

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

APPLICATION

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow the local option tax (LOT) to support our tourist economy. By providing financial support, up to \$5,000, for events held in Sun Valley to local based organizations; one of the Council's priorities is fulfilled.

Due to the number of requests for funding that the Council receives each fiscal year, the Council is limited in the number of requests that it can approve. The Council's desire is to encourage the growth and development of grass roots organizations in the City which contribute to events which can improve the quality of life for our citizens and visitors. As such, the Council limits the amount of funding and may decline requests for funding to those organizations that have received financial support in the past. While past recipients of funding are not prohibited from applying in future years, such organizations should be aware that they will not receive the maximum amount of funding available to any organization (\$5,000) and dependent on the number of years that the organization has received funding from the Council, an application may be denied.

Despite the Council's decision to limit funding to repeat recipients, the Council acknowledges the wonderful work that you do and will provide information on other funding sources, upon request. It is our hope that the dissemination of such information will allow these great organizations to continue to thrive.

The sliding scale, which follows, gives ranges of funding available dependent on the number of years an organization has received funding:

<u>Year</u>	<u>Funding</u>
1- 2	Up to \$50,000
3	Up to \$30,000
4	Up to \$20,000
5 (maximum)	Up to \$10,000

GUIDELINES

- A. All applications must be completed and received by the City Council not less than 30 days prior to the event for which the funds are sought and not less than 30 days prior to the date of the next regular monthly City Council meeting. City Council meetings are normally held the third Thursday of each month.
- B. There are two funding categories:
- Annual - Organizations that were approved for funding during the previous fiscal year are eligible to apply for these dollars during the first quarter of the City's fiscal year: October, November and/or December.
 - Irregular - First time requests and/or those organizations that may have requested funding in past but not during the previous fiscal year.
- C. During the first quarter of each fiscal year (October-December) priority shall be given to those organizations requesting funds for events held on an annual basis. After the first quarter, the Council shall only consider irregular requests. Only one request per organization will be considered during a given fiscal year (October 1 - September 30).

- D. Funding shall be based on a first come, first "approved" basis, and funding may be granted partially, fully, or not at all, based on the Council's decision. The nature of this funding is to reimburse applicants for approved expenditures in accordance with the provisions of these guidelines. Typical requests for funding reimbursement include, but are not limited to expenses normally charged by the City (i.e.: facility rental, police services, insurance, etc.). The Council does not pre-qualify funding requests, but considers each request individually.
- E. Priority shall be given to events held in the City of Sun Valley which generate local option taxes for the City of Sun Valley, and have matching funds from the local business community.
- F. Priority shall also be given to events held in the City which benefit the quality of life of Sun Valley's residents.
- G. There is a cap of \$5,000 per organization/event per fiscal year regardless of the category type.
- H. If all available funds are not allocated during the first quarter for annually funded events, the remaining dollars shall be added to the available funds for consideration of events held on an irregular basis.
- I. The City Council shall pre-screen applications to ensure compliance with established criteria set forth in the application, and the following (incomplete applications will not be considered):
 1. The event is of general public interest, benefiting or serving the residents of the City.
 2. The event is non-partisan, non-political, and non-sectarian. Specifically, the event does not fund, promote, or further any goal through legislation, constitutional revision, or public pressure on public officials.
 3. The event is free and open to the general public (see page 6, item 8).

APPLICATION INSTRUCTIONS

- A. The application must be completed fully and all required documents attached.
- B. A representative of the organization shall attend the Council meeting with sufficient knowledge to answer the questions of the Council and to make a brief (five-minute time limit) presentation.
- C. A copy of the organization's current financial statement and a profit-loss statement for the same event year must be included with the application.
- D. The Event Summary Report must be completed before City funding will be disbursed. It should include all expenses and sources of income. This form must be completed and returned within 30 days after the event. Failure to submit the Event Summary Report within 60 days after the event will cause funding to be revoked.
- E. The application must be typed or legibly handwritten in black ink.
- F. If additional space is necessary, use a separate sheet and attach to this application.

EVENT SUMMARY REPORT

Date Submitted _____

Applicant/Organization Name _____

Address _____

Event Title _____

Date, Time, Place of Event _____

Estimated Participants _____ Estimated Attendance _____

How were citizens made aware of the benefits of your organization? _____

Was there media coverage of the event? _____ If yes, what type? _____

Please give a descriptive comment on the event _____

FINANCIAL REPORT

ACTUAL EVENT COSTS

Salaries, Office, telephone	\$ _____
Stamps, Printing, Insurance	_____
Professional Fundraising	_____
Permits	_____
Police Costs	_____
Street Closing	_____
Rental Costs	_____
Other Costs (specify)	_____
_____	_____
_____	_____

ACTUAL EVENT INCOME

Donation	\$ _____
Entry Fees	\$ _____
Merchandise Sales	\$ _____
Sponsors specify	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other Income (specify)	_____
_____	\$ _____
_____	\$ _____

TOTAL COSTS \$ _____

TOTAL INCOME \$ _____

PROFIT/LOSS: \$ _____

I _____ do hereby certify that the information submitted on this form is correct:
(Authorized Official/Agent or Applicant)

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public _____
Commission Expires: _____

Reimbursement will be made up to the amount approved by the **SUN VALLEY CITY COUNCIL**. This form must be completed and returned within 30 days after the event with the appropriate receipts along with proof of City recognition as a supporter or sponsor of the event (see page 5, item H). Mail to: City of Sun Valley, P.O. Box 416, Sun Valley, Idaho 83353, Phone 208-622-4438. **FAILURE TO SUBMIT THIS REPORT WITHIN 60 DAYS AFTER THE EVENT WILL CAUSE FUNDING TO BE REVOKED**

CITY FUNDING REQUEST APPLICATION

Date Submitted: _____

Amount Requested: _____

List of specific items the City funds will be used to offset _____

1. APPLICANT/ORGANIZATION

A. Applicant/Organization Name: _____

Contact Person (if different from above): _____

Address/City/State/Zip: _____

Phone: _____

B. Type of Organization: _____ (i.e: corporation, public, non-profit, other).
Attach copy of Secretary of State designation, if applicable.

Applicant/organization must provide Federal Identification Number or Social Security Number, whichever is applicable.

Federal Tax Identification Number: (corporation) _____ or,

Social Security Number: (individual) _____

C. How long has organization been active in Sun Valley? _____

D. How many people belong/participate in the organization? _____

E. Officers and Board of Directors:

Name/Residence Address/Office Held

F. History of event(s) organization has conducted and number of participants:

2. EVENT: _____

A. Event Title: _____

B. Date and Time of Event: _____

C. Location of Event: _____

D. Purpose of Event: _____

E. Description of Event: _____

F. What benefit will event have on the City of Sun Valley? _____

G. How will you publicize and promote this event? _____

H. How will the sponsorship of the City of Sun Valley be acknowledged at this event? _____

(If this application is approved, the following statement must be included on all printed and media materials to acknowledge the City of Sun Valley's funding support of this event: "Funded in part by the City of Sun Valley". Proof of City recognition must be provided prior to funds being disbursed.)

3. PERSON IN DIRECT CHARGE OF HANDLING FUNDS FOR EVENT

Name: _____

Address/City: _____

State/Zip / Phone: _____

4. ENTITY TO WHOM CITY FUNDS ARE TO BE DISBURSED

Name: _____

Address/City: _____

State/Zip/Phone: _____

5. PREVIOUS CITY FUNDING HISTORY

A. Has the organization applied for assistance from the City of Sun Valley within the last twelve (12) months?
Yes ___ No ____ . If yes, please indicate the date _____ and amount: \$ _____

B. Did you receive assistance? Yes _____ No _____
If yes, please indicate amount funded: \$ _____
Purpose: _____

C. Attach a profit/loss statement for the last time the event occurred.

6. Will the event be open to the general public? Yes ___ No ___

7. Estimated Attendance: _____
8. Will there be an entry fee for participants? Yes ___ No ___
 If yes, how much? _____
(Although certain events may involve athletic or recreational competitions requiring entry fees for participation, there may not be an admission charge to attend or to be a spectator.)
9. Is the event a partisan event? Yes ___ No ___
10. Is the event a political event? Yes ___ No ___
11. Does the event fund, promote, or further any goal through legislation, constitutional revision, or public pressure on public officials? Yes ___ No ___
12. Attach a full statement of the character and extent of the charitable, public, or philanthropic work performed by the applicant organization within the City and elsewhere.
13. The amount of any wages, fees, commissions, expenses, or honorariums to be extended or paid to anyone in connection with the event and to whom paid may appear in the Event Budget.

14. EVENT REPORT

A. List matching funding from the local business community. (Include the date solicited, amount expected, and when a funding decision will be/has been made.)

B. If this funding request is denied, will the event still take place? Yes ___ No ___

C. State reason City funding is essential to success of this event:

D. Complete the Event Budget form on page 8.

E. Complete the Financial Statement form (page 9) for the preceding fiscal year. Financial Statements may be audited, if required by state Law.

This page reserved for City use.

EVENT BUDGET

Applicant/Organization Name: _____

If additional space is needed, you may attach a separate sheet.

EVENT COSTS

Administrative Expenses:

Salaries \$ _____
 Office _____
 Telephone _____
 Stamps, etc. _____
 Printing _____
 Insurance _____
 Prof. Fundraising Expense _____
 Miscellaneous (specify): _____

Supplies and Decorations
 (i.e. trophies, ribbons, etc.)

Service Costs for Event
 (i.e. tables, chairs, facility)

Rental Costs
 (i.e. tables, chairs, facility)

Other Expenses
 (Including city related expenses, i.e. police supports,
 permits, street closure, facility use fees, etc.)

EVENT INCOME (ANTICIPATED)

Donations \$ _____

Entry Fees \$ _____

Sale of Merchandise \$ _____

Sponsors (specify):

_____ \$ _____

Concession Sales
 (Percent of booth sales, etc.)

Other Income
 (i.e. City Funds, if approved)

TOTAL COST \$ _____

TOTAL INCOME \$ _____

NET PROFIT \$ _____

FINANCIAL STATEMENT

Applicant/Organization Name: _____ Fiscal Year Ending _____

ASSETS

Cash (CD's, savings, checking, petty cash) _____
Office Equipment and Supplies _____
Inventory _____
Building _____
Land _____
Vehicles (specify) _____
Other (specify) _____
TOTAL \$ _____

LIABILITIES

Notes Due _____
Mortgages _____
Accounts Payable _____
Other (specify) _____

TOTAL \$ _____

COSTS

Salaries:
Administration/Management/Clerical
Community Service
Public Education
Fundraising

Allocation of funds among categories:

Occupancy
Telephone
Postage Supplies
Professional Fees
Vehicles
Printing
Travel
Conference, Conventions, Meetings
Other (specify)

TOTAL \$ _____

PUBLIC SUPPORT AND REVENUE:

Special Events _____
Sale of Merchandise _____
Donations and Gifts _____
Grants _____
Bequests _____
United Way _____
Other (specify) _____
TOTAL \$ _____

If this application is approved, the EVENT SUMMARY REPORT must be completed and returned to the Sun Valley City Council within 30 days after the event in order for funds to be disbursed. It should include all expenses and sources of income. Failure to submit this report within 60 days after the event will cause funding to be revoked.

Signed: (Authorized Official/Agent or Applicant)

Date:

I (Authorized Official/Agent or Applicant) do hereby certify that the information submitted in this application is correct.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public Commission Expires: _____

**RETURN APPLICATION TO: SUN VALLEY CITY
COUNCIL c/o CITY ADMINISTRATOR'S OFFICE**

P.O. BOX 416

SUN VALLEY, IDAHO 83353

(208) 622