



COMMUNITY SERVICES DEPARTMENT Special Event Financial Support Application & Proposal

APPLICATION

NOTE

Formal City Sponsorship applications for events taking place between July 1, 2019 and June 30, 2020 will not be accepted before February 1, 2019.

FORMAL CITY SPONSORSHIP
Due Sunday, March 31, 2019 at 5:00 p.m.
Postmarks will not be accepted.

INFORMAL CO-SPONSORSHIP
Due 60 days prior to event, program or service date.

Organization Name (Full Legal Name)

Address (As Listed on Official Paperwork)

City

State

Zip Code

Contact Number

Email

Type of Organization

Public Agency

Commercial Enterprise

Tax Exempt Nonprofit Organization

Committee

Club / Association / Organized Group

501 (c)(3) Tax ID _____

Summarize the organization's mission / purpose / goals.

Representative Name

Title

Address

City

Sate

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.

Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	

PROPOSAL

Name of Event, Program or Service			
Location		Date(s)	Hours
Load-In Date	Load-Out Date	Anticipated Attendance	Anticipated Total
Target Audience			
<input type="checkbox"/> Citywide	<input type="checkbox"/> Downtown Anaheim	<input type="checkbox"/> Other (describe): _____	
<input type="checkbox"/> West Anaheim	<input type="checkbox"/> East Anaheim	_____	
<input type="checkbox"/> Neighborhood		_____	
Scope of Event			
<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Insurance	
<input type="checkbox"/> Alcohol Service	<input type="checkbox"/> Admission / Fees	If approved, is the organization able to provide proof of insurance?	
<input type="checkbox"/> Traffic Closures	<input type="checkbox"/> Parade / March / Procession		
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Food / Merchandise / Crafts	<input type="checkbox"/> YES	<input type="checkbox"/> 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. <i>DESIGNATED SIGNATURE ANAHEIM EVENTS MAY NOT EXCEED \$30,000</i>			
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 text area for describing sponsorship and funding.

List all other in-kind support

List all other sponsorship/income

Table with two columns: 'List all other in-kind support' and 'List all other sponsorship/income'. The second column contains horizontal dashed lines.

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 text area for advertising and marketing recognition.

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, 2019 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.

Organization (Full Legal Name)

Organization's Representative

Representative's Signature

Date

Name of Professional Event Organizer (if applicable)

Professional Event Organizer's Signature

Date