



# COMMUNITY SERVICES DEPARTMENT Special Event Financial Support Application & Proposal

## APPLICATION

### NOTE

Formal City Sponsorship applications for events taking place between July 1, 2023 and June 30, 2024 *will not* be accepted before February 1, 2023.

**SPONSORSHIP IS NOT GUARANTEED AND IS CONTINGENT UPON AVAILABLE CITY FUNDS**

<input type="checkbox"/> <b>FORMAL CITY SPONSORSHIP</b> Due March 31, 2023 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.**

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Representative Name	Title

Address	City	State	Zip Code

Contact Number	Email



**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?**



## APPLICANT AFFIDAVIT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting to:

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

\*All requests for Formal City Sponsorship must be submitted by 5:00 p.m. on March 31, 2023.

### 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.

I acknowledge that sponsorship is not guaranteed and is contingent upon available City funds.

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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**