



City of Saratoga

COMMUNITY EVENT GRANT

THE CITY OF SARATOGA COMMUNITY EVENT GRANT PROGRAM

The City of Saratoga recognizes the value of community events and their role in bringing residents together, building community, and establishing an identity for the City. Consequently, the City has established a process by which event organizers can seek funding to support coordination of community events in Saratoga.

To be considered for funding, events must be held in the City of Saratoga. Applicants should demonstrate the ability to produce a well-planned and safe event, including the ability to effectively manage costs, attract event attendees, and obtain necessary permits, clearances, insurances, and event authorizations in a timely manner.

Grant funding may be used for event materials, supplies, contract services, permits, City-related fees (such as park rental or permit costs), and other hard costs. Grants are issued upon a reimbursement basis, with the exception of City fees. Funding sources in addition to the grant are encouraged.

Saratoga-based non-profit organizations holding events in Saratoga will be given first priority. Non-profit organizations coordinating events in Saratoga will be given second priority. Organizations that have previously coordinated events in Saratoga will be given preference over organizations that have not.

The City of Saratoga will hold an annual application process for community event grants. Applications may also be submitted to the City Clerk throughout the year, if event organizers are unable to participate in the annual application process. Applications for event funding must be received no less than 60 days before the scheduled event. Applications will be considered by the Council at a regular meeting of the Council. Applicants will be asked to attend the Council meeting to answer questions regarding their event grant funding request.

2012 ANNUAL APPLICATION PROCESS

Applications are due to the Saratoga City Clerk's Office by **5:00 p.m. on June 21, 2012**. Applications will be brought before the City Council on July 18, 2012 for consideration and decision. Applicants should plan to attend the July 18, 2012 City Council meeting to answer Council questions.

To be considered for funding, the application must be submitted to the Saratoga City Clerk's Office before the deadline. Applications may be dropped off in person, faxed, mailed, or emailed. For more information, please contact City Clerk Crystal Morrow at (408) 868-1269 or ctclerk@saratoga.ca.us.

Saratoga City Clerk's Office

13777 Fruitvale Avenue

Saratoga, CA 95070

Email: ctclerk@saratoga.ca.us

Phone/Fax: (408) 868-1269



City of Saratoga Community Event Grant Application

Event Name: _____

Event Date: _____ **Event Hours:** _____

Event Location: _____

Grant Request: _____

Total Event Cost: _____

Contact Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ **Email:** _____

Event Description: _____

Estimated Attendance: _____ **One Time Event** **Annual Event**

Funding Amount Received from City in Past: _____

Other Funding Sources: _____
Include source & amount

Event Promotion Plan: _____
Advertising & marketing

Prior Event Organizing Experience: _____
*Describe the previous experience
organizing events of the primary
event coordinator and the
organization requesting funds*

Event Budget: Please attach an itemized list of event expenses; please denote expenses for which you are seeking grant funding.

** Please attach additional sheets as needed to answer application questions.*