

# EXHIBIT A

## THE CITY OF TAVARES SPECIAL EVENTS MATCHING GRANT APPLICATION GUIDELINES

For the Period of October 1, 2008 through September 30, 2009.

The City Council of the City of Tavares are committed to supporting special event activities that enhance the quality of life for Tavares citizens. To that end, the City Council will budget, on an annual basis money to support non-profit organizations **in their efforts to promote and conduct sports, cultural and special events such as performing arts, concerts, festivals, fairs, parades and tournaments in Tavares which will benefit the residents and visitors of the City of Tavares.** The Council has also established a Special Events Advisory Committee who will review applications for grant awards and make recommendations to the Council. Once the special events budget is fully committed, all future requests in that fiscal year will not be considered, and no further requests will be accepted by the City Council. All grant recipients will be required to acknowledge the City of Tavares as a supporter of their event in all printed materials associated with the event.

Maximum matching grant amounts will not exceed \$5,000 per event per year, except in cases where the City Council, recommends increasing the funding level. An approved grant application does not release the applicant from their responsibility to secure the necessary City, County, State and Federal permits which may be required to conduct the event.

**APPLICATION DEADLINE FOR FISCAL YEAR 2009: September 15, 2008.**

Completed applications must be delivered and/or postmarked by September 15, 2008.  
Applications must be submitted to:

The City of Tavares  
Special Events Advisory Committee  
c/o The City Clerk's Office  
201 E. Main Street  
Tavares, FL 32778

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## **ELIGIBILITY CRITERIA**

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In reviewing applications for Special Event funding, the Special Events Advisory Committee will consider the following criteria:

- If applicant is not a non-profit organization, please specify.
- The event's impact in promoting the City of Tavares as a visitor destination.
- The organization's ability and experience in conducting high quality events.
- The anticipated attendance of City of Tavares residents as either participants or spectators.
- The economic impact on businesses located in the vicinity of the event location.
- Other such information as deemed necessary by the Special Events Advisory Committee.

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## **REVIEW PROCESS**

In order for an application to be considered by the Special Events Advisory Committee, a representative of the organization may be required to make a presentation at a Committee meeting to answer questions concerning the proposed event.

1. The Special Events Advisory Committee will make a recommendation to the Tavares City Council.
2. The City Council will provide final approval of grant awards, and may, at their discretion, elect to withhold a portion of the Special Events Account for future applications.
3. Upon final approval, an agreement will be finalized and signed by the applicant and the City Administrator or his designated representative.
4. A Final Report will be provided by the applicant within 45 days following the completion of the event.

## APPLICATION

### APPLICATION INSTRUCTIONS:

1. Complete, sign and return this application to the City Administrator's office, City of Tavares, 201 E. Main Street, Tavares, FL 32778 by September 1, 2008.
2. Complete, sign and return a vendor application if not already a registered vendor with the City of Tavares along with the application (may be completed on line and then printed out and sent with application – go to [www. Tavares.org/Finance/Purchasing](http://www.Tavares.org/Finance/Purchasing)).
3. Complete, sign and return a Special Events Matching Grant Agreement along with this Application.
4. Describe the proposed event and the proposed budget.
5. Provide the following attachments:
  - a. Organization's budget and income/expense report for your latest event.
  - b. Supporting documents including brochures, flyers, newspaper articles, sponsorship letters, etc., of the proposed event and, any post events.

**PLEASE NOTE THAT ALL FORMS MUST BE SUBMITTED AS A COMPLETE PACKAGE.**

EVENT TITLE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

GRANT DOLLARS REQUESTED: \_\_\_\_\_

### **I. APPLICANT ORGANIZATION:**

A. LEGAL NAME OF APPLICANT: \_\_\_\_\_

B. ADDRESS: \_\_\_\_\_

C. CONTACT PERSON: \_\_\_\_\_

D. ADDRESS: \_\_\_\_\_

E. TELEPHONE NUMBER: \_\_\_\_\_

F. FAX: \_\_\_\_\_

G. 501(C)3 NON-PROFIT ORGANIZATION'S REGISTRATION NUMBER: \_\_\_\_\_

**I CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT, AND THAT THIS APPLICATION IS MADE SOLELY FOR THE PURPOSE OF FUNDING THE DESCRIBED EVENT. I UNDERSTAND THAT THIS APPLICATION MAY BE REJECTED IF ANY MISREPRESENTATIONS ARE DISCOVERED.**

AUTHORIZED SIGNATURE:

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

B. SUMMARIZE ORGANIZATION'S HISTORY:

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C. LIST THE NAME OF THE ORGANIZATION PRESIDENT AND OTHER INDIVIDUALS AUTHORIZED TO EXECUTE CONTRACTS AND OTHERWISE ACT ON BEHALF OF THE APPLICANT:

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

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D. LIST ANY OTHER GRANT AWARDS RECEIVED OR APPLIED FOR BY APPLICANT FOR THIS EVENT:

SOURCE  
OF GRANT

AMOUNT  
AWARDED

DATE

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E. HAVE YOU APPLIED FOR CITY OF TAVARES SPECIAL EVENT FUNDING IN THE PAST?

YES \_\_\_\_\_ NO \_\_\_\_\_

AMOUNT APPLIED FOR \_\_\_\_\_

AMOUNT GRANTED AND RECEIVED \_\_\_\_\_

**II. EVENT INFORMATION:**

A. DESCRIBE THE PROPOSED EVENT IN DETAIL:

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B. LOCATION OF EVENT WITHIN THE CITY OF TAVARES:

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C. STARTING AND ENDING DATES/TIMES:

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D. DESCRIBE IN DETAIL HOW THE SPECIAL EVENTS FUNDING WILL BE UTILIZED:

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**III. ECONOMIC IMPACT INFORMATION:**

A. NUMBER OF PEOPLE ANTICIPATED TO ATTEND THE EVENT:

	<u>PARTICIPANTS</u>	<u>SPECTATORS</u>
CITY RESIDENTS	_____	_____
LAKE COUNTY RESIDENTS	_____	_____
OTHERS	_____	_____
VENDORS	_____	_____
<b>TOTAL</b>	_____	_____

B. SPECIFIC EFFORTS MADE TO ADVERTISE & PROMOTE THE EVENT

(Please attach copies of proposed press releases, brochures, flyers, advertisements, etc.):

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**IV. FINANCIAL INFORMATION:**

**A. REVENUE BUDGET:**

1. LIST INCOME SPECIFICALLY ASSOCIATED WITH YOUR EVENT:

ADMISSIONS	_____
CORPORATE CONTRIBUTIONS	_____
PRIVATE CONTRIBUTIONS	_____
OTHER GRANTS	_____
OTHER REVENUES (please list)	_____
<b>TOTAL REVENUES</b>	_____

2. LIST ALL IN-KIND CONTRIBUTIONS:

CONTRIBUTOR	TYPE	VALUE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B. EXPENDITURE BUDGET:**

1. LIST EXPENDITURES SPECIFICALLY ASSOCIATED WITH YOUR EVENT:

PERSONNEL COSTS	_____
RENTAL FEES	_____
ADVERTISING/PROMOTION	_____
OTHER FEES (please list):	_____
<b>TOTAL EXPENDITURES</b>	_____

**C. TOTAL AMOUNT OF SPECIAL  
EVENTS GRANT REQUEST:** \_\_\_\_\_

#### IV IN KIND GRANT REQUEST

If the applicant is requesting in kind services, please specify below, the type and quantities of in kind services, rentals, or equipment needed. (Please include dates services are needed.)

	Sworn Officers	Non-Sworn
a. Personal Service Hours Needed	_____	_____
Dates needed	_____	_____

b. Supplies:  
(list supplies requesting to be supplied, quantity, and estimated cost)

Description	Quantity	Estimated Cost
_____	_____	_____
_____	_____	_____
Dates needed	_____	

c. Equipment:  
(List equipment such as tents, generators, portable lights, etc.)

Description	Quantity	Estimated Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
Dates needed	_____	

**In-Kind services not specifically listed on this application will not be considered during the application approval process. Services or supplies not approved will not be provided during the event.**

## **CHECKLIST OF ITEMS TO BE SUBMITTED**

- 1. Grant Application**
- 2. Grant Agreement**
- 3. Vendor's Application (if new)**
- 4. Attachments –**
  - Organization's budget and income and expense report for the latest event**
  - Supporting documents including brochures, flyers, newspaper articles, sponsorship letters, etc. of the proposed event, and any post events.**