



Applications must be received on or before Wednesday, November 30, 2016.

APPLICATION FOR 2017 SPECIAL EVENT SUPPORT

RETURN TO: CityMgr@simivalley.org, or
City Manager's Office, 2929 Tapo Canyon Rd., Simi Valley, CA 93063

1. Sponsoring Organization:

Organization Name: _____

Organization Address: _____

Contact Name: _____

Contact Phone: _____ E-mail: _____

2. Is the sponsor a non-profit organization recognized by the IRS?

No Yes, EIN No. _____

3. How much City support is being requested? \$ _____

Note: If your application is approved for funding, it may be for less than the amount requested.

4. Applicants must have a Board of Directors with meetings open to the public at the time of application. Do you meet these criteria?

No Yes

5. Name of Event: _____

6. Date(s) of Event: _____

7. Expected Attendance: _____

8. Is this an annual event? No Yes, for _____ years.
Number of Years

9. Has this event received City support in the past three years?

No Yes, in _____
List Calendar Years and Dollar Amounts

10. Will the sponsoring organization commit to providing a post-event report to the City within 60 days of the event, describing how proceeds from the event were distributed and how the City support assisted the event?

No Yes

11. Provide a brief description of the event:

12. Explain why this event should receive City support:

Note: Preferences will be given to fund events where event proceeds are used locally within Simi Valley and to fund events with greater community/public benefits over events with lesser community/public benefits.

The undersigned states that the above information is true and accurate.

Signed: _____ Date: _____

Name: _____

For more information, please visit www.simivalley.org/SpecialEvents or call (805) 583-6853.

Past Questions from the Special Event Support Review Committee

To assist you in preparing your application and preparing for the Special Event Support Review Committee meeting, below is a list of questions that have been asked by the Committee members in the past two years. You are not expected to answer every question in your application; these questions are only offered to help guide your responses and prepare for the committee meetings.

- How does your event benefit the Simi Valley community at large?
- How much money is raised by your event?
- How much of the event proceeds are distributed locally in Simi Valley?
- How much of the event costs are spent at Simi Valley businesses?
- Is there an entry fee to attend your event?
- What are the total costs of putting on your event?
- What portion of your total annual fundraising is from this event?
- What portion of your attendance is from Simi Valley?
- Is your organization part of a national organization?

Tentative Timeline for 2017 Special Event Support Grants

November 2, 2016	Application for 2017 Special Event Support Grants released
November 21, 2016	City Council appoints the 2017 Special Event Support Review Committee
November 30, 2016	Applications due
Mid-December 2016*	Special Event Support Review Committee meeting to review applications, receive public/applicant comments, and make a funding recommendation to the City Council
Early January 2017**	City Council awards grants.
Late January 2017	Contracts will be sent to grantees for signature. Grants will be paid upon receipt of an executed contract.

* The Special Event Support Review Committee meeting date will be set after the Committee Members are identified and appointed by the City Council.

** The City Council meeting dates for January 2017 have not yet been set. City staff will schedule the grants for the first City Council meeting in January.