

The City of Eloy

Community Event Grant Program

Year 2020-21



Program Overview

This City of Eloy is committed to supporting events that strengthen economic vitality and fosters community spirit. The short-term grant helps organizations celebrate the many unique characteristics that make Eloy a family-friendly community as well as provide cultural festivities and educational events for the community.

We receive several requests from organizations seeking financial support for special events. While supportive of community events that enrich Eloy, the City is limited in providing financial support to only those events that are viewed as most closely aligned with the City's core mission. Organizations or groups are limited to one application per fiscal year.

How the Program Works

The City of Eloy will provide limited grant funding to develop and support of special community events and festival celebrations that promote diverse experiences for residents and visitors. Through an application process, qualifying events may receive funding for specific expenses directly related to the overall event costs outlined within the application.

How to Apply

Applicants seeking funds for Fiscal Year 2020-2021, should be aware of the following:

1. Complete and submit a Community Event Funding Program Application to Jillian M. Childress by Thursday, April 2, 2020 by 5:00PM. All applications received after this deadline may not be considered.
 - a. Event Funding Budget Form
 - b. Special Event Application (*only if event takes place on public property*)
 - c. Past or Current Promotional Materials
2. Provide a brief summary of the application at the City Council meeting on Monday, April 20, 2020 at 6:00PM.

Please Note:

1. Applications received that are incomplete and/or are not completed by the deadline will be considered ineligible.
2. Applications are reviewed to ensure they meet the application requirements. Applicants will be informed of missing items, if received in a timely manner.
3. There is NO guarantee that your application will be reviewed for acceptance by the deadline, so please submit your application into the City as soon as practical.
4. Applications received after the deadline may not be considered for funding. You must complete the budget form and return it with your application.

Criteria and Review Process

Applications for funding are reviewed by city staff, which ranks applications based upon the following criteria:

- Cultural and educational impact on the community and ability of the event to demonstrate Eloy's unique diversity, history and heritage
- Ability of the event to promote community pride and a positive image of the City of Eloy
- History of the applicant organization in producing the event, managerial and administrative ability of the applicant's organization to carry out the event and properly administer sponsorship funds
- City where applicant's organization is based (Eloy organizations receive greater consideration)
- Economic impact on the community
- The support of the event by additional City of Eloy staff and/ or department

Free vs. Admission based event Ranked applications are then allocated funds based off of ranking order, demonstrated need, funds eligible for, and available funds.

Funding Selection Process

- Applications will be reviewed by City of Eloy staff for eligibility, accuracy and formulating a recommendation for Council consideration.
- Applicants that receive a recommendation will be invited to provide a brief summary of the applicant at the City Council meeting on Monday, April 20, 2020 at 6:00PM.
- City Council will evaluate applications on the degree to which their impact meets selection criteria and staff will inform applicant of Council's decision.

Eligibility Requirements

- Location for the event is within the City of Eloy corporate limits
- Occurs between July 1, 2020 and June 30, 2021
- Align with the City's funding program mission to strengthen economic vitality and foster community spirit
- Ineligible organizations/events
 - Ongoing programming or events that support service organizations' operating budget
 - Conferences, corporate meetings, symposiums or trade shows
 - Programs or events that conflict with existing city policy
 - Programs or events exceeding the duration of one year
 - Programs or events promoting or advocating religious or political matters

Approved Use of Funds

- Event marketing, promotion or advertising
 - includes contracted graphic design services, the purchase of advertising space and creation of digital and printed promotional materials for the entire event
- Direct event production costs
 - includes, insurance, sound, lighting and equipment rental and operation for the event
- Contracted Entertainment
 - Artist contractual fees including travel, lodging, and per diem expenses
- Catering
 - not including alcohol
- Space rental
 - includes stage, space or venue rental for the event
- City In-kind Services
 - City Staff for traffic control or collection of refuse

Funding Criteria & Disbursement

Funding for events can range from several hundred dollars to several thousand. Although, organizations **are only eligible for up to 50 percent of the total eligible event/programming costs per fiscal year, which includes use of in kind services.**

Fifty (50%) of the approved funding will be provided 90 days before the event and the final disbursement of fifty (50%) of funding will be sent 30 days before the event.

Please provide us with your preferred disbursement schedule. City disbursements occur twice a month on the 15th and last business day of the month, your disbursement schedule will be adjusted to align with City of Eloy processing calendar.

Allocation of Funds

Applicants are only eligible for up to 50 percent of the total eligible event costs including in kind services provided by City of Eloy staff. Depending on the number and quality of applications received, it is possible that funding allocations may be lower than the amount requested by the applicant.

All applications receiving funding will be required to submit a final report and presentation on the event within 30 days following their event. That report shall include documented use of awarded funds, event attendance and highlights, etc. Failure to submit the report, in its entirety, within the specified time line may eliminate the organization's ability to apply for funds during the next call for applications.

Important Dates to Remember

Item	Due Date	Time
Information Session	March 18, 2020	2:00 PM
Application Due	April 2, 2020	5:00 PM
Proposal Presentations to City Council	April 20, 2020	6:00 PM
Award Notifications (via email)	June 19, 2020	

Grant Application Information Session

Applicants will have the opportunity to meet with staff during the two hour open workshop to get more information on the program and process, have their questions answered, and work on the application on site and receive immediate feedback on completing it.

The workshop information is:

Date: Wednesday, March 18, 2020

Time: 2:00 PM – 4:00 PM

Location: City Hall, Community Room

Contact Information

For any questions regarding the Community Event Grant Program, please contact:

Jillian M. Childress

Management Assistant

Phone: (520) 466-9201

Email: jchildress@eloyaz.gov

Please mail or hand deliver all applications to:

Jillian M. Childress

City of Eloy

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