

SPECIAL EVENT GRANT PROGRAM**INFORMATION AND GUIDELINES****General Information**

The City of Ventura offers **Special Event Grants** to event organizers who stage festivals and events in our city that activate public space and increase visitor spending. Grants cover all, or a portion of, City of Ventura Special Event Permit fees.

Events must occur: July 2019 – June 2020

Available grant funding: Up to \$10,000 will be awarded in July

Maximum grant amount: \$2,000 per applicant

To qualify, applicants must be either a:

1. Ventura-based nonprofit or
2. Agency partnering with a Ventura-based nonprofit

Awards will be based on the following:

- Quality of event as demonstrated by event description and history of previous events (25%)
- Feasibility and administrative oversight (25%)
- Economic impact and potential to attract visitors (25%)
- Benefits to the local community (25%)

DEADLINE:

Applications are due: Monday, June 3, 2019 by 5 pm

Submit applications by mail or hand deliver to:

Ventura City Hall
c/o Community Partnerships Supervisor, Steven DeFratus
501 Poli St - Room 226
Ventura, CA 93001

PLEASE NOTE:

- **Incomplete applications will not be considered for funding.**
- Grant applicants must complete and submit a separate "Special Event Permit Application" at least three months prior to the scheduled date of the event.

Questions?

Contact: Community Partnerships Supervisor Steven DeFratus
Email: sdefratus@cityofventura.ca.gov
Phone: 805-658-4732
www.cityofventura.ca.gov/744

Application Guidelines

Special Event Grant application requirements include:

1. Applicant information (name, address, etc.)
2. Current City of Ventura business license number
3. **Detailed description of event**, including location, target audience and marketing plan
4. **Event budget (projected revenues and expenses)**
5. Estimated resident attendance
6. Estimated room nights and spending generated by the event (include past data, if available)
7. Requested grant amount – calculate from a breakdown of the estimated permit fees:
 - New applicants may find these fees on the separate Special Event Permit Application
 - Returning applicants may base their estimate on previous year's paid Special Event Permit Fees
 - All applicants should check current fee schedule as some special event permit fees may have changed
8. Applicants who are NOT a nonprofit must also complete and submit a separate "Nonprofit Partner Commitment Form"
 - Eligible nonprofits are charities or social service agencies with 501 (c) 3 status and may include such community partners as the Ventura Visitors and Convention Bureau (VVCB), Downtown Ventura Organization (DVO), Ventura Chamber of Commerce, Ventura County Fair Board and the eight district Ventura Community Councils.
 - Nonprofit must be based in and have a City of Ventura address.
9. Optional: include materials from past events (if applicable)

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Funding Application

Application for special event taking place: **July 2019 - June 2020**

All applications are due: Monday, June 3, 2019 by 5 pm

1. Name of Event: _____

2. Date of Event: _____

3. Name of Organization : _____

Mailing Address: _____

Contact Person: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email Address: _____

Current City of Ventura Business License: _____

4. Is your organization based in the City of Ventura and certified as a 501c3 nonprofit? Yes No
(if "No", go to question 5)

5. **For-profit applicants MUST partner with a City of Ventura based nonprofit (named here):**

See the guidelines for nonprofits that qualify. For-profits MUST complete and include the separate "Nonprofit Partner Commitment Form" along with this application.

6. How will the Nonprofit Partner benefit from your event? (% donated, awareness, etc.)

7. Has your organization ever received financial assistance from the City of Ventura? Yes No
If yes, what activities and which fiscal year? _____

8. **Permit Fee Breakdown (provided by the City of Ventura) and amount requested?** _____
(Maximum Award Available: \$2,000)

Application	\$ _____	Park Rental	\$ _____
Police	\$ _____	Facility Staff	\$ _____
Fire Inspection	\$ _____	Traffic Engineering	\$ _____
Facility Rental	\$ _____	Insurance	\$ _____

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9. Description of the event (including location, target audience and marketing plan)
10. Estimated number of City of Ventura residents to be served by proposed event? _____
11. Estimated total attendance? _____
12. Estimated total room nights booked and spending generated by the event (include past data, if available)
13. Attach to Grant Application:
- **Event budget** (projected revenue and expenses), one page
 - Nonprofit applicants or nonprofit partners must provide a copy of their current **State of California Nonprofit Corporation Certification**
 - For-profit applicants must also include a completed **City of Ventura based "Nonprofit Partner Commitment Form"**

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Questions?

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Phone: 805-658-4732

SPECIAL EVENT

GRANT PROGRAM

Nonprofit Partner Commitment Form

Name of For-Profit Applicant: _____

Contact Person: _____ Phone: _____

Email Address: _____

Name of Event: _____

Event Date & Time: _____

* * * * *

Name of Nonprofit Partner: _____

Contact Person: _____ Phone: _____

Email Address: _____

Current City of Ventura Business License _____

Copy of current State of California Nonprofit Corporation Certification required. Please attach to application.

* * * * *

The nonprofit organization will be receiving _____% of profits from the event organizer

Define Nature of Partnership (Funder, Marketing, etc.):

We, the undersigned, verify that a mutually agreed upon partnership has been established between our separate entities for the event named above.

Applicant Signature _____ Date: _____

Nonprofit Partner Signature _____ Date: _____

In compliance with the Americans with Disabilities Act, this document is available in alternate formats by calling 805-658-4726 or by contacting the California Relay Service.

