

Community Events Grant Funding Guidelines

City of Sunnyvale



Fiscal Year 2010/11
Application Deadline: May 28, 2010, 5 p.m.

The total amount of community event grant funds for Fiscal Year 2010/11 is \$20,000. *Important note: applications are being accepted, pending Council's budgetary approval.*

The City of Sunnyvale encourages groups to build community and celebrate our unique culture by holding special events in Sunnyvale. In support of this goal, grant funding is available for up to 40 percent of the budget for qualifying events. Please review the following eligibility criteria to determine if your group qualifies. Funding requests will be considered as part of an annual competitive application process. If you have questions, call the Community Resources Division at (408) 730-7599, send e-mail to ncs@ci.sunnyvale.ca.us or visit the web at EventGrants.inSunnyvale.com

Groups applying for grant funds also need to fill out and submit a Special Event Application form at least 60 days before their event or with this funding application, whichever comes first. You may obtain the Special Event Application form at EventApplication.inSunnyvale.com or pick one up at the Community Center, City Hall main lobby, or Library.

Eligibility Criteria for Community Event Grant

If you are interested in exploring the possibility of grant funding to help cover some of the costs for your community event, please review the following eligibility requirements, listed below.

- Your group must submit an accurate and complete community events grant funding application by the deadline.
- Admission to your event must be free and open to the public.
- The event must be held within City limits.
- Grant recipients must attempt to expend all grant funding within City limits.
- Grants will not be awarded to individuals.

- Applicants must submit an event budget, including an estimate of City services required.
- Applicants must identify whether or not the event will be a fundraiser. (The application review team will decide on a case-by-case basis whether or not to allow funds to be granted to events that are fundraisers.)
- The sponsoring organizations must be non-profit or not-for-profit.
- Grant funds must be used only for the event.
- Applicants must submit an evaluation form after the event.
- Applicants must attach a copy of non-profit documentation if the organization has such documentation.
- Applicants must obtain required permits, clearances, insurance, and event authorization and pay any relevant fees in a timely manner.
- All applicants must fill out a Special Event Application Form.
- We ask that organizations receiving grant funding please acknowledge the support of the City of Sunnyvale where appropriate.
- Applicants must identify other co-sponsors of the event. All co-sponsors must be approved by the City.
- Funds will not be granted for a religious purpose, including for the promotion of any sect, church, creed, or sectarian organization, nor to conduct any religious service or ceremony. Funds can be granted to religious organizations as long as the funds are not used for a religious purpose. This eligibility criterion is an attempt to preserve separation of church and state while still allowing religious organizations to be eligible for grant funds.
- Organizations that are collaborating with the City in co-sponsoring an event are eligible to apply for grant funding. However, grant funds can only be used to defray expenses incurred by the co-sponsoring organization(s) rather than the City.

Evaluation Criteria

Applications will be evaluated for funding based on the following criteria:

The event encourages celebrations of community which focus on the character, diversity and quality of Sunnyvale and provide vitality and identity to the community.

The event is of a citywide nature and demonstrates an ability to draw a crowd of at least 500.

The sponsoring organization must demonstrate the ability to produce a well-planned, safe event.

The sponsoring organization demonstrates strong financial management and effective management controls, including cost-effectiveness.

The review team will consider the financial and budgetary capabilities of the sponsoring organization, the extent to which City funds will be leveraged with other funding sources, and the need for City funding. Community event grant funding from the City will represent no more than 40 percent of the total event budget, including the value of in-kind goods and services but excluding the value of volunteer time.

Higher priority will be given to encouraging new events as well as supporting existing events that have been highly successful in the past, subject to other grant criteria.

Other Things to Note

Grant funds must be expended within 90 days after the event or within two years after the organization has been notified of the award, whichever comes first.

Grant recipients may be reimbursed for ongoing event expenses, rather than in a single lump-sum at the conclusion of the event. Decision to reimbursement in multiple payments will require approval from the City of Sunnyvale and may be justified if recipient incurs significant expenses prior to the event. If that is the case, grant recipients must invoice the City on an ongoing basis for reimbursement of expenses incurred, up to the grant amount. All original receipts must be submitted with invoices, along with an itemized brief description of each expense.

Grant approval in a given year does not set a precedent or guarantee approval for future years. All applicants are subject to a fresh review vis-à-vis competing applications each year.

Grant recipients (and their sponsors, if applicable) are entirely responsible for planning, promoting, and staffing their event. Grant approval does not equate to co-sponsorship from City of Sunnyvale. The City will not be involved in planning, promoting, or staffing the event, and is not considered a co-sponsor of the event. If City staff time is requested (such as public safety officers, etc.), please contact the relevant department to obtain a cost estimate, and include the cost estimate in your proposed budget. Staff participation is contingent upon their consent to participate, regardless of whether or not funds are granted.

If you are proposing to use a City facility, you must contact that facility, submit a request in accordance with standard procedures, and receive approval. If you are awarded community event grant funding, your reservation of City facilities must be done through the completion of a Special Event Application (separate from the grant application and due to the City at least 60 days prior to the event).