



Community
Redevelopment Agency



Crescent City

Community Redevelopment Agency (CRA)
Special Event Grant Program

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Legal Form: Not-for-Profit Corporation Corporation, For Profit
 Civic Organization Other: (Explain) _____

In which State are the incorporation and/or organization documents filed? _____

Social Security Number/Tax Identification Number: _____

2. LOCATION OF THE PROPOSED EVENT

Date(s): _____

Address: _____

Site plan and description of area to be used for the event (i.e. size, indoor/outdoor, etc):

3. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

4. AUTHORIZATION TO UNDERTAKE WORK

If the applicant is not the owner of the property, provide written evidence that the owner authorizes this event to take place. If the proposed location is on public property, then a park usage/special event permit from the City must be obtained prior to applying for a grant.

5. BRIEF DESCRIPTION OF PROPOSED EVENT

(Use additional paper if necessary)

6. AMOUNT REQUESTED AND ESTIMATED COST OF EVENT

AMOUNT REQUESTED: _____

Please provide a breakdown of the costs associated with the event items that the grant funding will support. Provide the item, the cost and description of the item. Use additional paper of necessary.

For example:

<u>Item</u>	<u>Costs</u>	<u>Description</u>
Advertising	\$.00	Placing advertisements in regional Newspapers and magazines; placing radio advertisements, etc

Item	Costs	Description

7. SOURCE OF MATCHING FUNDS

This is a matching grant program that reimburses costs. The CRA does not provide 100% funding for any one event, and it does not provide funds up front. Applicants must demonstrate that they have other sources of funding to cover the match and the costs to be reimbursed by the grant. Please describe the funding sources below:

8. VALUE OF THE EVENT TO THE COMMUNITY REDEVELOPMENT EFFORTS OF THE CRA.

CRA funds are limited to efforts that promote redevelopment and revitalization inside the CRA boundaries. Please describe how your proposed event will benefit the CRA redevelopment and revitalization efforts. If necessary, use a separate piece of paper to complete this portion.

9. ACKNOWLEDGEMENTS

- I have read and understand the program guidelines and criteria
- I have attached a copy of the applicant's organizational documents (i.e. articles of incorporation, IRS 501.c.3 verification, etc).
- I have attached a copy of my liability insurance
- I understand that this is a reimbursement grant, and the upfront funding of all costs associated with the event are the applicant's responsibility.
- I understand that proof of the expenses that will include invoices and proof of payment of said invoices is required prior to receiving funds
- I understand that it is the applicant's responsibility to coordinate in advance with all City departments concerned with the event (i.e. Police, Fire, Public Works etc). The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

By signing below, the applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a matching grant and is true and complete to the best of the applicant's knowledge and belief. Applicant recognizes and accepts that verification of any information contained in this application may be obtained by the CRA from any available source.

Applicant Signature

Date

Please return a copy of this completed application along with any supporting documentation to City Hall.

TO BE COMPLETED BY CITY HALL STAFF

Has applicant ever applied for a CRA Special Event Grant?

no

yes, date(s) _____

Has applicant ever received a CRA Special Event Grant?

no

yes, date(s) and amount (s) _____

Staff Signature

Date