

Carrabelle Community Redevelopment Agency
Non-Profit Organization Special Events Grant
Reimbursement Application

Two sets of the application and related documents are required for submittal

Date Submitted: _____

Date Approved: _____

Applicant/Business Information:

Please type or print

Name of Non-Profit Organization: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone Numbers: _____

Email: Address: _____

Contact Person/Title: _____ Phone: _____

Projected Event Budget: _____

Grant Amount Requested: _____

Event Start Date: _____ Event End Date: _____

Has this event received past CRA funding? _____

If yes, please provide the year(s) of assistance and amount received: _____

Other funding sources identified, requested, or obtained? _____
i.e., Franklin County Tourist Development Council, Visit Florida, Carrabelle Cares, etc.

Please provide the funding sources and amounts awarded: _____

Will this event receive in-kind funding from other sources? _____

If yes, please provide the in-kind funding source and amount: _____

Signature:

Non-Profit Organization Event Official/Title: _____

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Attachments to this grant application must include:

- 1) Projected budget for the program.
- 2) A complete listing of the organization's current officers and directors, including addresses, telephone numbers
- 3) Organization's most recent IRS filing (unless the organization is less than one-year-old)
- 4) Fictitious Name filing
- 5) Listed application question responses.
- 6) Signed Applicant's Acknowledgements/Agreement

Signature of Non-Profit Organization's Chief Official: _____

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Question Responses

Please complete all the following questions in the space provided.
Attach additional sheets if you need more room.

- 1) Describe the event and target attendees.
- 2) What aspects of the event make it a good candidate for CRA funding?
- 3) Explain the extent to which the project has publicity potential and identify the markets---local, regional, state, national specific---that will be targeted.
- 4) Identify how the activity will enhance the economic vitality of the CRA district.
- 5) Explain the total project cost and how funding from the CRA will be utilized.
- 6) Indicate what percentage of the project the CRA funds represent.
- 7) If there are net proceeds from the event, how will the proceeds be utilized?
- 8) Provide a brief summary of the history of the organization and event for which the CRA funds are being requested.
- 9) Include number of years the event or program has taken place.
- 10) Describe the goals of the event and previous outcomes.
- 11) If this is a new program/event, please explain the long-term goals and desired outcomes.

**Carrabelle Community Redevelopment Agency
Non-Profit Organization Special Events Grant Assistance**

Event Evaluation and Payment of Funds

Each event applicant awarded funds by the CRA must submit a completed Event Evaluation Form and Profit/Loss Statement within 30 days after the final date of the event. Failure to comply will result in the withdrawal of the award. If you find that, you are unable to submit the Event Evaluation Form within 30 days due to vendor billing dates, contact a CRA representative.

Project Description/Name: _____

Date(s) of the Event: _____

How many times has this event been held? _____

Estimated attendance: _____

Estimated economic impact to downtown merchants: _____

Briefly explain the methodology for determining economic impact: _____

Total expenditure for this event: _____

Amount spent on advertising: _____

How were the CRA funds spent? _____

Media used for paid and sponsored advertising: _____

Area of impact for paid/unpaid advertising and publicity:

10-mile radius Yes _____ No _____

50-mile radius Yes _____ No _____

100-mile radius Yes _____ No _____

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Applicant's Acknowledgements/Agreement

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For qualifying non-profit organization events, the maximum amount of grant funding for any single non-profit organization event is 25% of the total budget for the proposed event. **The maximum amount that this 25 % can be applied to is \$10,000.00 per event**, thus the maximum grant funding amount is capped at **\$2,500.00**.

The eligible NPO must be tax-exempt as defined by SBA or IRS, a 501(C) (3), a Florida Corporation, and headquartered in the CA District a minimum of two years.

Event must be located within the limits of the CRA District.

The date of the event must be no less than six (6) weeks from the date of approval by the CRA.

An event budget must be submitted with the event funding application.

The event funding application and budget must indicate grant funding from all other sources.

Total event budget must demonstrate reasonableness and not be extreme or excessive.

Event must demonstrate a significant economic impact to businesses and enhance economic vitality within the CRA District.

The facility in which the event will occur must not have any City code violations.

Applicant must be current and not in default on any agreements with the City of Carrabelle or the CRA.

Promotional/special events hosted by a NPO that has a for-profit business is not eligible for funding if the event is similar in nature to the for-profit business activity or operations.

Approved grant funds will be reimbursed within 30 days of deliverance of appropriate receipts and documentation for actual costs incurred.

The CRA reserves the right to reject any application that is not substantially complete or it does not find to be consistent with the goals and objectives of the applicable Redevelopment Plan.

Organizations who have received funding for more than four (4) years will have requested funding amount reduced by 25% in year five (5) and by 50% in year six (6) or more.

All grant recipients must complete a W-9 Tax Form and will receive a 1099 Tax form for their award. **Applicant should consult a tax professional in order to properly understand the tax consequences of any award.*

Applicants will give permission to the CRA to place a **“Funded in Part by Carrabelle Community Redevelopment Agency”** sign at the event location during the dates of the event.

Not-for-profit organizations may receive only one event grant award per fiscal year. After receiving funding, the first time, future funding requests must be applied for as an annual application

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All Applicants that are awarded a grant understand that when submitting for reimbursement that "Cash Receipts" will not be accepted due to auditing requirements – NO EXCEPTIONS. Verification of payment in the form of a paid receipt/invoice must be submitted with reimbursement request.

The NPO event applicant or their representative must be present at the CRA public meeting when the application is being considered by the CRA Board or it will be tabled.

Approved applicants will enter this contractual agreement outlining obligations and reporting requirements, proposed event to be funded, and terms of reimbursement grant award.

Signature:

Non-Profit Organization's Event Official & Title: _____

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APPLICATION SIGNATURE

The applicant, _____, represents that the information submitted as part of this application package as well as any subsequent information submitted for review by the Community Redevelopment Agency Staff and the Community Redevelopment Agency Board is true and correct and that all information and documentation submitted including this application and attachments are deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. In addition, you may be subject to prosecution. Carrabelle's Community Redevelopment Agency maintains the right to request any additional information needed to process this application.

By signing below, the Applicant affirmatively represents that he/she has not been convicted within the last ten (10) years of a felony criminal offense under state or federal law, or of a similar offense under the laws of a foreign country. If Applicant has been convicted, please explain on a separate sheet the nature of the conviction. For purposes of this section, a person is considered to have been convicted of an offense if the person has been found guilty or pleaded guilty or nolo contendere to the charge or has been placed on probation or deferred adjudication without regard to whether a judgment of conviction has been entered.

By signing below the Applicant/Non-Profit Organization's Event Official acknowledges that they have read and agree to the Non-Profit Organization Special Events Grant Program policies, procedures, and conditions.

Applicant Name/Title: _____
(Printed or Typed)

Date: _____

Applicant Signature: _____

Date: _____

City, County, State: _____

STATE OF:
COUNTY OF:

Sworn to and subscribed before me by _____, who is personally known to me or produced _____ as identification, this _____ day of _____, 20_____.

Notary's Signature: _____

SEAL: