

COMMUNITY SPIRIT GRANT APPLICATION

The Community Activity Grant program was established by the Carlsbad City Council to create a process for distributing funds for community activities, special events, support for winning teams and community spirit activities. The Community Spirit grant provides city funds for events that contribute towards a vibrant community and strengthen the resident’s quality of life by demonstrating community pride or spirit to help others celebrate the community.

INSTRUCTIONS

- Step 1.** Obtain a [Special Events Permit](#) (if applicable).
- Step 2.** Complete and submit a Community Spirit 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 Community Spirit event.
- 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.

ORGANIZATION INFORMATION

Organization Name:		Tax ID #:	
Event Name and Location:		Event Date(s):	
Estimated Total Event Cost:		In-kind 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 Community Spirit 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 a fundraiser?		
Has the organization received a Community Spirit 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 community 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

COMMUNITY SPIRIT EVENT BUDGET

Grant requests are for in-kind city services **only** – such as a special event permit, and city staffing (police, traffic control, etc.) This grant is **not** for other event costs such as valuations for volunteer hours for planning or implementing event, payments, or reimbursement for applicant-provided resources, such as office space, staff, and other operational expenses.

Event Expenses	Estimated Amount
	\$
	\$
	\$
	\$
Totals:	\$
In-Kind Grant Request:	\$

CSG
11-02-2023



CERTIFICATION

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge.

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

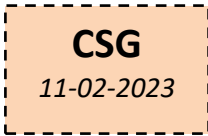
The City of Carlsbad will provide written materials in alternative formats and reasonable modifications in policies and procedures to persons with disabilities upon request.

City of Carlsbad use only:

Received:

Staff

Date



COMMUNITY SPIRIT 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 Community Spirit Event has occurred.

TO BE COMPLETED BY ORGANIZATION

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

Grant requests are for in-kind city services only, such as a special event permit, and city staffing (police, traffic control, etc.) This grant is **not** for other event costs such as valuations for volunteer hours for planning or implementing event, payments, or reimbursement for applicant-provided resources, such as office space, staff, and other operational expenses.

Event Expenses	Estimated Amount
	\$
	\$
	\$
	\$
Totals:	\$
In-Kind Grant Request:	\$

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

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

TO BE COMPLETED BY CITY STAFF

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