



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
GREATER FRENCHTOWN/SOUTHSIDE DISTRICT PROMOTIONAL/
SPECIAL EVENTS GRANT APPLICATION FY2024**

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, you are not eligible for CRA funding under this program, 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 _____

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

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

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 @ \$ _____ per booth | |
| Medium Booth @ \$ _____ per booth | |
| Small Booth @ \$ _____ per 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 |

SEE Fillable Budget document on website.

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

I understand non-submittal of the required Promotional and Special Event Grant Program documents indicated on Page 9, Application Package 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 ___/___/___

Title of Officer: _____

Print Name: _____

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

Title of Officer: _____

Print Name: _____

SECTION V – APPLICATION PACKAGE CHECKLIST

Please verify the following items are included with your submittal to be eligible 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.

_____ 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.



**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2024 GFS Promotional/Special EVENT GRANT SCORE SHEET**

Name of Organization: _____

Event Name: _____

Event Date: _____

Amount Requested from CRA: _____

| |
|----------------------|
| <p>Notes:</p> |
|----------------------|

| Question | Category | Points Possible | Points Earned |
|----------|---|--|---------------|
| #1 | Does the application provide a comprehensive description of the event including the goals and objectives of the event, how the success of the event will be measured, and how CRA funds are being used? | Maximum 10 points | |
| #2 | How many goals and objectives of the Redevelopment Plan have been related to the event? | 5 points per goal up to 15 points maximum | |
| #3 | How many support letters provided from business and community groups located within the redevelopment area where the event will be held? | 1 point for each support letter up to 5 points maximum | |
| #4 | Expected Attendance (post event documentation of attendance will be required) | Less than 200 1 pt. 201-500 3 pts. More than 501 5 pts. | |
| #5 | Will vendors pay to participate in the event? | Yes = 5 points No = 0 points | |
| #6 | Is budget complete where no corrections are needed? | Yes (no corrections needed) = 20 points No (corrections are needed) = 0 points | |
| #7 | What percentage of the event budget is being requested from the CRA, and other public agencies/organizations, including but not limited to the Leon County Tourist Development Council (TDC) or 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 | What percentage of the overall budget is being funded by private sponsors/organizations including but not limited to in-kind donations and services? | More than 75% 15 pts. 51 to 75% 10 pts. 25% - 50% 5 pts. Less than 25% 0 pts. | |
| #9 | How many years has this organization of event received funding from the CRA? | No past funding 5 pts. Funding for 1 yr. 4 pts. Funding for 2 yrs. 3 pts. Funding for 3 yrs. 2 pts. Funding for 4 yrs. 1 pts. Funding for 5 yrs. 0 pts. | |
| #10 | Based on the plans described, does it seem the event will become self-sustaining in the future? | 5 points maximum | |
| | Total Points | 100 | |

Tie Breaker: Percent of organization's contribution to event or number of vendors from redevelopment area participating in event.