

SPECIAL EVENTS GRANT APPLICATION

The Community Activity Grant program was established by the Carlsbad City Council in fiscal year 2000—01 to create a process for distributing funds for community activities, special events, support for winning teams and community spirit activities. The Special Events Grant is available to provide funding to start-up costs related to new Special Events held within the city.

INSTRUCTIONS

- Step 1.** Obtain a [Special Events Permit](#) (if applicable).

- Step 2.** Complete and submit a Special Events Grant Application.
*****IMPORTANT***** *Completed application must be submitted 60 days before event.*

- Step 3.** City staff to review the application and follow-up as needed and appropriate. If request is \$5,000 or less, Step 4(A) applies. If the grant request is greater than \$5,000, Step 4(B) applies.

- Step 4. (A).** Grant requests \$5,000 or less may be approved administratively by the City Manager.

- Step 4. (B).** Grant requests greater than \$5,000 may only be approved by the City Council. City staff will coordinate with your organization on a date to bring the request to the City Council for consideration.

- Step 5.** Hold Special Event.
***** IMPORTANT ***** *Please make sure to save ALL receipts for reimbursement.*

- Step 6.** Complete the **Reimbursement Request Form** (Page 5) and submit along with expense documentation.

Please take time to review the [City Council Policy 51](#) to understand the grant rules and funding process. For questions, please contact Erin Peak at erin.peak@carlsbadca.gov or 442-339-2043.

SEG
11-02-2023



ORGANIZATION INFORMATION

Organization Name:		Tax ID #:	
Event Name and Location:		Event Date(s):	
Estimated Total Event Cost:		Grant Request Total:	
Contact Person:		Email:	
		Phone:	
Contact Person:		Email:	
		Phone:	

ELIGIBILITY REQUIREMENTS

Please answer the following questions to determine if your Special Event is eligible for city grant funds.	YES	NO
Will your Special Event be held within the City of Carlsbad?		
Have you obtained a Special Event Permit?		
Is this request for grant funding being made at least 60 days prior to the date of the event?		
Is the event newly established and developed within the three years of the first grant request to the city?		
Has the organization received a Special Events Grant during the last year?		
Has the organization received any other city funds during the last year? If yes, please include amount and source: _____		

REQUEST DESCRIPTION *(if necessary, please attach supplemental pages)*

Please describe your organization.
Please describe the special event.

How will your special event benefit the Carlsbad community or provide citywide interest?
Please list the names and titles of the Officers and Board of Directors of your organization.

FINANCIAL CAPABILITIES/BUDGET

Please explain additional funding opportunities (i.e., corporate, or private sponsors, matching grants, etc.) currently committed or pending.

Source	Amount	Percentage of financial contribution towards goal

SPECIAL EVENT BUDGET

Grant requests shall not exceed 20 percent of the total estimated event cost; total estimated event costs **not** to include valuations for volunteer hours for planning or implementing the event, or in-kind city services, and may **not** include payment or reimbursement for applicant-provided resources, such as office space, staff and other operational expenses. Total costs shall include expenses to be paid directly by the organizer to third party vendors.

Event Expenses	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Totals:	\$
Grant Request (Max. of 20% of total event cost)	\$

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CERTIFICATION

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required)**

Signature Title Date

Signature Title Date

RETURN COMPLETED APPLICATION

Please submit **1) cover letter** addressed to the City Council, **2) completed application** and **3) Special Event Permit** (applicable) to:

City of Carlsbad
Housing & Homeless Services
Attn: Erin Peak, Program Manager
1200 Carlsbad Village Drive
Carlsbad, CA 92008
442-339-2043
erin.peak@carlsbadca.gov

The City of Carlsbad will provide written materials in alternative formats and reasonable modifications in policies and procedures to persons with disabilities upon request.

City of Carlsbad use only:

Received:

Staff

Date

SEG
11-02-2023



SPECIAL EVENTS GRANT
Reimbursement Request Form

This form is **only** to be completed after your organization has been awarded a grant by city staff or by the City Council, **and** after Special Event has occurred.

TO BE COMPLETED BY GROUP/TEAM

ORGANIZATION: _____ CONTACT: _____
 EVENT _____ ADDRESS: _____
 NAME/LOCATION: _____
 EVENT DATE(S): _____
 FED. TAX ID: _____

Event costs do **not** include valuations for volunteer hours for planning or implementing event, or in-kind city services, and do **not** include payments or reimbursement for applicant-provided resources, such as office space, staff, and other operational expenses.

Event Expenses	Amount	Grant Request (Max. 20% total event cost)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Totals:	\$	\$

***** MAKE SURE ALL APPLICABLE EXPENSE DOCUMENTATION IS INCLUDED *****

Name/Title of Person _____ Total
 Authorized to Submit Request: _____ Request: \$ _____
 Signature: _____ Date: _____

TO BE COMPLETED BY CITY STAFF

OK TO PAY: _____ ACCOUNT: _____
 NOTES: _____ APPROVED BY: _____
 VENDOR: _____ DATE: _____
 PURCHASE ORDER: _____
 TAXABLE: **YES** **NO** SIGNATURE: _____
 SALES TAX ON INVOICE: **YES** **NO** _____