



2015-2016

City of Hemet Event Funding Request
Guidelines

The City of Hemet is accepting requests for financial assistance to help fund community events that provide enjoyment and benefit to the citizens and businesses of Hemet. Organizations may request City sponsorship funds each year during the City's annual application period, for events that will take place during the following fiscal year (July 1 to June 30). The City Council will evaluate all applications received; evaluation is based on the award criteria detailed herein this application packet; and City Council may then choose to award financial assistance to one or more event funding requests.

Application Deadline: Complete application packets, including all requested information and signatures, must be received by the City of Hemet: Department of Community Investment no later than March 26, 2015. Applicant is responsible to ensure that application is complete. Incomplete or late applications may not be considered.

- For an event occurring between the following dates: July 1, 2015 - June 30, 2016
Application Deadline: Thursday- March 26, 2015

Eligibility:

- Organizations that produce a community event in or near the City of Hemet.
- Event must take place during the fiscal year directly following the application deadline. (Due to year-to-year City budget fluctuations, applications for future years' events cannot be considered until the review cycle for that particular year)

Award Limitations:

- Minimum Funding Request City Council will consider: \$100.
- Maximum Funding Request City Council will consider: No current maximum.

The amount of any award will be dependent upon, and may be limited by, funding available at the time an application is evaluated, the number of events that are awarded funding, and/or the City Council's evaluation of the merits of an application.

Application Review Process: City staff will compile all applications received and will forward them to a City Council Ad Hoc Committee for review. All applicants will be given an opportunity to speak to the Ad Hoc Committee about their application. The Ad Hoc Committee will forward a recommendation to the City Council regarding the applications received. The City Council will then decide whether to provide financial assistance to one or more proposed community events. All applicants will be notified of City Council's decision.

City of Hemet Event Funding Request Guidelines (cont.)

Application Review Criteria: Proposals submitted will be evaluated based on the following criteria:

CRITERIA	MAXIMUM POINTS POSSIBLE
What services/benefits/products will the City of Hemet receive in return for sponsoring the event (i.e., Advertising, Services to Hemet citizens, etc.).	20
Will the event generate local hotel/motel stays?	20
How long has this event been in existence?	10 pts for first year event 5 pts for established event
Is Budget Worksheet clear and understandable? (other event sponsors, event revenues, event expenditures, donations being made, etc.)	20
Has the applicant demonstrated that they are going to meet all federal, state, and local regulations, and obtain any required permits (i.e., ADA, vendor permits, health permits, street closures, security, clean up, etc.).	20
Location of event.	10 pts for downtown core or city park 5 pts for outside downtown core

Application Submittal:

Please complete the attached 'City of Hemet Event Funding Request Form' (must be a signed original), including all requested information, and submit prior to the application deadline to:

City of Hemet
Attn: John Jansons
Economic Development Department
445 E. Florida Avenue
Hemet, CA 92543

Disclaimer:

These guidelines and other program materials are in no way a commitment or promise of funding. Due to potential City budget constraints for FY15/16, no grants may be awarded.

Questions:

Please direct all questions concerning City of Hemet Event Funding to the City of Hemet Community Investment Director at (951) 765-2301.



2015-2016

City of Hemet Event Funding Request Form A

(Request for Assistance \$100 to \$999)

Special Notice for Fiscal Year 2015-2016:

- If approved by the City, events held in City parks: Weston, Gibbel or Mary Henley will receive priority for possible funding.
- This announcement or submission of an application is in no way a commitment of funding. Due to potential City budget constraints for FY15/16, no grants may be awarded.

Request Guidelines:

- If you are requesting financial assistance for more than one event, a separate request form and distinct separate budget must be submitted for each request.
- Application Deadline: For an event occurring between July 1, 2015 and June 30, 2016, **the Application Deadline is March 26, 2015.**
- Any questions re: submitting a funding request should be directed to the City of Hemet – Community Investment Department (951) 765-2301.

1. NAME OF EVENT: _____

2. DATE OF EVENT: _____

3. LOCATION OF EVENT: Address: _____

(if no address, provide description of location)

City: _____ State: _____

Zip: _____

4. NAME OF APPLICANT/ORGANIZATION WHO IS PRODUCING THE EVENT: _____

5. CONTACT PERSON: Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Address: _____

City: _____ State: _____

Zip: _____

6. DESCRIPTION OF EVENT: _____

7. DESCRIBE WHAT BENEFITS THE COMMUNITY AND CITY OF HEMET WILL RECEIVE FROM THE EVENT. Attach separate pages as needed:

City of Hemet Event Funding Request Form (cont.)

8. ANTICIPATED NUMBER OF ATTENDEES: _____

9. IS THIS A FUNDRAISING EVENT?: _____ NO _____ YES

10. IS THIS EVENT FREE TO THE PUBLIC?: _____ NO _____ YES

11. IS THIS A FIRST TIME EVENT?: _____ NO _____ YES

IF NO, HOW MANY YEARS HAS YOUR ORGANIZATION PRODUCED THIS EVENT?: _____

12. LIABILITY INSURANCE?: _____ NO _____ YES CARRIER: _____

13. HAVE YOU CONSULTED WITH CITY/COUNTY/STATE AND OTHER AGENCIES TO DETERMINE WHAT PERMITS WILL BE REQUIRED TO CONDUCT THE EVENT?

_____ NO _____ YES

If YES, what permits have you determined are required? (i.e., Special Event, Street Closure, Park Reservation, Sign Permit, ABC Alcohol, Environmental Health, Fire Dept, etc...):

14. TOTAL AMOUNT OF FINANCIAL ASSISTANCE REQUESTED: \$ _____

Please Provide Detail of Assistance Requested Below:

A. Requested City of Hemet **In-Kind Support** (Please List):

(i.e., Permit Fee Waive, Traffic Control, Security, Electrical Support, Other City Staff Labor, City Equipment, Portable Restrooms, Street Barricades, City Facilities, etc.)

_____ \$ _____
_____ \$ _____
_____ \$ _____

B. Requested City of Hemet **Monetary Support**: _____ \$ _____

TOTAL IN-KIND AND MONETARY SUPPORT (sum of A + B): \$ _____

OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION

I HEREBY CERTIFY that the facts stated herein this Event Funding Request are true and correct to the best of my knowledge. The Event described herein will be conducted in accordance with all applicable city/county and other regulations, and the Event provides equal access to employment and event participation without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws.

Official's Signature

Date

Official's Name & Title (Print)



2015-2016

City of Hemet Event Funding Request Form B

(Request for Assistance of \$1,000 or More)

Special Notice for Fiscal Year 2015-2016:

- If approved by the City, events held in City parks: Weston, Gibbel or Mary Henley will receive priority for possible funding.
- This announcement or submission of an application is in no way a commitment of funding. Due to potential City budget constraints for FY15/16, no grants may be awarded.

Request Guidelines:

- If you are requesting financial assistance for more than one event, a separate request form and distinct separate budget must be submitted for each request.
- Application Deadline: For an event occurring between July 1, 2015 and June 30, 2016, **Application Deadline is March 26, 2015 at 5:00 pm.**
- Any questions re submitting a funding request should be directed to the City of Hemet – Community Investment Department (951) 765-2301.

1. NAME OF EVENT: _____

2. DATE OF EVENT: _____

3. LOCATION OF EVENT: Address: _____

(if no address, provide description of location)

City: _____ State: _____

Zip: _____

4. NAME OF APPLICANT/ORGANIZATION WHO IS PRODUCING THE EVENT: _____

5. CONTACT PERSON: Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Address: _____

City: _____ State: _____

Zip: _____

6. DESCRIPTION OF EVENT: _____

7. DESCRIBE WHAT BENEFITS THE COMMUNITY AND CITY OF HEMET WILL RECEIVE FROM THE EVENT. Attach separate pages as needed:

City of Hemet Event Funding Request Form (cont.)

8. ANTICIPATED NUMBER OF OUT-OF-TOWN OVERNIGHT ATTENDEES: _____

9. ANTICIPATED NUMBER OF LOCAL ATTENDEES: _____

10. IS THIS A FUNDRAISING EVENT?: _____ NO _____ YES

11. EVENT PROMOTION: What type of advertising/public relations/promotion methods do you plan to use to advertise the Event? For example, provide details of promotional activities, materials, and ad placements, including the names of publications, location of billboards, tv/radio stations, websites, number of postcards to be produced, etc. Attach separate pages as needed: _____

12. IS THIS EVENT FREE TO THE PUBLIC?: _____ NO _____ YES

13. IS THIS A FIRST TIME EVENT?: _____ NO _____ YES

IF NO, HOW MANY YEARS HAS YOUR ORGANIZATION PRODUCED THIS EVENT?: _____

14. WHAT HOTELS HAVE COMMITTED TO SPECIAL RATES OR PACKAGES FOR THE EVENT DATE?: _____

15. HOW MANY ESTIMATED HOTEL ROOM NIGHTS WILL BE GENERATED BY THIS EVENT? _____

16. DESCRIBE YOUR PROCEDURES FOR CROWD CONTROL AND SECURITY. Attach separate pages as needed: _____

17. LIABILITY INSURANCE?: _____ NO _____ YES CARRIER: _____

18. HAVE YOU CONSULTED WITH CITY/COUNTY/STATE AND OTHER AGENCIES TO DETERMINE WHAT PERMITS WILL BE REQUIRED TO CONDUCT THE EVENT?

_____ NO _____ YES

If YES, what permits have you determined are required? (i.e., Special Event, Street Closure, Park Reservation, Sign Permit, ABC Alcohol, Environmental Health, Fire Dept, etc...):

\$

19. TOTAL AMOUNT OF FINANCIAL ASSISTANCE REQUESTED: _____

Include total value of all monetary assistance -AND- in-kind assistance you are requesting from the City of Hemet (see *Projected Event Budget Worksheet*).

City of Hemet Event Funding Request Form (cont.)

20. COMPLETE THIS PROJECTED EVENT BUDGET WORKSHEET:

ANTICIPATED REVENUE:

1. Admissions\$ _____

2. Booth/Space Rentals\$ _____

3. Corporate/Individual Sponsorships (Please List):

_____\$ _____
_____\$ _____
_____\$ _____
_____\$ _____

4. Other Revenue (Please List):

_____\$ _____
_____\$ _____

5. Requested **City of Hemet** In-Kind Support (Please List):

(i.e., Permit Fee Waive, Traffic Control, Security, Electrical Support, Other City Staff Labor, City Equipment, Portable Restrooms, Street Barricades, City Facilities, etc.)

_____\$ _____
_____\$ _____
_____\$ _____
_____\$ _____

6. Requested **City of Hemet** Monetary Support:\$ _____

TOTAL PROJECTED REVENUE:\$ _____

ANTICIPATED EXPENSES:

7. Personnel:

Administrative \$ _____
Artistic \$ _____
Technical/Production \$ _____
Other \$ _____

8. Space Rental \$ _____

9. Equipment Rental/Purchase \$ _____

10. Miscellaneous Supplies \$ _____

11. Permits/Licenses \$ _____

12. Advertising/Marketing \$ _____

13. Other Expenses (Please List):

_____ \$ _____
_____ \$ _____

TOTAL PROJECTED EXPENSES: \$ _____

City of Hemet Event Funding Request Form (cont.)

- SIGNATURE PAGE -

OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION

I **HEREBY CERTIFY** that the facts stated herein this Event Funding Request are true and correct to the best of my knowledge. The Event described herein will be conducted in accordance with all applicable city/county and other regulations, and the Event provides equal access to employment and event participation without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws.

Official's Signature

Date

Official's Name & Title (Print)