



SPECIAL EVENTS ASSISTANCE PROGRAM

Deadline: March 15, 2012

For Events Held: April 1, 2012 – September 30, 2012

OVERVIEW:

The Special Events Assistance program is designed to help non-profit organizations produce a variety of activities, which must be held in Coconut Creek. This unique program offers groups assistance to help get their events underway. Funding may be in the form of in-kind services, grants, or reimbursable loans.

WHAT IS A SPECIAL EVENT?

A Special Event is an activity developed by community non-profit groups around a specific theme that draws participants from inside and outside the City. The event should draw on volunteer resources to plan, organize and manage the event. Salaries are not covered, although professional fees for speakers or entertainers may be considered.

By providing such support, our intention is to encourage many worthwhile cultural, educational, health, environmental and business promotions, which otherwise might not be hosted in the community.

An event should contribute to the City's image as a premier residential and business community in South Florida. The event's theme and activities should reinforce the predominant social values in the community and provide the type of desired programs that reflect the community's diverse interests. A Special Event is expected to showcase the City's facilities and resources while providing an economic boost to restaurants and the retail community, if possible.

Special events are grouped into four broad categories:

- **Cultural Events** includes such areas as theater, music, dance and art in a variety of forms, all responding to the community's diverse interests.
- **Parks & Recreation Events** will create an active environment that may include play, exercise, amusements and sports.
- **Educational Events** brings different ethnic, cultural, health and environmental groups together by providing programs of common interest.
- **Business Promotional Events** showcase the existing business community and the potential business opportunities available.

TERMS AND CONDITIONS:

The Special Events Funding Program is administered two times during each fiscal year.

- First round of assistance is offered in September for events held during the first six (6) months of the fiscal year (October 1 through March 31) with funds disbursed after October 1.

- Second round of assistance is offered in March for events to be held during the second segment of the fiscal year (April 1 through September 20), with funds disbursed after April 1.

Groups requesting assistance under this program must apply by the deadline specified on the application form. If assistance is approved, the applicant will be required to sign an agreement with the City agreeing to the terms and conditions for funding, along with their application. Applicants must provide:

- A proposed budget (on enclosed form)
- Proof of current non-profit certification with tax-exempt status

EVALUATION PROCEDURE:

All applications will be evaluated based on how the event aligns with one or more of the City's Strategic Initiatives as addressed in the City's Vision 2020 Assembly process including facilitating greater interaction amongst residents in the community, enhancing resident educational opportunities, and promoting a positive environmental image of the City.

All applications will be reviewed by a City Evaluation Committee appointed by the City Manager. Some interviews may be conducted with the applying organization. A representative from the Evaluation Committee may attend and evaluate each event funded.

LIMITATIONS:

- Organizations may apply for only one loan or grant per event. Organizations may submit applications for more than one event per fiscal year, provided the events are completely separate, with a different set of activities and budget.
- Organizations that have failed to meet a reimbursement obligation in previous years will not be eligible for future consideration until all prior obligations have been fulfilled.
- Salaries or benefits are not permitted to be part of the anticipated expenditures for the event.
- There is a three-year maximum limit on grants per special event. The event is expected to grow and expand substantially over each succeeding year.
- It is not the intention of this program to monetarily fund regularly scheduled annual events in the community or to provide interest-free loans for fundraising activities and charities.

DEADLINE FOR APPLICATIONS:

The deadline for submitting applications is 5:00 p.m. on Thursday, March 15, 2012. This is the second round of funding for the 2011-2012 fiscal year. All dates are subject to change.

Applications should be submitted to:

Special Events Funding Program
Attn: Yvonne Lopez
Community Relations Manager
4800 West Copans Road
Coconut Creek, FL 33063
954.973.6722



SPECIAL EVENTS ASSISTANCE PROGRAM APPLICATION

Submission Deadline: March 15, 2012 (for events held April 1, 2012-September 30, 2012)

1. Event Title: _____

2. Date/Place of Event: _____

Has the facility been reserved? Yes No

3. Name of Organization: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Mailing Address: _____

4. Brief Description of Event/Approximate Number of Attendees: _____

5. Chief Administrative Officer/President _____

Phone: _____ Fax: _____ E-mail: _____

6. Attach non-profit certification (tax-exempt status) and Certificate of Incorporation as a business in the State of Florida.

Attached: Yes No

7. Bank affiliations: _____

8. Total requested: _____

9. Sources of funds for hosting above event from other sources, i.e. cash, in-kind services, donations, grants, etc. _____

10. What is your overall plan to accomplish your goal?

11. What is your marketing plan?

12. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded?

13. Explain how your event ties in with one or more of the City's Strategic Initiatives as stated in the Evaluation Procedure:

14. What exactly will the grant cover?

Note: You may attach additional pages, if needed.

**PROPOSED EVENT BUDGET
CITY OF COCONUT CREEK
SPECIAL EVENTS ASSISTANCE PROGRAM**

Name of Organization: _____

Name/Date of Event: _____

ANTICIPATED REVENUES

Your Organization's Contribution: \$ _____
Additional Revenue Sources:
Ticket Sales: _____
Donations, Sponsorships & Contributions: _____
Other - (List): _____
Total Anticipated Revenue: \$ _____

ANTICIPATED EXPENDITURES

Advertising and Publicity: \$ _____
Equipment Rentals: _____
Facility Rental: _____
Insurance: _____
Lodging: _____
Security/Police: _____
Printing: _____
Postage: _____
Supplies & Materials: _____
Professional Fees: _____
Technical Equipment Expenses: _____
Travel and Transportation: _____
Other: _____

Total Anticipated Event Expenditures: \$ _____

Amount of Grant Funds Requested: \$ _____

Disallowed Expenses:
Salaries & Permanent Equipment

We hereby certify that all figures, facts and representations made in this statement are true and correct to the best of our knowledge.

Chief Administrative Officer: _____
Signature: _____ Date: _____

Chief Financial Officer: _____
Signature: _____ Date: _____



BRIEF GUIDELINES

CITY OF COCONUT CREEK SPECIAL EVENTS ASSISTANCE PROGRAM

- 1) Please read the application thoroughly before filling it out.
- 2) Groups applying for financial or in-kind assistance must have their event within the City limits.
- 3) Be sure to attach a copy of your non-profit certification (tax-exempt status) and certificate of incorporation as a business in the State of Florida.
- 4) Once the Review Committee has approved the assistance, you will be notified of the outcome.
- 5) The check, if financial assistance is provided, will be mailed directly to the organization after April 1, 2012.
- 6) We must adhere to the deadline of (DATE), (TIME) for submitting applications for this Round of assistance.
- 7) The City must receive a copy of Board minutes stating the fact that the event took place and the profit amount.
- 8) If you do receive assistance from us, you will be expected to provide us with two complimentary tickets to your event so that a committee member and guest can attend and evaluate your program.

Mail or bring the completed application to:

Coconut Creek City Hall
Attention: Yvonne Lopez
Community Relations Manager
4800 West Copans Road
Coconut Creek, FL 33063

If you have any questions, please call Yvonne Lopez at 954.973.6722.



Special Events Assistance Program

In-Kind Wish List

Equipment	Value Per Item	Amount Needed	Total Value
Chair	.90		
Generator (5 KW-small)	\$255		
Generator (35 KW-medium)	\$555		
Generator (150 KW-large)	\$905		
Indoor/Outdoor Promotional Activity Permit Application	\$50		
Light Tower (4 lights/4000 watts)	\$380		
Shelter/Pavilion <ul style="list-style-type: none"> • Cypress, Donaldson, Winston Park Nature Center • Sabal Pines 	<u>Residents</u> \$35/M-F \$60/wknds <u>Non-Residents</u> \$60/M-F \$100/wknds <u>Residents</u> \$100/M-F \$200/wknds \$100 - security <u>Non-Residents</u> \$150/M-F \$250/wknds \$100 - security		
Show Mobile	\$1,500		
Sports Field	\$20/day \$35/night		
Table (6-foot)	\$8		
Table (8-foot)	\$8		
Table Cloth (120-foot)	\$10		
Tent (30X30)	\$795		
Tent (20X20)	\$520		
		Grand Total	

Labor costs for delivery and set up of equipment (tables, chairs...) and facility attendant for restrooms may apply at an additional charge of \$26 per hour per person.

Police and Fire Services will be charged separately and will not be covered by the Special Events Assistance Program.