

**2022-2023  
SPECIAL EVENT GRANT PROGRAM  
GUIDELINES**

*(Applications due before May 19, 2022 at 5:00 pm PST)*

**1. PROGRAM GOALS**

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. Through the Special Event Grant Program, \$10,000 in funding is awarded annually to champion community celebrations that attract residents and visitors, strengthen Ventura’s cultural identity and economic vitality, and promote entrepreneurial spirit and innovative partnerships between private sector and public agencies. Grants can cover all, or a portion of, City of Ventura special event permit fees.

**2. PROGRAM INFORMATION**

- Events must occur between July 1, 2022 and June 30, 2023.
- Available grant funding: Up to \$10,000
- Maximum grant amount: \$2,000 per applicant
- To qualify, applicants must be either a:
  - City of Ventura based Nonprofit OR;
  - Agency partnering with a City of Ventura based Nonprofit
- Grants will be awarded based on the following criteria:
  - (25%) 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
- Incomplete applications will not be accepted
- Applications will be reviewed by City staff and a panel of at least three community members knowledgeable in special events.
- Once grant funding has been recommended and approved by the panel, appeals can be made in writing directly to the Parks and Recreation Department Director within 30-days of the grant approvals. A third party outside the Parks and Recreation Department will arbitrate the appeal, and that decision will be final. No grants will be awarded, until the appeal is finalized.
- Grant applicants must complete and submit a “Special Event Permit Application” at least 60-90 City business days prior to the scheduled date of their event.

**3. TIMELINE**

<b>Grant Guidelines Released</b>	May 2, 2022	<b>Grant Panel Convenes</b>	Early June 2022
<b>Applications Due</b>	May 19, 2022 by 5:00 pm PST	<b>Award Notifications</b>	June 13, 2022



**4. REQUIRED DOCUMENTATION (OR MATERIALS)**

Applicants must submit **one original** of each of the following:

- Application including the following:
  - Detailed event description
  - Estimated resident attendance
  - Estimated room nights and spending generated by event
  - Requested grant amount – calculated from a breakdown of the estimated permit fees
- Event budget (including projected revenues and expenses)
- Proof of Nonprofit status OR “Nonprofit Partner Commitment Form”
  - Eligible nonprofits are charities or social service agencies with nonprofit status including 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.
  - Nonprofits must be based in and have a City of Ventura address.
- Copy of City of Ventura Business License
- OPTIONAL:** Materials from past events (if applicable)

**5. SUBMISSION OF DOCUMENTATION AND OTHER MATERIALS**

**Mail packet to:**

City of Ventura – Parks & Recreation Dept.  
ATTN: Special Event Grant Program  
501 Poli Street, Suite 226  
Ventura, CA 93001

**Deliver packet in-person to:**

Ventura City Hall  
501 Poli Street, Suite 226  
Ventura, CA 93001

**Email packet to:**

Allyson DesBaillets  
[adesbaillets@cityofventura.ca.gov](mailto:adesbaillets@cityofventura.ca.gov)

**6. CONTACT INFORMATION**

If you have any questions or need additional assistance, please contact:

**Allyson DesBaillets**

Recreation Coordinator

[adesbaillets@cityofventura.ca.gov](mailto:adesbaillets@cityofventura.ca.gov)

[805-654-7749](tel:805-654-7749)



**2022-2023  
SPECIAL EVENT GRANT PROGRAM  
APPLICATION**

*(Applications due before May 19, 2022 at 5:00 pm PST)*

Name of Event:	Date of Event:
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Name of Organization:	Year Organization Founded: (if applicable)
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Mailing Address:		
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City:	State:	Zip Code:
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Phone Number:
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Email Address:
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Website Address:
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Contact Person:
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Title/Position:
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Phone Number:
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Email Address:
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**Is your organization based in the City of Ventura and certified as a nonprofit?**

Yes  No - If No, complete this section:

Name of City of Ventura based nonprofit partner:
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How will the Nonprofit Partner benefit from your event? (% donated, awareness, etc.)
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• For-profit applicants must complete and include the "Nonprofit Partner Commitment Form", Attachment A.



**CITY OF VENTURA - 2022-2023 SPECIAL EVENT GRANT PROGRAM - APPLICATION**

**Has your organization ever received financial assistance from the City of Ventura?**

Yes    No

If Yes, what activities and which fiscal year(s)?

**Permit Fee Breakdown**

Application	\$		Park Rental	\$
Police	\$		Facility City Staff	\$
Fire Inspection	\$		Traffic Engineering	\$
Facility Rental	\$		Other:	\$

<b>Total grant amount requested:</b>	<b>\$</b>
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(Maximum award available: \$2,000)

**Description of event: (including location, target audience, and marketing plan)**

Include additional pages if needed

Estimated number of City of Ventura residents to be served by event:

Estimated total attendance:

Estimated total room nights booked and spending generated by event (include past data, if available):



CITY OF VENTURA - **2022-2023 SPECIAL EVENT GRANT PROGRAM** - APPLICATION

**CERTIFICATION**

I verify that all of the information in this grant application is true and correct, to the best of my knowledge.

Signature:	Date:
Print name:	

**APPLICATION RECEIPT DEADLINE**

***May 19, 2022 by 5:00 pm PST***

**SUBMISSION OF DOCUMENTATION AND OTHER MATERIALS**

<b>Mail packet to:</b> City of Ventura – Parks & Recreation Dept. ATTN: Special Event Grant Program 501 Poli Street, Suite 226 Ventura, CA 93001	<b>Deliver packet in-person to:</b> Ventura City Hall 501 Poli Street, Suite 226 Ventura, CA 93001	<b>Email packet to:</b> Allyson DesBaillets <a href="mailto:adesbaillets@cityofventura.ca.gov">adesbaillets@cityofventura.ca.gov</a>
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**Allyson DesBaillets**  
Recreation Coordinator  
[adesbaillets@cityofventura.ca.gov](mailto:adesbaillets@cityofventura.ca.gov)  
[805-654-7749](tel:805-654-7749)

**FOR OFFICE USE ONLY**

Application received on:	Processed by:
Received by: <input type="checkbox"/> Mail <input type="checkbox"/> In-Person <input type="checkbox"/> Email	Application complete: <input type="checkbox"/> YES <input type="checkbox"/> NO
Notes:	

In compliance with the Americans with Disabilities Act, special needs can be met by calling 805-658-4726 or through the California Relay Service.



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ATTACHMENT A  
2022-2023 SPECIAL EVENT GRANT PROGRAM  
**NONPROFIT PARTNER COMMITMENT FORM**

Name of Event:	Date of Event:
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Name of For-Profit Applicant:
Contact Person:
Phone Number:
Email Address:

Name of Nonprofit Partner:
Contact Person:
Phone Number:
Email Address:

\*Please attached City of Ventura Business License and proof of Nonprofit Status

Nature of Partnership (funding, % of profits, marketing, awareness, etc.):
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**CERTIFICATION:**

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

For-Profit Applicant - Signature:	Date:
For-Profit Applicant - Print name:	

Nonprofit Partner - Signature:	Date:
Nonprofit Partner - Print name:	

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or through the California Relay Service.

