



# COMMUNITY SERVICES DEPARTMENT Special Event Financial Support Application & Proposal

## APPLICATION

**NOTE**

Formal City Sponsorship applications for events taking place between July 1, 2020 and June 30, 2021 will not be accepted before February 1, 2020.

<input type="checkbox"/> <b>FORMAL CITY SPONSORSHIP</b> Due Sunday, March 31, 2020 at 5:00 p.m. Postmarks will not be accepted.	<input type="checkbox"/> <b>INFORMAL CO-SPONSORSHIP</b> Due 60 days prior to event, program or service date.
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**Organization Name (Full Legal Name)**

Address (As Listed on Official Paperwork)	City	State	Zip Code

Contact Number	Email

**Type of Organization**

<input type="checkbox"/> Public Agency	<input type="checkbox"/> Commercial Enterprise	<input type="checkbox"/> Tax Exempt Nonprofit Organization
<input type="checkbox"/> Committee	<input type="checkbox"/> Club / Association / Organized Group	501 (c)(3) Tax ID _____

**Summarize the organization's mission / purpose / goals.**

Representative Name	Title

Address	City	State	Zip Code

Contact Number	Email

## APPLICATION

Summarize the representative's experience in planning and implementing the proposed event, program or service or other project similar in size and scope.


**List names and contact information of each person involved in planning and implementation. Attach copies of this form to include additional names as needed.**

<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Name</b>		<b>Role</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	

## PROPOSAL

**Name of Event, Program or Service**

**Location**

**Date(s)**

**Hours**

**Load-In Date**

**Load-Out Date**

**Anticipated Attendance**

**Target Audience**

- Citywide       Downtown Anaheim       Other (describe): \_\_\_\_\_  
 West Anaheim       East Anaheim      \_\_\_\_\_  
 Neighborhood      \_\_\_\_\_

**Scope of Event**

- Open to the Public       Entertainment       Insurance  
 Alcohol Service       Admission / Fees      If approved, is the organization able to provide  
 Traffic Closures       Parade / March / Procession      proof of insurance?  
 Carnival Rides       Food / Merchandise / Crafts       YES       NO

**How will the event, program or service meet a community need?**

**How will the event, program or service benefit the Anaheim community?**

**What percentage of the event, program or service's attendees are Anaheim residents?**

**How many years has this event, program or service taken place?**

**How many years has this event, program or service taken place in Anaheim?**

**Combined total support from the City may not exceed \$10,000 per fiscal year and will not exceed the value of your organization's contributions.**

*DESIGNATED SIGNATURE ANAHEIM EVENTS MAY NOT EXCEED \$30,000*

**Funding and/or In-Kind Services Requested**

**Descriptions may be added in the space provided if necessary.**

- |   |   |
|---|---|
| <input type="checkbox"/> Monetary Request | <input type="checkbox"/> Police/Traffic support |
| <input type="checkbox"/> Facility Rental  | <input type="checkbox"/> Electrician            |
| <input type="checkbox"/> City Staffing    | <input type="checkbox"/> City Equipment         |

**How many volunteers and volunteer hours are anticipated for coordination and implementation?**

**PROPOSAL**

**Describe how the City’s sponsorship and funding will complement other in-kind and monetary support already attained or to be attained for successful implementation.**

Empty space for describing sponsorship and funding support.

**List all other in-kind support**

**List all other sponsorship/income**

List all other in-kind support	List all other sponsorship/income

**Describe how the event, program or service will be advertised and indicate through what avenues will the City have the opportunity to be recognized on marketing materials.**

*Organizations must adhere to the City’s branding and logo guidelines and must seek permission prior to using the City logo. The City has final approval of materials with the City logo prior to distribution.*

Empty space for describing advertising and marketing recognition opportunities.

## APPLICANT AFFIDAVIT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting by 5:00 p.m. on Sunday, March 31, 2020 to:

Anaheim Community Services  
Special Event Financial Support Request  
200 S Anaheim Boulevard #433  
Anaheim, California 92805

### **CERTIFICATION STATEMENT**

I certify the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Anaheim Municipal Code. I understand this application is made subject to the requirements, eligibility, application process and selection procedure established by the City Council Policy 1.5 ("Special Event Financial Support Policy") adopted on October 9, 2018.

I certify I am authorized to submit this application on behalf of the Organization and to be bound by the information contained herein, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Anaheim.

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**Organization (Full Legal Name)**

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**Organization's Representative**

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**Representative's Signature**

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**Date**

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**Name of Professional Event Organizer (if applicable)**

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**Professional Event Organizer's Signature**

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**Date**