

## EXHIBIT "A"



### CITY OF COCONUT CREEK SPECIAL EVENTS GRANT PROGRAM

#### BRIEF GUIDELINES

- 1) Please read the reimbursement application thoroughly before filling it out.
- 2) Groups applying for financial or in-kind assistance must host their event within the City's limits and certify that they are not and will not engage in any discriminatory activity.
- 3) Groups must attach a copy of their non-profit certification (tax-exempt status) and certificate of incorporation as a registered non-profit entity in the State of Florida.
- 4) The Program funds organizations that have a minimum of two (2) years of verifiable non-profit status.
- 5) Once the Special Events Grant Committee has made a decision regarding your assistance request, the City will notify you of the outcome via an official City grant award letter.
- 6) If your organization is granted financial assistance and timely provides the City with all the requested reimbursement documentation after the event, the City will mail a check directly to the organization no later than thirty (30) days from receipt of such verifiable documentation.
- 7) The deadline to submit applications for this round of assistance is \_\_\_\_\_.
- 8) In addition to the reimbursement documentation, the City must receive a copy of your organization's Board of Directors Meeting Minutes, or the equivalent, that acknowledges the fact that the event occurred consistent with your application.

**IMPORTANT:** 9) The City must receive copies of receipts and corresponding invoices that show the purchase of what the grant award went towards, i.e. reimbursement documentation. Reimbursement is contingent on valid proof of purchase documentation, as determined by the City. **Monies that were not used for the purpose designated by the Special Events Grants Committee will not be reimbursed.**

Mail or bring the completed application to:

Coconut Creek City Hall  
Attention: Yvonne Lopez  
Community Relations Director  
4800 West Copans Road  
Coconut Creek, FL 33063

If you have any questions, please call Yvonne Lopez at 954.973.6722.



## SPECIAL EVENTS GRANT PROGRAM

### OVERVIEW:

The intention of the Special Events Grant Program is to help non-profit organizations produce a variety of activities, which take place in the City of Coconut Creek and serve Coconut Creek residents. This unique program offers groups assistance to help offset event costs through reimbursement or in-kind services.

### WHAT IS A SPECIAL EVENT?

A Special Event is an activity that is open to the public and developed by a community non-profit group centered around a specific theme that draws participants from inside and outside the City. The event should rely on volunteer resources to plan, organize, and manage the event. The Special Events Grant Committee may consider professional fees for speakers or entertainers; however, salaries and purchase of permanent equipment will not be considered.

By providing such support, the City's intention is to encourage many worthwhile cultural, educational, health, environmental, and business promotions, which otherwise might not be hosted in the community.

An event should contribute to the City's image as a premier residential and business community in South Florida. The event's theme and activities should reinforce the predominant social values in the community and provide the type of desired programs that reflect the community's diverse interests. Any Special Event should highlight the City's facilities and resources while providing an economic boost to restaurants and the retail community, when possible.

Special Events are grouped into four (4) broad categories:

1. **Cultural Events:** include such areas as theater, music, dance, and art in a variety of forms, all responding to the community's diverse interests.
2. **Parks & Recreation Events:** will create an active environment that may include play, exercise, amusements, and sports.
3. **Educational Events:** brings different ethnic, cultural, health, and environmental groups together by providing programs of common interest.
4. **Business/Economic Development Events:** highlight the existing business community and the potential business opportunities available.

### ELIGIBILITY REQUIREMENTS:

Applicants must be community non-profit organizations with 501(c)(3) tax exemption status who plan to host a special event within the City's limits. Eligible community non-profit organizations must show a minimum of two (2) years of verifiable non-profit status. Eligible community non-profit organizations must certify that they are not and will not engage in any form of discrimination whatsoever, and must agree to indemnify and hold harmless the City as provided herein under "Terms and Conditions".

### EVALUATION PROCEDURE:

## **EXHIBIT “A”**

The Special Events Grant Committee will evaluate all eligible applications based on how the event aligns with one (1) or more of the City’s initiatives: culture, parks & recreation, education, business/economic development. In addition, the Special Events Grant Committee may consider the number of potential attendees, longevity of the applicant, any prior events hosted by the applicant, overall budget of the event, and the ability of the City to provide the requested assistance.

All applications will be reviewed by the Special Events Grant Committee, whose members are appointed by the City Manager. Interviews may be conducted with applicant groups, at the request of the Special Events Grant Committee.

### **AWARD AND REIMBURSEMENT PROCESS:**

The Special Events Grant Program contemplates a four-step process: 1) submission of the application documentation prior to the event; 2) consideration of the application by the Special Events Grant Committee; 3) authorization or denial by the Committee of certain in-kind services and/or certain purchases for reimbursement by way of an official City grant award letter; 4) after the event, submission of monetary reimbursement documentation consistent with the award granted by Special Events Grant Committee.

Within fourteen (14) days after the event, receipts and corresponding invoices must be submitted to the City for monetary reimbursement. Copies of the original receipts and invoices must be dated, include the name of the event, and the name of the hosting organization. All reimbursement documentation must be submitted at the same time. Incomplete packets will be returned to the submitter. If a receipt/invoice includes other expenses not initially considered by the Special Events Grant Committee, or the amount of the service exceeds the amount of the grant award, the City will only reimburse the organization to the extent promised in the grant award letter. If the actual expense of a grant-awarded service is less than originally anticipated, the City will only reimburse the organization for what it actually paid for such service as shown on the receipt/invoice. Reimbursements will be processed within thirty (30) days of the City’s receipt of all necessary documentation, as determined by the City.

### **TERMS AND CONDITIONS:**

The Special Events Grant Committee meets and considers applications two (2) times during each fiscal year. The first round of assistance is offered in September for events held during the first six (6) months of the City’s fiscal year (October 1 through March 31), with funds disbursed after the City receives copies of all reimbursement documentation related to the initial application requests. The second round of assistance is offered in March for events to be held during the second six (6) months of the City’s fiscal year (April 1 through September 30), with funds disbursed after the City receives copies of all reimbursement documentation related to the initial application requests.

Groups requesting assistance under this Program must apply by the deadline specified on the application form. Applicants must provide:

1. A completed application form (enclosed).
2. A proposed budget for the event (on enclosed form).
3. Proof of current non-profit certification with tax-exempt status; submitted with application.
4. For all monetary reimbursement grant awards, copies of reimbursement documentation within fourteen (14) days after the event.

Notwithstanding any grant award, a City permit may be required to host your event. Please remember to contact the City’s Building Permit Department at 954-973-6750.

## EXHIBIT "A"

Grant recipients agree that the City may attend and evaluate the event free of charge.

The City's Special Events Grant Program Coordinator has exclusive authority to interpret the rules and conditions of the Program. The City reserves the right to unilaterally change any term or condition pertaining to the Special Events Grant Program, without notice.

In consideration of participating in the Special Events Grant Program, all organizations agree to indemnify, defend, save and hold the City, its officers, agents, and employees, harmless from any and all claims, damages, liability, losses, causes of action of any nature whatsoever, which may arise out of, in connection with, or because of the Special Events Grant Program. Nothing herein is intended to serve as a waiver of sovereign immunity by the City under Section 768.28, Fla. Stat., nor shall anything included herein be construed as consent to be sued by any third parties in any matter arising out of the Special Events Grant Program

### LIMITATIONS:

Organizations may submit applications for multiple events per fiscal year, provided that the events are completely separate, with a different set of activities and budget. Funds are limited per year.

Salaries, benefits, or permanent equipment shall not be included in the anticipated expenditures outlined in a proposed budget for the event. The Special Events Grant Committee shall not consider any request to cover any costs associated with salaries, benefits, or permanent equipment.

All requests for in-kind and/or monetary assistance must be specifically listed within the application form. Applications, once submitted, shall be considered final.

### DEADLINE FOR APPLICATIONS:

The deadline for submitting applications is \_\_\_\_\_.

### Applications must be submitted to:

Special Events Grant Program  
Attn: Yvonne Lopez  
Community Relations Director  
4800 West Copans Road  
Coconut Creek, FL 33063  
954.973.6722

**IMPORTANT:** The City must receive copies of receipts and corresponding invoices that show the purchase of what the grant award went towards, i.e. reimbursement documentation. Reimbursement is contingent on valid proof of purchase documentation, as determined by the City. **Monies that were not used for the purpose designated by the Special Events Grants Committee will not be reimbursed.**



**SPECIAL EVENTS GRANT PROGRAM APPLICATION**  
**Submission deadline:**

---

1. Event Title: \_\_\_\_\_

2. Date/Place of Event: \_\_\_\_\_

3. Has the event site been reserved?  Yes  No

4. Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

5. Chief Administrative Officer/President \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Brief Description of Event/Approximate Number of Attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Attach non-profit certification (tax-exempt status) and Certificate of Incorporation as a registered entity in the State of Florida.

Attached:  Yes  No

8. Bank affiliations: \_\_\_\_\_

9. What is the date of your organization's original non-profit status? \_\_\_\_\_

10. How much is total cost of your event? \_\_\_\_\_

11. Is your event open to the public?  Yes  No

12. Percentage of Creek residents attending events: \_\_\_\_\_

13. What is the total monetary amount requested from the City of Coconut Creek? **(An itemized list showing exact dollar figures is required.)** \_\_\_\_\_

14. How will the funds be used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. What are the in-kind requests from the City of Coconut Creek? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT "A"**

16. List other funding/grants that will go toward the event (i.e. cash, in-kind services, donations, grants, etc.). \_\_\_\_\_

---

---

---

---

---

17. What benefits and positive effects will the City of Coconut Creek receive if a grant is awarded?

---

---

---

---

---

18. What percentage of the profits will go towards charity? What percentage will go towards administrative costs? \_\_\_\_\_

---

19.  I am duly authorized to speak on behalf of my organization.

20.  I understand that I must timely submit all the required reimbursement documentation prior to receiving reimbursement for any authorized expense under the Special Events Grant Committee's award letter.

21.  I hereby certify that my organization does not and will not engage in any form of discrimination and prohibits discriminatory activity.

22.  In consideration of participating in the Special Events Grant Program, my organization agrees to indemnify, defend, save and hold the City of Coconut Creek, its officers, agents, and employees, harmless from any and all claims, damages, liability, losses, causes of action of any nature whatsoever, which may arise out of, in connection with, or because of the Special Events Grant Program. Nothing herein is intended to serve as a waiver of sovereign immunity by the City under Section 768.28, Fla. Stat., nor shall anything included herein be construed as consent to be sued by any third parties in any matter arising out of the Special Events Grant Program.

*Note: You may attach additional pages, if needed.*

---

President/CEO Signature

**EXHIBIT "A"**

**PROPOSED EVENT BUDGET  
CITY OF COCONUT CREEK  
SPECIAL EVENTS GRANT PROGRAM**

Name of Organization: \_\_\_\_\_

Name/Date of Event: \_\_\_\_\_

**ANTICIPATED REVENUES**

Your Organization's Contribution: \$ \_\_\_\_\_

**Additional Revenue Sources:**

Ticket Sales: \_\_\_\_\_

Donations, Sponsorships & Contributions: \_\_\_\_\_

Other - (List): \_\_\_\_\_

Total Anticipated Revenue: \$ \_\_\_\_\_

**ANTICIPATED EXPENDITURES**

Advertising and Publicity: \$ \_\_\_\_\_

Equipment Rentals: \_\_\_\_\_

Facility Rental: \_\_\_\_\_

Insurance: \_\_\_\_\_

Lodging: \_\_\_\_\_

Security/Police: \_\_\_\_\_

Printing: \_\_\_\_\_

Postage: \_\_\_\_\_

Supplies & Materials: \_\_\_\_\_

Professional Fees: \_\_\_\_\_

Technical Equipment Expenses: \_\_\_\_\_

Travel and Transportation: \_\_\_\_\_

Other: \_\_\_\_\_

Total Anticipated Event Expenditures: \$ \_\_\_\_\_

**Disallowed Expenses:**

**Salaries, Benefits & Permanent Equipment**

We hereby certify that all figures, facts, and representations made in this statement are true and correct to the best of my knowledge.

Chief Administrative Officer/President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Financial Officer/Treasurer Signature: \_\_\_\_\_

Date: \_\_\_\_\_