

C I T Y O F V E N T U R A

SPECIAL EVENT PERMIT GRANTS

Available Funding: \$10,000 awarded in July

The City of Ventura is offering a grant program open to event organizers staging festivals and events in Ventura that activate public space and increase visitor spending. Applicants must be a **Ventura based nonprofit or an agency partnering with a Ventura based nonprofit** (Nonprofit Partner Commitment Form required). Grants will be used to cover all or a portion of **City of Ventura Special Event Permit fees**. The maximum amount of an award is \$2,000.

Event organizers will submit an application, no more than two pages long, including:

- Applicant info (name, address, etc.)
- Detailed description of the event, location, targeted audience, and marketing
- **Event budget (projected revenues and expenses)**
- Estimated permit fee breakdown and amount requested (Permit fees are listed on the Special Event application). Returning applicants may use their Special Event Permit Fees paid in the previous year to estimate their estimated Special Event Permit Fee costs. Please check current fees as some fees have changed. Applicants for the grant must submit their completed Special Event Permit application at least 3 months before the date that the event is scheduled to occur.
- Estimated room nights and spending generated by the event (including past data, if available)
- Estimated resident attendance
- Partnering with what nonprofit Ventura organization (applies to agencies who are not nonprofit)
- What nonprofit organizations are you benefiting and what percentage of profits will be given to it/them?
- Current City of Ventura business license

For profit applicants must also submit a Nonprofit Partner Commitment Form from a nonprofit community partner (i.e., VVCB, DVO, Chamber of Commerce, Community Council, etc.). Collateral materials from past events (if applicable) are optional.

Application Submittal & Deadlines:

Events Taking Place: July 2016 – June 2017

Applications are due Thursday, May 12, 2016 at 5 pm

Applications may be submitted via mail or hand delivered. **Incomplete applications will not be considered for funding.**

Mail or Deliver Applications To:

Mail to:

Michelle Godoy-Morales, P.O. Box 99, Ventura, CA 93002
or

Deliver to:

Ventura City Hall, 501 Poli Street - Room 226, Ventura CA

Awards Will Be Based On:

- Quality of event (as demonstrated by event description and history of previous events) (25%)
- Feasibility and administrative oversight (25%)
- Economic impact and potential to attract visitors (25%)
- Benefits to the local community (25%)