



CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
GREATER FRENCHTOWN SOUTHSIDE
LARGE EVENT GRANT APPLICATION
FY 2024

Date _____

Official Name of Organization _____

Organization's Address _____
(10 points for an address in the GFS District as shown on the FL Department of State, Division of Corporations certificate)

Inside CRA GFS District? Yes _____ No _____

Contact Person/Title _____

Phone Number _____ Email Address _____

Event Name _____

Event Location/Address: _____

Event Date(s) and Time(s) _____
(Maximum of 5 points)

Single Day Event? Yes _____ No _____ Multi-Day Event? Yes _____ No _____

Events must take place between October 1, 2023 and September 30, 2024 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** been approved for funds from any other FY 2024 CRA event grant program nor Greater Frenchtown or Bond Neighborhood First Plan for the same event and/or project? True _____ False _____

Submit electronically only via e-mail: CRA@talgov.com

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 with first-time events being eligible for \$40,000.

Upon entering into an agreement, an applicant can request in writing up to a maximum amount of fifty percent (50%) of their approval funding prior to their event if approved by the CRA Executive Director. The balance of the grant funds will be issued upon completion of the event and the submission of an acceptable post-event report by CRA staff and/or the CRA Executive Director.

Please complete all the questions listed below. Attach additional sheets if necessary.

1. Event Description (Maximum of 10 points)

Please provide a comprehensive description of the event, including, the goals and objectives of the event, the targeted market, participation of vendors (especially those located in the redevelopment area), and any available promotional material that you may have. Describe how the success of the event will be measured. Also, describe the structure of the organization as it relates to the planning, marketing and producing the event. The event description is particularly important in the evaluation of the application. The more detail provided the easier it will be for the evaluation committee to make a positive decision. If additional space is needed, please use a separate sheet and attach the event description to the application.

- Goals and Objectives of Event – 2 points
- Targeted Market & Event Promotion – 2 points
- Participation of Vendors – 2 points
- How Success of Event will be Measured – 2 points
- Organization Structure – 2 points

FY 2024 CRA GFS Large Event Grant Program Application

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. By signing the application, each person is affirming their authorization to sign on behalf of the organization.

Note: Final funding approval may not occur until the City of Tallahassee allows events.

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.

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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		Estimated	Actual
Rentals						
Facilities						
Equipment (Audio/Visual)						
Portalets						
Tables and chairs						
Totals	\$0.00	\$0.00	\$0.00			
Publicity/Marketing						
Graphics work						
Photocopying/Printing						
Ad - TV, Radio, News						
Postage						
Social Media						
Totals	\$0.00	\$0.00	\$0.00			
Entertainment						
Performers						
Speakers						
Kids Entertainment						
Other						
Totals	\$0.00	\$0.00	\$0.00			
Miscellaneous						
Permit(s)/Film License						
Security						
Gen. Liability Insurance						
Technical Support						
Supplies (please explain)						
Totals	\$0.00	\$0.00	\$0.00			
Total Expenses	\$0.00	\$0.00	\$0.00			
	Estimated	Actual	CRA			
Admissions						
Adults						
Children						
Other						
Totals	\$0.00	\$0.00	\$0.00			
Exhibitors/Vendors						
Large Booth						
Medium Booth						
Small Booth						
Totals	\$0.00	\$0.00	\$0.00			
Sale of Items						
Totals	\$0.00	\$0.00	\$0.00			
Co-Sponsors/Partners						
Totals	\$0.00	\$0.00	\$0.00			
Grant Income						
CRA						
Totals	\$0.00	\$0.00	\$0.00			
In-Kind Donations/Services						
Totals	\$0.00	\$0.00	\$0.00			
Total Income	\$0.00	\$0.00	\$0.00			
	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.

_____ 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.



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2024 GFS Large EVENT GRANT SCORE SHEET**

Name of Organization: _____
 Event Name: _____
 Event Date: _____
 Amount Requested from CRA: _____

Notes:

Question	Category	Points Possible	Points Earned
#1	Single Day or Multi-Day Event	Single Day = 0 pts. Multi-Day = 5 pts.	
#2	Is the non-profit organization physically located within the CRA GFS District? Requires a verifiable physical address, not PO Box	Yes = 10 pts. No = 0 pts.	
#3	Does the application provide a comprehensive description of the event	Maximum 5 points	
#4	Expected Attendance (post-even documentation of attendance will be required)	Less than 500 5 pt. 500-1,500 7 pts. More than 1,500 10 pts.	
#5	Goals and Objectives of the Redevelopment Plan related to event	5 points per goal, up to 15 points maximum	
#6	What percentage of the event budget is being requested from the CRA?	More than 75% 0 pts. 51%-75% 5 pts. 25%-50% 10 pts. Less than 25% 15 pts.	
#7	What percentage of the event 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 Culture and Arts (COCA)?	More than 75% 0 pts. 51 to 75% 5 pts. 25% - 50% 10 pts. Less than 25% 15 pts.	
#8	Will this event attract a regional audience? Does the application contact documentation regarding how this event will attract a regional audience?	Yes = 10 pts. No = 0 pts.	
#9	Based on the information provided in the application, do you feel the applicant has the organizational structure to successfully plan, market, and produce the event? Is the budget appropriate for the event?	Maximum 10 points	
#10	Based on the plans described, does it seem the event will become self-sustaining in the future?	5 points maximum	
	Total Points without Additional Points	100	
Additional Points	Did a representative for the non-profit organization attend the non-mandatory GFS Large Even grant workshop or submittal of initial review of the PowerPoint Presentation?	Yes = 5 pts. No = 0 pts.	
Additional Points	Number of years the non-profit organization has been established as verified through non-profit status letter via the U.S. Department of Treasury (IRS) and/or a copy of your Consumer Exemption Certification from the Florida Department of Revenue and/or Articles of Incorporation from the Florida Department of State	0-3 years 0 pts. 3 years and 1 month+ 5 pts.	
	Total Final Points with Additional Points Included	110	

Tie Breaker: Applicant's/organizations contribution as a percentage of the total event budget (the higher contribution percentage prevails) or direction by the CRA Board and/or disposition by the CRA Executive Director, as applicable.