will be promoted, advertised, etc.)
6. Sponsorship benefits for the SCRA and the City of Sanford.

Process: Grant application forms are available at the SCRA website or in person at the Sanford Information Center, CRA office, 230 East First Street, Sanford, Florida, 32771.

1. Applications are due by the 15th of each month. It is the responsibility of the Applicant to submit their grant request in time to be processed and approved by the SCRA at least 45 calendar days in advance of any special event. Otherwise, the request will be considered a reimbursement request rather than a direct payment request.
2. If approved, all insurance requirements and required permits must be obtained in accordance with the City's Special Event Permit criteria. Applicant will be required to provide a certificate of insurance for the required insurance coverage naming the City of Sanford and SCRA as additional insureds and certificate holders.
3. Post Event Reports are required to be provided to the SCRA within 60 days after the event takes place. Post Event Report forms are available at the SCRA website or in person at the Sanford Information Center, CRA office, 230 East First Street, Sanford, Florida, 32771.
- 4. Grant awards are limited to City Costs ONLY.**
5. All grants are conditioned on required approvals from all governing bodies with jurisdiction.
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Questions should be directed to Pamela Lynch, SCRA Executive Director at 407-562-2820 or via email at pamela.lynch@sanfordfl.gov.

Signed: _____ Date: _____

Completed applications and accompanying documents should be mailed or hand delivered to:

Pamela Lynch, SCRA Executive Director, Sanford Community Redevelopment Agency, 230 East First Street, Sanford, FL 32771



CITY OF
SANFORD
COMMUNITY REDEVELOPMENT AGENCY

Special Event Grant Application

Application Date: _____

Amount Requested \$ _____

NAME OF EVENT _____

DATE OF EVENT _____

Applicant/Organization Name:

Applicant/Organization Address:

Contact person for Application: _____

Applicant Phone Number _____

Applicant Email _____

1. Describe the event including the specific location, target audience, mission, goal, and objectives.

2. How many attendees are expected? _____

3. Describe how this event will have a positive economic impact on the SCRA Area and how you plan to show evidence of this impact.

4. How will the SCRA and City of Sanford be recognized?

5. Please attach the following.

- a. Event Budget
- b. Sources and Uses of funds (Sponsors, Ticket Sales, etc.)
- c. Marketing Plan (flyers, advertisement etc.)
- d. City Costs Estimate issued by the City of Sanford.
- e. Signed copy of the program criteria.
- f. Any other information you would like the SCRA to consider.

CERTIFICATION

I, the undersigned, being a duly authorized representative of the Applicant herein named, and acting herein for and behalf of each Applicant, do hereby certify as follows (i) I have been duly authorized by the Applicant to make and submit this application and certification, (ii) the information contained herein and supplied by the Applicant in support of this application is accurate and complete in all material respects; and, if selected for funding, the Applicant will enter a grant funding agreement with the Sanford Community Redevelopment Agency before the event occurs.

DATE

BY

NAME

TITLE

Completed applications and accompanying documents should be mailed or delivered to:

Pamela Lynch, Executive Director, Sanford Community Redevelopment Agency,

230 East First Street, Sanford, FL 32771