



Guide to Support Services

October 2013 – September 2015

Department Of Parks, Recreation and
Cultural Affairs

FY 2013-2015 GRANT APPLICATION SCHEDULES

Support Services Application Schedule	
Tuesday, January 3, 2012	Support Services applications mailed to past grant recipients and other interested organizations.
<u>3:00 PM</u> Monday, March 5, 2012	Support Services applications due to Department of Parks, Recreation and Cultural Affairs
Monday, March 5, 2012 Thursday, March 22, 2012	Technical Review: applications are checked for technical requirements; agencies will be notified of any technical defects in application
July 1, 2012	Applications forwarded to Gainesville Police Department for processing once Budget is approved.
September 15, 2012	City Commission will approve final budget and allocations of funding.
November 1, 2012	Funds are available for Support Services

*** Schedule is subject to adjustment**

City of Gainesville FY 2013-2015

Applicant Name: _____ Social Security or FEID #: _____
 (legal name of individual or not-for-profit entity)

TYPE OF GRANT APPLICATION (please mark appropriate box(es)):

SUPPORT SERVICES:

New Annual Annual with Change(s) to Service Level Requested

Event Date(s): _____ (list event dates for both years of grant period)

Event Hours: _____ to _____.

Event Site: _____ A map **MUST** be attached

***CHECKLIST: Incomplete applications CANNOT be considered for funding.
 Applicant is responsible for ensuring completeness of application and all copies.***

<input type="checkbox"/>	1. A completed Organization Application Form with original signatures.	<input type="checkbox"/>	5. An organizational chart outlining the chain of command and showing paid and unpaid positions.
<input type="checkbox"/>	2. A list of the current board members and their affiliations.	<input type="checkbox"/>	6. Printed materials such as reviews, letters of support for this specific program/event as well as the organization, and related publications. LIMITED QTY ALLOWED: see guidelines.
<input type="checkbox"/>	3. An organization history, with founding date.	<input type="checkbox"/>	7. Copy of applicant's CURRENT IRS determination letter is on file with agency and available upon request. Do not provide letter with application.
<input type="checkbox"/>	4. A copy of the board minutes documenting approval of this grant application.	<input type="checkbox"/>	8. Copies of your vendor/exhibitor application form with required language: see guidelines, "Support Services Grants."

We/I hereby certify that the following documents, which are **required** for consideration of this application, are complete, accurate and are included with the original application packet (except #7), in the following order:

In addition, we/I certify that for review of this application:

SUPPORT SERVICES APPLICANTS: **2 copies** plus the original application packet are included.

Signature of authorizing official (Board Chair)

Signature of contact person

Printed name

Date

Printed name

Date

**SUPPORT SERVICES APPLICANTS:
 RETURN COMPLETED FORMS and ALL COPIES TO THE
 DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS
 ON OR BEFORE 3:00 P.M. on MONDAY, MARCH 5, 2012**

<i>Mailing Address:</i>	<i>Street Address:</i>
Attn.: Michelle Park	Thomas Center Building B • Room 329
Parks, Recreation & Cultural Affairs Department	306 N.E. 6th Avenue
P. O. Box 490 • Mail Station 24 • Gainesville, FL 32627	Gainesville, FL 32601

Eligibility - Support Service Grants

- Organizations must demonstrate non-profit status through certification from the State of Florida or 501 (c) (3) or (c) (4) tax-exempt status from the Internal Revenue Service.
- Organizations and events must be based within the City of Gainesville.
- The event must occur outdoors on public property, require services from 2 or more city departments and be open to the general public.
- Purely religious events *are not eligible* for in-kind/support services.
- Organizations applying for Support Services outside the annual grant application process will be eligible for a maximum of 50% of requested funding at the time of consideration by the City Commission, and must meet eligibility criteria. Final funding decisions are at the discretion of the City Commission, may not provide for subsequent/recurring funding, and may include additional stipulations or conditions.

Support Services Grants

The City of Gainesville is committed to encouraging events planned for the community, while remaining fiscally responsible to its citizens. For this reason, criteria have been established to assist in determining how events receive Support Services funding from the City, and at what level support should be provided. Support Services consist of a minimum of those City department services required to ensure public safety, and are provided in the form of support service grants to agencies. Funds are not awarded directly to the agency. Instead, an approved amount is allocated and transferred to the specific City department providing support, after the event occurs, which covers the costs of City services. Support Services grants do not cover 100% of those public safety service requirements; event organizers are responsible for costs not covered by the grant. The City, in its review process of the agency's event permit, will determine and assign the type and level of city services required for the event. Agencies, in making application for and accepting Support Services funding, are obligated to pay all City costs incurred for their event.

Agencies accepting Support Services grants are required to obtain all required approvals, contracts and/or permits from other licensing and/or authorizing agencies to safely and legally conduct their event, and also to meet minimum public health and other industry standards which are not covered by City services, including but not limited to: site rental agreement or approval by owner for use of event location, provision of portalets in numbers and locations sufficient to support the attendance projected for the event, sufficient electrical power in the form of generators, provision of hand-washing stations (for food prep/service), etc.

As a provision of accepting Support Services funding, all agencies whose events include vendors/exhibitors of any kind are required to include the following language on all vendor/exhibitor application forms:

"I (vendor) shall comply with all applicable federal, state and local laws, rules and regulations," with a signature line and vendor/exhibitor's legibly printed name.

Copies of event vendor/exhibitor application forms must be included with the Support Services application, and will be reviewed for compliance with this requirement.

Agencies may request additional City services, but final City service levels and funding recommendations are determined during the City's review and budget processes, and are forwarded to the City Manager and City Commission for approval. Any insurance coverage

is the sole responsibility of the applicant; the City will only provide event coverage to insure the City. Changes made to the event by its organizers after application may result in unfunded Support Service expenses for which the event organizer is responsible, and may not be approved for implementation if the service impact is deemed too substantial by the City.

New Applications: Staff and City management will review new funding requests to determine feasibility of the proposed event, evaluating new Support Service grant applications based on a number of factors: whether the event is already duplicated in the community, whether there is sufficient funding to warrant support of the event, whether there is sufficient community demand for the event to warrant City support, whether there are alternative resources available to the applicant, and the benefits citizens of Gainesville may derive from the event. Service levels and costs for City services for new events will be assessed to determine actual funding recommendations.

Application and Review Process

The Support Service grant application cycle opens every two years, and is synchronized with the City's budget review and approval process. Application deadlines are strictly adhered to in order to maintain pace with the budget process. All organizations that have previously applied for or received grants during the previous budget cycle will receive written notification of the application period.

Support Service applications are reviewed by staff and management for feasibility. The applicant's history of grant and event management will be taken into account. Recommendations are then forwarded to the City Manager and City Commission for action and final approval during the budget process.

Debts to the City

Any agency with debt(s) outstanding to the City of Gainesville is not eligible to apply for and is prohibited from accepting City funds unless and until said debt(s) are paid to the satisfaction of the City of Gainesville.

Credit to City of Gainesville - All Grants

The City, in providing a grant award to an agency, becomes a corporate sponsor of that agency. The City support provided to the agency is to be given the same corporate sponsorship acknowledgements normally accorded for that amount of corporate support. In addition, all promotional materials, including television ads, radio ads, press releases, newspaper advertisements, tee shirts or other articles of clothing, printed materials, and agency/event web sites ***must give credit to the City of Gainesville*** and all other appropriate funding agencies. This grant application book provides camera-ready copy for print media, and additional copy can be provided in other formats – please contact staff if you wish to obtain it.

It is the grant recipient's responsibility to ensure that proper credit is provided; failure to do so may impact any

future grant applications. Copies of credit lines and logo are provided in the next section.

Samples: Credit Line and Signage



This program/event [agency determines which is appropriate] funded in part by the City of Gainesville, Department of Parks, Recreation and Cultural Affairs.

This logo is also available electronically. Please contact the Department of Parks, Recreation, and Cultural Affairs at:

cityofgainesvilleparks.org

EVALUATION FORM: SUPPORT SERVICES GRANT APPLICATION

APPLICANT ORGANIZATION NAME _____

For Reviewer use only

Points: _____

ORGANIZATIONAL DEVELOPMENT - 5 POINTS EACH	APPLICATION FORM REFERENCE	MAXIMUM 20 POINTS
1. Inclusion of culturally diverse and other underserved populations on boards, staffs, and in program development efforts.	Minority & Special Constituency Information, Organization's Information	
2. Maximized access to the event, by evidence of reduced barriers in form of price, logistics, transportation, handicapped access and age.	Minority & Special Constituency Information	
3. Estimated attendance and cost of the event to participants.	Organization's Budget Details – Revenues, Organization's Information	
4. Marketing and publicity efforts planned to attract new audiences.	Organization's Budget History, Organization's Budget Summary, Organization's Budget Details, Proposal Description	
EVENT MANAGEMENT - 10 POINTS EACH		MAXIMUM 60 POINTS
1. Event design adheres to and furthers mission of organization.	Organization's Information	
2. Ability to implement proposal (evidence of competent administrative staff and volunteers as demonstrated by resumes of key personnel).	Organization's Information, support materials	
3. Accuracy and feasibility of <u>grant</u> proposal (budget, event location, volunteers, etc.).	Application Budget Summary, Budget Details (Revenues and Expenditures)	
4. Proven record or demonstration of capacity to develop and effectively manage resources, including fiscal stability/responsibility.	Organization's Operating Budget History	
5. Completeness of the application; inclusion of requested support materials; prior administration of grants;	Application Form, Support Materials	
6. Compliance with City use of logo and language demonstration of appropriate credit to the City.	Support materials, letters, in-kind support	
EVENT MERIT - 5 POINTS EACH		MAXIMUM 20 POINTS
1. Number of participants and entry fee if applicable.	Support Services Detail	
2. Measures taken to prevent potential problems and/or address past problems (e.g. noise, street closing complaints).	Support Services Detail	
3. Reviews and other printed support materials demonstrating benefit of event to community as a whole.	Support materials	
4. Event history, previous event experience, evidence of growth.	Organization's Operating Budget History, Organization's Information (season history)	
5. Demonstration of community support	List of community sponsors, letters of support	
TOTAL POINTS AWARDED:		

COMMENTS (continue on back side/additional pages if necessary):

Signature _____

Date _____

Support Services Detail

EVENT BUDGET SUMMARY

Provide a detail of the event budget. Double check arithmetic.

Expenses Please round amounts to the dollar - do not show cents.

	CASH EXPENSES	VOLUNTEER HOURS	IN-KIND CONTRIBUTIONS (NON-CITY)*
Personnel - administrative	\$_____.	_____.	\$_____.
Personnel - technical/production	\$_____.	_____.	\$_____.
Outside artistic fees and services	\$_____.	_____.	\$_____.
Space rental	\$_____.	_____.	\$_____.
Travel	\$_____.	_____.	\$_____.
Marketing	\$_____.	_____.	\$_____.
Remaining operating expenses	\$_____.	_____.	\$_____.
TOTAL	\$_____.	_____.	\$_____.

Income Please round amounts to the dollar - do not show cents.

CASH		CASH AND IN-KIND (not part of this grant request)	
Admissions	\$_____.	CITY BUILDING RENTAL (THOMAS CENTER, WILHELMINA JOHNSON RESOURCE CENTER, RECREATION CENTERS, ETC.)	\$_____.
Contracted services revenue	\$_____.	Cash from other city department budgets (i.e., GPD, Recycling, GRU, etc.)	\$_____.
Other revenue	\$_____.	Other (explain below)	\$_____.
Corporate support	\$_____.		
Foundation support	\$_____.		
Other private support	\$_____.		
Government support - county	\$_____.		
Local government support - including this grant request	\$_____.		
GOVERNMENT SUPPORT: STATE/REGIONAL	\$_____.		
Government support - federal	\$_____.		
Applicant cash	\$_____.		
TOTAL	\$_____.		

Support Services Detail *(continued)*

Expected attendance: _____. Number of participants: _____.

Number of food vendors: _____. Number of checkpoints: _____.

Number of volunteers (parking, crowd control, clean-up): _____.

Event Information

Please indicate below which type(s) best describes the primary purpose of your event:

Entertainment Educational/Informational Athletic Participation

Fundraiser Constitutional Rights Street Party

Other: _____.

If a fundraiser, how much money do you expect to generate? \$_____.

Who will be the beneficiary? _____.

What percentage of funds go to the beneficiary? _____%.

Describe how your program/event will benefit the community as a whole:

_____.

Does your organization have a general insurance policy? Yes No

If yes, what type of coverage does this policy provide, and who is the primary beneficiary?

_____ coverage, _____ is primary beneficiary.

_____ is the policy carrier.

Can the City be added to this policy as an additional insured party? Yes

No

Planning Information

What Support Services are you requesting from the City?

Police (security) Traffic Engineering (barricades, signs) Parks (clean-up)

Solid Waste (recycling, waste disposal)

Other (please explain): _____.

Support Services Detail *(continued)*

How will you address site clean-up?

Will volunteers be recruited to assist with parking, crowd control, clean-up, etc.?

What measures have been taken to determine/correct past problems with your event?

What provisions will be made to mitigate any noise generated by this event?

What method will be used to determine the success of the event and allow for changes based on recommendations (i.e., surveys, etc.)?