

# CITY OF CARRABELLE COMMUNITY REDEVELOPMENT AGENCY



## NON-PROFIT ORGANIZATION EVENTS GRANT PROGRAM

### Contact Information:

Community Redevelopment Agency Office  
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Additional information can be found on the City website: [www.mycarrabelle.com](http://www.mycarrabelle.com) or  
[www.mycarrabellecra.com](http://www.mycarrabellecra.com)

*This brochure is for informational purposes only, and does not supersede any adopted codes, ordinances, rules, procedures, regulations or documents which may be applicable.*

## **OBJECTIVE**

The Carrabelle Community Redevelopment Agency Non-Profit Organization Events Grant Program is to provide support to special events that promote the CRA Plan and goals and objectives of Carrabelle's Community Redevelopment Agency.

## **ABOUT CARRABELLE'S CRA NON-PROFIT ORGANIZATION EVENTS GRANT PROGRAM**

Grant funds are available for not-for-profit organizations that will host promotional or special events within Carrabelle's CRA District.

The NPO Events Grant Program should address specific NPO needs while supporting Carrabelle's CRA mission and principles.

The NPO event should help establish and promote worthy community and business goals intended to increase the flow of business and tourism dollars into the downtown areas.

The NPO Events Grant Program is in no way intended to provide general operating funds, finance agency operations or programs, or take the place of fundraising.

All NPOs seeking event grant funding must complete an application and meet the funding criteria required to be considered.

Event grant funding will be awarded on a first come, first serve basis until funds are depleted for the fiscal year.

Carrabelle's CRA is in no way under any requirement or expectation to provide funding to any organization.

Funding for each grant may vary depending on the CRA financial priorities within any given year. The CRA has the right to close the application process during any fiscal year and choose not to accept new applications.

Funds will be allocated based on the individual merit of each project.

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

Grant funds shall only be reimbursed for events occurring after grant applications have been approved by the CRA Board, the recipient has entered into a grant agreement with the CRA, the event has taken place, post-event grounds inspection complete, and appropriate receipts and documentation for actual costs incurred are presented to CRA Director.

## **OVERVIEW**

There is no fee to apply; however, making application does not entitle the applicant to funding. Application must be made prior to September 30<sup>th</sup> to be included in the next funding cycle, if approved.

Definition of Special Event and/or Promotional Activities is defined as a new or existing organized concert, exhibition, festival, carnival, athletic event, craft show, competition, parade, celebration, market or any event similar in nature which is open to the public. Special events do not include social parties, conferences, open houses, grand openings, ribbon cutting ceremonies or events that are not open to the public.

Special events must relate to at least one goal or objective of the Community Redevelopment Agency Plan.

Applicant must be a not-for-profit organization registered with the Florida Department of State, Division of Corporations.

Special event must be open to the public.

Special event must take place between October 1<sup>st</sup> and September 30<sup>th</sup> (fiscal year)

## **APPLICATION PROCESS**

- **Pre-Application Conference** - Meet with CRA Director to determine eligibility, review program requirements, and scheduling of application submission.
- **Grant Application Submission** – Please submit application and all documents as a complete package (incomplete packets will be returned). There is no fee for submittal. A checklist will be provided.
- **Application Packet Review and Consideration** – Staff will review and approve/deny the application packets in the order which they are received. Only completed applications will be accepted by the CRA Director for recommendation to the CRA Board.
- **Approval** – Applications require CRA board approval at a regularly scheduled meeting and applicants are required to be in attendance to answer questions from the CRA Board when their funding request is being considered.
- **Timeline** – Applicants are required to submit funding request no later than two business weeks before the next regularly scheduled CRA meeting.
- **Grant Funding and Agreements** -- Once approved for funding, the NPO Event Officer and CRA Director shall sign an agreement approved by the CRA Board which describes the obligations and limitations of the Grant Award. This document shall be referred to as the “Carrabelle Non-Profit Organization Events Grant Agreement.” Additionally, an event budget must be approved. The event may then proceed with the obligation of the CRA to

reimburse costs as approved in the Agreement and terms of this program. Substantial modifications to the final Agreement will require review and written approval from the CRA Director and CRA Board.

- **Award Disbursement** - Upon *completion of the event, all event grounds and roadways must be free of all debris as a result of the event; and removal of all event fixtures such as vendor booths, tables, chairs, tents, stages, banners, etc., from City roadways and facilities*, Recipient shall arrange for a required on-site inspection by the CRA Director. If any discrepancies are noted, the CRA has the right to request the discrepancies be corrected and a timeframe for their correction will be established as necessary.
- Recipient shall also submit *written proof of payment for all approved funded budgeted items*.
- Upon final written approval by the CRA Board, payment reimbursement to the Recipient, to the maximum extent possible, will be made *within sixty (60) business days of receipt and verification of all expenditure documents*.
- Approved grant funds will be reimbursed subject to the contract agreement.

## **APPLICATIONS**

Interested parties may request an application for grant funding from the CRA Director who will be the point of contact for initiating an application or answering questions about the program. Grant criteria and eligibility shall be designated on a cycle-by-cycle basis by the CRA Board. All Grant Agreements shall have language indemnifying the CRA and the City of Carrabelle. This indemnification shall have the NPO Event Officer's/ Recipient's *notarized* signature. Please be aware, once an application/documentation is submitted, it is considered *public record*.

- An event budget must be submitted with the application.
- The application and budget must indicate grant funding from other sources including in-kind donations.
- Application must be signed by two officers of the organization currently listed with the Florida Department of State, Division of Corporations

## **ELIGIBILITY**

To be eligible to apply for CRA funds, the Non-Profit Organization must be tax-exempt as defined by SBA or IRS, a 501 (C) (3), a Florida Corporation and;

- NPO must be headquartered within Carrabelle's CRA District a minimum of two years.
- Event must be held within the boundaries of Carrabelle's CRA District.
- Event must provide a public service tied to the funding request.
- Total event budget must demonstrate reasonableness and not be extreme or excessive.
- Applicants must demonstrate that event will have a significant economic impact to businesses and enhance the economic vitality within the CRA District.

- The facility in which the event will occur must not have any City code violations.
- Promotional/special events hosted by a not-for-profit organization that has a for-profit business are not eligible for funding if the event is similar in nature to the for-profit business activity or operations.
- Applicant must be current and not in default on any agreements with the City of Carrabelle or the Carrabelle CRA.

### **FUNDING LIMITATIONS**

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**.

### **ELIGIBLE USE OF FUNDING**

- Rentals such as equipment, tents, chairs, tables, facilities, portalets, disposable recycling garbage receptacles.
- Entertainment, performers.
- Permits, film license.
- Marketing and promotion including advertising, printing of flyers, banners – unless funding in this category is available from other sources such as the Franklin County Tourist Development Council, Visit Florida, and Carrabelle Cares.

### **INELIGIBLE USE OF FUNDING**

- Subsidizing administrative & operating costs of the organization.
- Use of funds outside contractual obligations in the agreement.
- Consultant fees for marketing plan does not qualify for grant funding.
- Operating expenditures including salaries or other compensation.
- Professional services including but not limited to legal, medical, engineering, accounting and auditing.
- Prize money, scholarships, awards, plaques or certificates.
- Interest or reduction of deficits or loans.
- Travel expenses.
- Alcoholic beverages.
- Religious or political promotional/special events. \*
- Promotional or special events that are inconsistent with the goals and objectives of the CRA, the City of Carrabelle, or Franklin County.

- Promotional or special events sponsored by the State of Florida, local governments, or universities.
- Events that are not open to the public, either for free or for a fee.
- Operating expenses of the hosting organization, including salaries or other compensation;
- Purchase of tangible property.
- Taxes, such as Florida State Sales Tax.

\*The determination of whether or not a promotional/special event is religious or political, or is inconsistent with the goals and objectives of the CRA lies solely with the CRA Director and the CRA Attorney.

### **REQUIRED GRANT CRITERIA**

All proposals for funding must be accompanied by a complete application and the following attachments.

1. Projected budget for the program and samples of collateral materials or marketing efforts – (if funds to be used for marketing)
2. A complete listing of the organization’s current officers and directors, including addresses and telephone numbers.
3. One copy each of the following documentation:
  - a. IRS Determination letter; and
  - b. Florida Department of State, Division of Corporations Detail by Entity Name Report and;
  - c. Most recent Form 990 and Schedule A or 990EZ.
3. Must have event permit (if applicable) completed at least 30 days within the event – if applicable.
4. All aspects of the Grant Program shall have been satisfied and met, as certified by the CRA Director.
5. Approval of Grant Awards shall be determined by the CRA Director and CRA Board, at their absolute discretion (***Not all applications may be approved, even if funds are available.***)
6. Funding of each and every grant is contingent upon the availability of budgeted CRA funds.
7. Completed application packets submitted will be accepted on a month-to-month basis by the CRA Director in the order received and presented to the CRA Board with the Director’s recommendation.
8. An application, which would upon approval exhaust the remaining budgeted grant funds for the current cycle, but which would not be fully funded according to the Funding Limitations Section above, will be offered the option of the remaining amount in the fund balance.
9. All Grant funding shall be issued as a reimbursement to the Recipient. Reimbursement payment will be made only after verification of expenses by standard acceptable industry practices are submitted and verified by the CRA Director as valid and paid in full.
10. All Applicants who are awarded a grant understand that when submitting for reimbursement that “cash receipts” will not be accepted (NO EXCEPTIONS).
11. Approved grant funds will be reimbursed upon deliverance of appropriate receipts and documentation for actual costs incurred.

## **IN-KIND DONATIONS FROM THE CITY OF CARRABELLE**

- Insurance for the event.
- Appropriate lighting.
- Street closures.
- Traffic control by Police Department.
- Assistance with setup and breakdown by City Streets & Road Crews.

### **Estimated payroll cost to City for “in-kind” services:**

- **Police Department traffic control; 1 day = \$355.**
- **Streets & Roads, 2 employees; 2 days setup; 1 day breakdown = \$903.  
Supervisor at \$183 per day; laborer at \$118 per day.  
Administrative Cost of CRA Director, City Clerk, and Finance Clerk at an hourly rate.**

**Total in-kind services: = \$1,257.00 + Administrative Cost for CRA Director, City Clerk, and Finance Clerk.**

## **PUBLIC RECORD**

All organizations applying for event support should recognize that State of Florida laws stipulate that any correspondence or applications received by Carrabelle’s CRA are subject to public records request.