

Sanford Community Redevelopment Agency
Special Event Grant Program 2016-2017

The Sanford Community Redevelopment Agency will periodically post Notices of Funding Availability (NOFA) for Special Events. Applications will be considered only when the Special Event Program is open and as specifically outlined in the NOFA.

Funding for all SCRA Special Event Grants is discretionary and limited to City Costs ONLY. Funds are not guaranteed in any way and applicants should not rely upon grant funding unless the SCRA Board specifically approves the request and a grant agreement is signed BEFORE the event is held. The Sanford CRA will consider Special Event Grant Applications while funding is available, and for those applications that meet the following criteria ONLY.

Minimum Event Qualification Criteria: Special events must meet all of the following criteria to apply for SCRA Special Event Grant.

1. Only City Costs are eligible for SCRA Special Event Grant funding. NOTE: If approved, SCRA will pay City Costs directly ONLY if the applicant applies with sufficient time to be approved at least 30 days in advance of the event. Otherwise, applicant will be responsible for the City Costs up front and SCRA will consider the application as a request for reimbursement.
2. The event MUST have a positive economic impact to the area.
3. The event must be held within the Sanford Community Redevelopment Area.
4. The event must be held within the fiscal year of the funding requested.
5. The event must be open to all members of the community.
6. The event must have/bring a minimum of 500 attendees/registrants to the Area.
7. Applicants must have applied for a City Special Event Permit or have a determination from City staff that the City Special Event Permit is not required.

Application Requirements: The grant application must be submitted in writing by the 15th of each month and contain at least the following information to be reviewed by the SCRA. Incomplete applications will NOT be placed on the agenda.

1. Cover letter from applicant explaining the event, its mission, its goals, its positive impact on the Area, and the specific amount of funding requested.
2. The City's Cost estimate must accompany the cover letter and support the related funding requested.
3. A completed application signed by an authorized agent (incomplete applications will be declined) including all the information requested therein.
4. Event Budget with Sources and Uses of Funds (list sponsors, ticket sales, etc.)
5. Marketing Plan (outlining how the event will be promoted, advertised, etc.)
6. Sponsorship benefits for the SCRA and City of Sanford.

Process:

Grant application forms are available at the SCRA website or in person on the 2nd floor of City Hall, CRA office.

1. Applications are due by the 15th of each month. It is the responsibility of the applicant to submit their grant request in time to be processed and approved by the SCRA at least 30 calendar days in advance of any event. Otherwise, the request will be considered a reimbursement request rather than a direct payment request.
2. If approved, grantee **MUST** execute the required grant agreement **BEFORE** the event takes place. All insurance requirements and required permits must be obtained in accordance with the City's Special Event Permit criteria.
3. Post Event Reports are required within 60 days of the event taking place. Post Event Reports are available at the SCRA website or in person on the 2nd floor of City Hall, CRA office. **NOTE:** No future funding will be considered for any event if the Post Event Report is not provided timely or does not provide evidence of a positive economic impact to the satisfaction of the SCRA.
4. Grant awards are limited to City Costs **ONLY**.
5. All Grants are conditioned on required approvals from all governing bodies with jurisdiction.

Questions should be directed to Ms. Sonia Fonseca, SCRA Executive Director at 407-335-7184 or via email at Sonia.fonseca@sanfordfl.gov