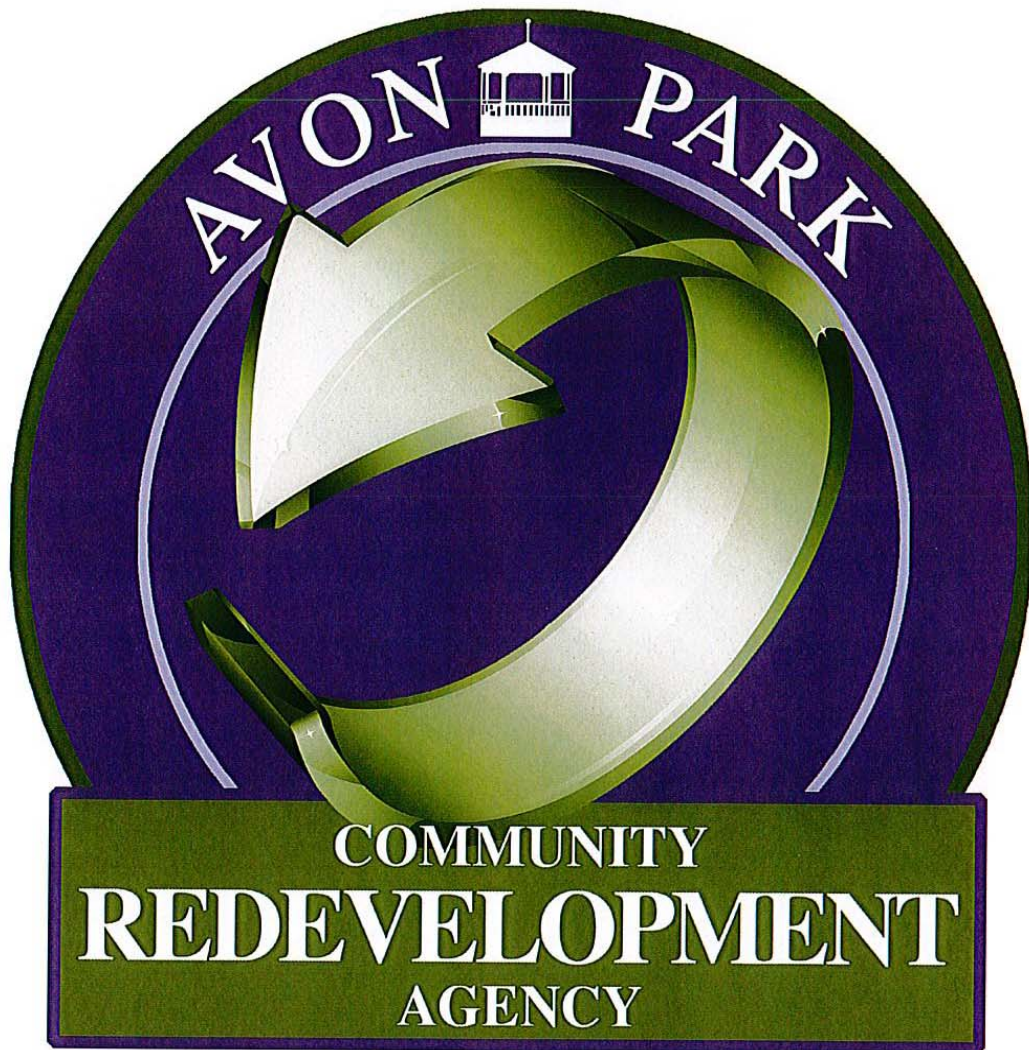


EVENT GRANT

APPLICATION



The City of Avon Park
Community Redevelopment Agency
110 E. Main Street
Avon Park, FL 33825
(863) 452-4400
FAX (863) 452-4413

Event Grant Application

Date: _____

Organization Name: _____

Is organization non-profit _____ Yes _____ No _____ Tax I.D. # _____

_____ Business Phone _____ Cell Phone _____ Home Phone _____ Fax _____

Application MUST be submitted at least 3 months in advance of event

Location of Event _____

Date(s) _____ Time(s) of Proposed Event: _____

Description of event: _____

Will you be requesting City staff for any of the following (circle one):

Garbage receptacles: Y N Quantity _____

Traffic Cones/ MOT: Y N Quantity _____**

Road Closure Y N *If yes, attach map of specific roads to be closed*

Will you require city water for your event? Y N

Will you require city electricity for your event? Y N

Will you have on-site constructed structure (stages, booths, counters, etc.?) Yes or No

-Applications are based on appropriated funding designated for the CRA Program and are on a first come first serve basis.

-Application submittal does not guarantee funding or approval. Application forms must be complete at time of submittal. Incomplete submittals will not be accepted.

-If funding is unavailable, applicant will be notified and will need to reapply.

-The limitation for reapplication for an event grant by same sponsor is twelve (12) months from the date of last application.

-If approved, funds will be reimbursed after advertising is complete. Applicant will provide copy of cancelled check(s) or other verifiable proof of payment.

The following rules apply to all applications:

1. Matching Event Grants are made available to individuals and organizations on a case by case basis and available funding. They must be approved in advance by the Community Redevelopment Agency (CRA) upon recommendation of the CRA Advisory Board. You must include in your application a brief description of how this event will improve the CRA District.
2. The Event must take place within the CRA District and must be open to the general public. Any admission fees proposed to be charged or donations requested to be charged must be disclosed in the application.
3. A complete budget of anticipated income and expenses must be included with the application. Also include an estimated number of participants and attendees. To apply for funds from the Tourism Grant Program from Highlands County Tourist Development Council Visitor & Convention Bureau, email tdc@highlandscvb.com, or call 863-402-6909.
4. **Eligible expenses include:**
 - a. Digital Advertising (Website, Social Media, and Search Engine Marketing)
 - b. Traditional Advertising (newspaper, Radio, Television, Flyers/Postcards and billboards)
 - c. Brochures and event website production
5. All print advertising shall include the Avon Park CRA logo and listed as a contributor to the event.
6. Each applicant shall provide a brief presentation (five minutes or less) that details the event and be prepared to answer any questions from the CRA Advisory Board and/or City CRA Board on the designated meeting date.
7. The applicant must obtain all necessary permits and approvals, including Health Department permits for food preparation.
8. Event planners will return City property and infrastructure to the condition it was prior to the event.

9. Applicant shall sign the Indemnification Agreement (Attachment A) and provide the City proof of liability insurance coverage one week or sooner prior to the event date. Applicant shall provide insurance as required in Attachment "B" and an insurance certificate substantially similar to the Attachment "C" form.
10. The maximum amount paid by the CRA for advertising will not exceed \$1000.00.
11. For reimbursement of funds, all paid receipts must be provided within two (2) months of the completion of the event. A W-9 Form is required at time of application submitted for any reimbursement.

TOTAL ADVERTISING COST FOR EVENT \$ _____
 (Obtain and attach bids/quotes for this Event)

TOTAL AMOUNT OF GRANT REQUESTED \$ _____
 (Maximum \$1000 with no match requirement)

I understand this application for an Event Grant requires that I submit paid receipts/cancelled checks for all eligible expenses in order to be reimbursed.

The CRA reserves the right to accept or reject any application or part thereof.

PRINT EVENT SPONSOR'S NAME

AUTHORIZED REPRESENTATIVE'S SIGNATURE

DATE

For official use only			
CRA Advisory approved:	Yes	No	DATE: _____
CRA Board approved:	Yes	No	DATE: _____
Informed grantee date:	_____		Initials: _____