



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
GREATER FRENCHTOWN/SOUTHSIDE DISTRICT
PROMOTIONAL/SPECIAL EVENTS GRANT APPLICATION
FY2018**

NOTE: PREFERENCE GIVEN TO ELECTRONIC SUBMITTALS

SECTION I – GENERAL INFORMATION

Date _____

Official Name of Organization _____

Organization's Address _____

Contact Person/Title _____

Phone Number _____ Email Address _____

Event Name _____

Event Location (address) _____

Event Date and Time _____

Threshold Question A

Is this location within the Greater Frenchtown/Southside Community Redevelopment Area?
Yes___ No___

If the answer above is No, please do not proceed with completing this application.

Threshold Question

Threshold Question B

Will the event be open to the public? Yes___ No ___

Unless your event will be open to the public, it is NOT eligible for CRA funding under this program. **Threshold Question**

Item C

Budget for Event* _____ Amount Requested from CRA _____

**Preference will be given to those applications submitted electronically. File Size NOT to exceed 10MB
Send application and supporting documents to: CRA@talgov.com . A confirmation e-Mail receipt
will be forwarded within 48 hours. You must be sure, you submit by the applicable deadline AND
that a confirmation of your submittal is received.**

Effective May 25, 2017

SECTION III – EVENT COORDINATION

3. Please list the community groups and/or businesses located within the redevelopment area where the event will be held, which you have received support letters from and have assisted in the coordination of this event. Examples of these groups include, but are not limited to, the Capital City Chamber of Commerce, the Greater Frenchtown Front Porch, and the various neighborhood organizations. Please list the groups and their contact information and attach letters of support.

Maximum 5 points: 1 point for each support letter.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

4. a. How many people are expected to attend the event? **Maximum 5 points**

Less than 200 _____
201 – 500 _____
More than 501 _____

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

5. Will vendors pay to participate in the event? Yes _____ No _____

List participating vendors:

If additional space is needed, please use a separate sheet and attach to the application.

Name and Contact Information

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Maximum 5 Points

SECTION IV – EVENT BUDGET

6. 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.

Note: Total estimated expenses and income should balance. If there is a profit, explain below how the profit/revenue will be used - event sustainability, charity or otherwise. Also explain any in-kind services/donations and volunteer services, if any. Attach additional sheets if needed.

Maximum 20 points

Estimated Event Budget

Expenses

Income

	Estimated	CRA
Rentals		
Facilities		
Equipment (Audio/Visual)		
Portalets		
Tables and chairs		
Totals	\$0.00	\$0.00
Publicity/Marketing		
Graphics work		
Photocopying/Printing		
Ad - TV, Radio, News		
Postage		
Social Media		
Totals	\$0.00	\$0.00
Refreshments		
Food		
Drinks		
Totals	\$0.00	\$0.00
Entertainment		
Performers		
Speakers		
Kids Entertainment		
Other		
Totals	\$0.00	\$0.00
Miscellaneous		
Permit(s)/Film License		
Security		
Gen. Liability Insurance		
Technical Support		
Supplies (please explain)		
Totals	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00
	Estimated	CRA

	Estimated
Admissions	
Adults	
Children	
Other	
Totals	\$0.00
Exhibitors/Vendors	
Large Booth	
Medium Booth	
Small Booth	
Totals	\$0.00
Sale of Items	
Totals	\$0.00
Co-Sponsors/Partners	
Totals	\$0.00
Grant Income	
CRA	
Totals	\$0.00
In-Kind Donations/Services	
Totals	\$0.00
Total Income	\$0.00
	Estimated

7. From the budget form attached, what percentage of the overall event budget is being requested from the CRA and other public agencies/organizations such as the City of Tallahassee, the Leon County Tourist Development Council (TDC) or Council on Cultural and Arts (COCA)?

_____ % **Maximum 15 points**

8. From the budget form attached, what percentage of the overall budget is being funded by private sponsors/organizations including in-kinds donations and services and the applicant's contribution?

_____ % **Maximum 15 points**

9. From the budget form attached, what percentage of the overall budget is being funded by the applicant?

_____ % **No points assigned**

10. Has this organization or this event received CRA funding in the past? If so, how many years have the organization or event received CRA funds?

CRA Funding Received:

- None _____
- 1 year _____
- 2 years _____
- 3 years _____
- 4 years _____
- 5 years _____
- 6+ years _____

Maximum 5 points

11. Describe the plans for making this event self-sustaining in the future and how the CRA funds will aid in this effort. If additional space is needed, please use a separate sheet and attach to the application.

Maximum 5 points

SECTION V – 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. **Threshold Item**

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.

I understand non-submittal of the required Promotional and Special Event Grant Program documents indicated on Page 9, Checklist, of the application will cause the application to be ineligible for scoring.

I further understand that there is a *minimum* score of at least 50 points to be considered eligible for funding. Applications scoring less than 50 points will not be eligible for funding consideration.

Signature of Organization’s Officer: _____ Date ___/___/17

Title of Officer: _____

Print Name: _____

Signature of Organization’s Officer: _____ Date ___/___/17

Title of Officer: _____

Print Name: _____

SECTION V – APPLICATION PACKAGE CHECKLIST

Please verify the following items are included with your submittal to be ineligible for scoring.

- _____ 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) *or*
 - a copy of your Consumer Exemption Certificate from the Florida Department of Revenue *or*
 - a copy of your Articles of Incorporation from the Florida Department of State stating that the organization is non-profit.
- _____ Emailed application with file size less than 10MB. **Maximum 5 points**
- _____ Hard copies of application, submit 1 original and 3 copies

At the same workshops where community assets are being identified, residents are challenged to articulate a vision of their neighborhoods twenty years in the future. From many ideas, seven goals are identified. Based on the frequency with which residents mentioned them, these seven goals are placed in order of priority.

Principle Goals of Community Residents

- A thriving community economic base that generates a diverse range of good jobs in all sectors of the economy.
- Quality, affordable housing in the redevelopment area for the people who presently reside there.
- Social services for those in need to make the area a caring and safe place for all.
- Education, especially to fully support the development of youth at all stages.
- Broad citizen participation that facilitates an active role for citizens in decisions affecting redevelopment of their neighborhoods.
- A transportation system that is responsive to residents' needs, including safety for residents who do not drive.
- Ample open space, parks and landscaping that contributes to an attractive, healthy community.

Community Vision

A vision statement, which follows on the next page, has been prepared to express these goals in the words of the neighborhood's residents.

Community-Wide Goals

In addition to the goals articulated for the neighborhoods, redevelopment can affect the larger goals of the community, especially since some of the most important parts of the redevelopment area are major entries and corridors leading to the state capitol, the downtown area, and two major universities.

Redevelopment of these major entries and corridors, Gaines Street, Tennessee Street, and Monroe Street can contribute to achieving the objectives of the entire community. Their redevelopment can create opportunities to provide a mix of land uses in the center of the city that serves major institutions and the public interest by permitting people to live within a short distance of major employment centers.

Our Community's Vision by the Residents of Tallahassee's Redevelopment Area

Our vision places priority on economic development, quality affordable housing, security for the those most in need, and enhanced education for youth. We want to make sure that these are achieved with broad citizen participation..

A thriving economic base.

We envision that each neighborhood will have a marketplace where small businesses are owned by neighborhood residents. Assisted by availability of business loans and business education, neighborhood businesses will provide opportunities. Residents will have an opportunity to learn business skills. Youth will learn how to start their own businesses.

Our community will have no unemployment and no poverty because residents will be prepared and trained for skilled jobs. Some of those jobs will provide goods and services beyond our neighborhood. For example, some of our residents may work in neighborhood facilities such as a museum that serves visitors, a distribution center that serves universities, or business services center that serves downtown offices.

Because our neighborhood will have thriving businesses, there will be no vacant buildings. Instead, a neighborhood marketplace will provide for local needs. Examples include a seafood store, a bakery, clothing stores, and personal services such as shoe repair. A bank should be included among services, and outdoor restaurants will help to achieve a rich mix of activities.

Quality, affordable housing.

Quality housing that is affordable to all residents is very important to the future of our community. The elimination of existing sub-standard housing is one of our top priorities, and with added financial resources, we would like to improve and restore older homes.

We value single-family homes in a residential setting that is esthetically pleasing. We envision neighborhoods in which home ownership is encouraged, in order to promote neighborhood pride and stability.

Social services.

We envision social service facilities located within our community that meet basic human needs and utilize existing community resources. Some examples of social services are care for the elderly and the young, affordable health care, and services that overcome homelessness.

Together with these services, a safe neighborhood is necessary. A safe neighborhood is one in which people feel secure, because there is little crime, good police protection, and no drug abuse.

Education.

We would like to have a community in which youth are well educated. We want quality education that is achieved through better funding for schools and through a stronger curriculum. We would also like to see a variety of after-school programs that support and motivate youth. Music programs and libraries are examples.

We envision more emphasis on services for children, including pre-school preparation, quality day care, and after school activities.

We envision that our children will have access to computers and other information technologies that they will need to master.

Citizen participation.

We envision a relationship between local government and our community in which residents take a more active role, investing time and effort for the betterment of community life. In the community we envision, there will be ample opportunities for participation in decision-making that affects our neighborhoods.

A responsive transportation system.

We would like to see a transportation system that meets residents needs, particularly the need for safety and the needs of those who do not drive. We would like to see sidewalks built where they are missing. We can envision special transportation services for the elderly, perhaps a trolley service.

Ample open space, parks and landscaping.

Our neighborhood vision includes more green spaces and parks. Equally important is that these spaces be imaginatively designed, well-maintained, and accessible to residents. Water features such as a fountain in Strong-Howell Park or a swimming pool are desirable. Open space can help to bring people together for shared purposes. Recreational facilities support youth with safe, constructive activities. Public landscaping can help to create a better community image.