



CITY OF FORT MYERS | SPECIAL EVENTS GRANT APPLICATION GUIDELINES

APPLICATION DEADLINE: June 9, 2023, 4:30pm
Your event must occur between 10/1/23 - 9/30/24

PURPOSE

- To provide recreational, cultural and educational opportunities and foster a sense of belonging and collective identity among residents.
- To provide event-related economic support for 501(c)(3) designated organizations and provide opportunities for the development of tourism.
- To provide assistance to events through the awarding of City provided services. Such services include, but are not limited to, trash pickup, police services, permits, barricades, signage and facility rental.

TYPE OF GRANT

City of Fort Myers Special Event Grant provides limited funds for City services. This grant can only be used for events held on or in City owned and operated facilities, parks and streets. Any awarding of grant funds is non-transferrable.

FUNDING

Upon grant approval, requestor will be notified in writing by the City of Fort Myers. Approved funds will be transferred directly to the appropriate facility and/or park department. Requestor is responsible for all contractual and financial obligations stipulated in the facility/park rental contract including deposits and payment schedules. Approval of this grant request does not allow requestor any special privilege within the facility and/or park. All city department rules, regulations and ordinances will be enforced.

Please print:

Organization Name _____

Event Name _____



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APPLICATION INSTRUCTIONS

Organizations applying for funding for City services for an event from the City of Fort Myers must complete the attached proposal form. Due to the supporting documentation that must accompany grant applications, faxed copies will not be accepted. You may submit your applications online at www.CityFtMyers.com/events. Email submissions can also be made (prior to the deadline) to SpecialEvents@cityftmyers.com. It is the applicant's responsibility to have confirm that mailed or emailed submissions were received. Call the events office at (239) 321-7529 to confirm, before June 2nd at 4pm. **Please do not enclose the application in any sort of cover or binder. Do not include any materials other than those specifically requested. All organizations must submit a separate application for each event in which funding is being requested. Please contact Office of Communications & Public Affairs at (239) 321-7529 with any questions.**

EVALUATION

The City of Ft. Myers and its affiliates are interested in the impact of its grants on area non-profit organizations and the community. Along with the current years grant application, all previous grant recipients are required to provide the City with a status report of the previous year's event showing the success of the event. The report should include all marketing material which lists the City as an event sponsor, as well as a narrative describing the impact of the grant to the event.

APPLICATION PROCESS

1. Organizations must complete the approved City of Fort Myers Special Event Application Grant Form that is attached to this document.
2. **If an organization is applying for a Special Event Grant for more than one event, a Special Event Grant Application must be submitted for each event with individualized, specific information presented as it relates to the event.**
3. The awarding of a Special Event Grant for City provided services does not guarantee that the event will be authorized by the City of Fort Myers staff to take place.
4. Organizations **must** include a current year cost estimate of fees are being requested to be waived. **There is a City Services Worksheet included with the application to utilize.** If you need help completing the worksheet, please contact the Office of Communication and Public Affairs at 239-321-7529, prior to May 26th.
5. Organizations are responsible for any deposits and contracts that need to be completed to hold the requested event date. Submission of this grant request does not ensure date availability for requested City space or staff.

6. **Organizations must complete and submit both the Special Event Application and the Special Event Grant Application along with requested supporting documentation by the established deadline. Late and incomplete submissions will not be accepted.**
7. If an organization applied for a grant in the previous year and did not use the grant, five (5) penalty points will be applied to the current grant application.
8. The City of Fort Myers will notify the requesting Organization of the award in writing after approval by City Council of the fiscal budget.
9. Upon approval, the Organization will be responsible for contacting respective City facilities, park and/or staff to coordinate the event.
10. Once the Special Event Grant has been awarded, should an organization owe money to the City of Fort Myers for a previously held event, the grant becomes **void** until payment in full is received by the City of Fort Myers.
11. Organizations must submit to the City of Ft. Myers a status report showing the City of Fort Myers listed as an event sponsor along with other information showing the success of the previous years' event and the impact of the grant.
12. Funds for City services are transferred between City departments and are not sent directly to applicant upon award. The City reserves the right to reduce and/or eliminate the Grant award amount if the event format changes after approval and before the actual event takes place.

SUBMITTAL

Applications must be received **on or before June 9, 2023 at 4:30PM**. There are three ways to submit:

- **In person:** Please submit one stapled original labeled "Master Application" of the completed application and supporting documentation prior to the deadline to the receptionist at City Hall (2200 Second Street, first floor).
- **Mail:** applications and supporting documentation to City of Fort Myers, Attention: Brian Craig, PO Box 2217, Fort Myers, FL 33902. **Documents must be received by June 9th, 2023– 4:30 PM deadline.**
- **Online:** submit your application online at www.CityFtMyers.com/events
- **Incomplete or late applications will not be accepted.**
- Organizations that owe money to the City of Fort Myers for previous events must pay that amount in full by June 8th, 2023 to qualify for the current year Special Events funding for City services.



CITY OF FORT MYERS | SPECIAL EVENTS GRANT APPLICATION

I. ORGANIZATIONAL INFORMATION

Organization Name _____

Executive Director _____

Headquarters Address _____

Mailing Address _____

Telephone _____ Fax _____

Email _____ Website _____

II. EVENT INFORMATION

Event Name _____

Event Contact Person _____

Telephone _____ Email _____

Total Organization Budget (current) _____ Total Event Budget (Including Facility Fees) _____

Grant Amount Requested from City _____

Was funding requested from the City last year? YES / NO

of years the event received City funding for services _____

of years event is in existence _____

Other Sources of funding – Total \$ amount of other funding _____

Attendance Projected _____ Local Out of town Both

Event Start Date _____ End Date _____

Is the event educational (enlightening), recreational (activity), or cultural (community/tradition)? Check ALL the boxes that apply to the Event and explain why. Please attach any supporting documentation or event materials that speak to the educational, recreational and cultural impacts of the event.

Educational

Recreational

Cultural

City Facility /Services/Park/Road To Be Used For Event

Brief Description and Explanation of Proposed Event

III. PROGRAM/PROJECT NARRATIVE

Please submit a typed event narrative of no more than three (3) pages. Following the outline below (Section A, B, and C.), please answer each question directly. Avoid using initials and abbreviations. Please use readable font size (10 or greater) and style. **Incomplete or late applications will be penalized; jeopardizing the amount of funding for City services received. Applications received after 3 business days of the deadline will not be considered for funding for City services.**

- A. ORGANIZATION BACKGROUND
- Organization's history, mission, and goals
 - Number of years' organization has been active in Lee County/ Fort Myers
 - Number of years' organization received City Special Event Grant
 - Organizational relationships & collaborative efforts with other local arts/attractions and charitable organizations
 - Board of Directors' role in the management and guidance of your organization
 - Specific City need for this event and the significance of this need
- B. FUNDING REQUEST
- Briefly describe the event to be funded and its objectives
 - Explain the anticipated benefits to both the organization and the City
 - What steps will you take to implement and market the event?
 - What other sources of funding does this event have? What is the \$ amount?
 - Describe additional fund-raising efforts being implemented for the event
 - What marketing and promotional benefits will the City receive?
 - How will the event be sustained financially beyond the current year?
- C. EVALUATION
- What results do you expect to achieve from the event?
 - What worked well; what improvements do you anticipate making?
 - How will you measure the anticipated result/outcome?

IV. SUPPORTING DOCUMENTATION

Please submit **one hardcopy** of the required supporting documentation noted below **in addition to the original** "master application":

- List of Board of Directors including name, address and affiliation
- Current year event budget
- Event cost estimate from applicable City facility, park or department.
- Organization's current operating budget
- Copy of the most recent financial statement
- Organizational chart showing the chain of command of your organization
- Copy of IRS Letter of Determination showing tax-exempt 501 (C) 3 status
- *Copy of Consumer's Certificate of Exemption from the State of Florida (Form DR-14)*

V. SPECIAL EVENT APPLICATION

Requesting organization must complete and submit a copy of the City of Ft. Myers Special Event Application, which can be requested through the Recreation department.

The undersigned acknowledges that the information in this application and supporting documents are true to the best knowledge of the undersigned and that such is being relied upon by the City of Fort Myers for the purposes of determining whether funds will be approved for the applicant's use within the City Facilities, Parks and streets. If funds for City services are approved, applicant agrees to take all steps to furnish information and reports necessary to the City of Fort Myers staff in a timely manner.

Name of Executive Director (Please Print)

Signature

____/____/_____
Date