



CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
DOWNTOWN DISTRICT  
LARGE EVENT GRANT APPLICATION  
FY2018

Date \_\_\_\_\_

Official Name of Organization \_\_\_\_\_

Organization's Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Event Name \_\_\_\_\_

Event Location: Cascade Park \_\_\_\_\_ Kleman Plaza \_\_\_\_\_

Event Date(s) and Time(s) \_\_\_\_\_

*Events must take place between October 1, 2017 and September 30, 2018 to be eligible for grant funding. Preference provided to multi-day events.*

**Threshold Questions**

The following questions must be answered in the affirmative to be eligible for grant funding.

- A. Will the event be open to the public? Yes \_\_\_ No \_\_\_
- B. Will the majority (51%) of the event activities be free to the public?  
Yes \_\_\_ No \_\_\_
- C. This event has **not** applied for funds from the FY 2018 Downtown District Promotional and Special Event Program? True \_\_\_ False \_\_\_

Budget for Event\* \_\_\_\_\_ Amount Requested from CRA\*\* \_\_\_\_\_

\*Please complete the attached event budget form as part of the application process. Your application will be considered incomplete without this form.

\*\*The minimum grant award under this program is \$10,000; the maximum award is \$25,000.

Unless approved in writing by the CRA, the grant funds will be issued upon completion of the event and the submission of a post-event report.

**Completed applications should be submitted electronically to [CRA@talgov.com](mailto:CRA@talgov.com). Hard copies of the application will not be accepted.**



2. Attendance (**Maximum of 5 points**)

a. How many people are expected to attend the event? Post event documentation of attendance will be required.

Less than 500 \_\_\_\_\_

500 – 1,500 \_\_\_\_\_

More than 1,500 \_\_\_\_\_

b. How did you determine this number for expected attendance?

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3. Downtown District Hotels (**Maximum of 10 points**)

a. List the hotels located in the Downtown District in which you are working with for this event?

Name of Hotel \_\_\_\_\_

Name of Hotel \_\_\_\_\_

Name of Hotel \_\_\_\_\_

b. How many of the room nights are expected to occur at the hotels/bed and breakfasts listed above? \_\_\_\_\_

c. Have you reserved rooms at any of the hotels/bed and breakfasts listed above?  
Yes \_\_\_\_ No \_\_\_\_

If yes, please list the hotels/bed and breakfasts and the number of rooms reserved for the event.

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d. Has the event been awarded funds from the Leon County Tourist Development Council? Yes \_\_\_\_ No \_\_\_\_

e. If yes, how much is the award? \_\_\_\_\_



Please note that if the evaluation committee determines the proposed event will not promote the goals and objectives of the Downtown District Community Redevelopment Plan, a recommendation of “No Funding” will be made to the CRA Board.

5. Percent of Budget Requested from CRA (**Maximum of 15 points**)

From the event budget form, what percentage of the overall event budget is being requested from the CRA? \_\_\_\_\_%

6. Percent of Budget Requested from other Public Agencies (**Maximum of 15 points**)

From the event budget form, what percentage of the overall budget is being funded by other public agencies/organizations, including but not limited to the Leon County Tourist Development Council (TDC) or the Council on Cultural and Arts (COCA)? \_\_\_\_\_%

7. Applicant’s Funding Contribution (**No points assigned**)

From the budget form attached, what percentage of the overall budget is being funded solely by the applicant? \_\_\_\_\_%

8. Source and Amount of Non-CRA Funds (**No points assigned**)

Please list the source and amount of your matching funds. The value of in-kind services and donations does not qualify as a match under this grant program. Other public sources of funds qualify for your match.

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

9. Attracting a Regional Audience (**15 points**)

Please describe how your event will attract a regional audience. For this grant program a regional audience will include attendees from surrounding counties and from Alabama and Georgia. Please include a description of why this event has regional appeal, as well as details on your marketing efforts to attract attendees from





**CERTIFICATION AND COMPLIANCE STATEMENT**

We hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the Program Guidelines of the City of Tallahassee Community Redevelopment Agency Promotional and Special Event Grant Program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the CRA.

The Tallahassee CRA requires two signatures from organization officers that have been given the authority to sign on behalf of the organization. Please provide documentation (*Articles of Incorporation, By-Laws or approved minutes from meetings*) highlighting where the officers below have been given signature authority.

Signature of Organization's Officer: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Organization's Officer: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please Note:**

**Tallahassee Community Redevelopment Agency (CRA) Large Event funds will not be awarded to support religious or political events, or events that are inconsistent with the goals and objectives of the CRA, the City of Tallahassee, or Leon County. The determination of whether or not a promotional/special event is a religious or political event, or is inconsistent with the goals and objectives of the CRA lies solely with the CRA.**



*FY 2018 CRA Large Event Grant Program Application*

Please complete the budget form below with your estimated/anticipated budget expenses and estimated income, including income from other agencies and sponsors. Make sure to list anticipated expenses that are being paid with CRA funds under estimated expenses and CRA expenses. Any profit gained from the event should be explained in terms of its use; event sustainability, charity or otherwise.

If your application is awarded a grant, the grant award will be based on the estimated budget submitted with your application. Please be attentive to your estimated expenses and income.

The actual expenses and income will be completed once your event has ended and the post-event report is submitted.

The Excel format of this budget form is available from the CRA office by calling (850) 891-8357.

Attach additional sheets if necessary.

## Event Budget

### Expenses

### Income

	Estimated	Actual	CRA
<b>Rentals</b>			
Facilities			
Equipment (Audio/Visual)			
Portalets			
Tables and chairs			
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual	CRA
<b>Publicity/Marketing</b>			
Graphics work			
Photocopying/Printing			
Ad - TV, Radio, News			
Postage			
Social Media			
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>


	Estimated	Actual	CRA
<b>Entertainment</b>			
Performers			
Speakers			
Kids Entertainment			
Other			
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual	CRA
<b>Miscellaneous</b>			
Permit(s)/Film License			
Security			
Gen. Liability Insurance			
Technical Support			
Supplies (please explain)			
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Estimated	Actual	CRA

	Estimated	Actual
<b>Admissions</b>		
Adults		
Children		
Other		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Exhibitors/Vendors</b>		
Large Booth		
Medium Booth		
Small Booth		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Sale of Items</b>		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Co-Sponsors/Partners</b>		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Grant Income</b>		
CRA		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>In-Kind Donations/Services</b>		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Estimated	Actual



CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY  
LARGE EVENT GRANT PROGRAM APPLICATION PACKAGE CHECKLIST

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL APPLICATIONS:

\_\_\_\_\_ Complete Application

\_\_\_\_\_ Complete Budget – including all estimated expenses, anticipated income (including in-kind donations), and please be sure to specify expenses in which you are requesting CRA funds.

\_\_\_\_\_ Two signatures from the organization’s officers that have been given the authority to sign on behalf of the organization:

A copy of your By-Laws or approved minutes indicating the officers’ authorization to represent the non-profit organization.

\_\_\_\_\_ Documentation indicating your active non-profit status which can be from any of the following forms:

a copy of your non-profit status letter from the U.S Department of Treasury (IRS)

a copy of your Consumer Exemption Certificate from the Florida Department of Revenue

a copy of your Articles of Incorporation from the Florida Department of State stating that the organization is non-profit.