

Special Event Grant Applications must be submitted through the online portal

Thriving Communities Special Event Grant Application

Thank you for your interest in applying for a Thriving Communities Special Event grant. The City of Golden established the Special Event Review Committee which reviews event applications and approves funding requests by organizations putting on events in the Golden community. Please read the PROCEDURE, ELIGIBILITY, GUIDELINES, FUNDING PRIORITIZATION and APPLICATION and FUNDING sections before completing and submitting the application form.

The City of Golden has allocated \$40,000, with a maximum award of \$5,000, for this grant program. The special event grant program is funded by lodging tax revenues and grant applications will be accepted until funding is exhausted. Grant applications are accepted and approved based on the timelines listed in the *Application and Funding* section. This is considered a pilot program and the City will review the process and may determine that changes to the program are warranted. Applicants should stay informed by checking the [City of Golden Grant Opportunities page](#).

PROCEDURE for Applying for a Special Event Grant

Please review these steps before applying for a Special Event Grant

- Read the ELIGIBILITY section to find out if your organization/event is eligible to apply for a special event grant.
- Read the GUIDELINES to understand how your grant application will be evaluated.
- Read the FUNDING PRIORITIZATION section to understand to whom priority funding is given.
- Check the deadlines for applying under the APPLICATION and FUNDING section.
- Gather documents needed to start your application.
 - New and existing events will submit a *line-item budget* for the current event year
 - Existing events will need to provide *two years of financial information*
 - Non-profits will submit a list of the *members of the Board of Directors*
- Submit your application.
- Special Event Review Committee reviews funding requests during monthly meetings.
- Applicants notified of their award decision in writing within 60 days.
- Awardees agree to and sign the Grant Contract.
- Event occurs as described in the application.
- Awardees submit receipts or proof of expenditures to the City.
- Funds are distributed/reimbursed.

ELIGIBILITY

Are you eligible to apply for a special event grant from the City of Golden?

- Applications will be considered from organizations producing events that provide educational, artistic, entertainment, and cultural opportunities designed for public participation.
- Events should demonstrate a significant connection to the Golden community.
- Acceptable uses of funding include:

- Equipment and event infrastructure rentals (tents, stages, portable toilets)
 - Event signage and/or wayfinding
 - Marketing materials and/or media for the event
 - Musical or entertainment vendors
 - In the case of ticketed events, eliminating participation barriers for underserved or diverse populations, or vendors
- Applications for funding must be for events occurring within the City of Golden city limits. See city [map](https://www.cityofgolden.net/media/StreetGridMap.pdf) link:
<https://www.cityofgolden.net/media/StreetGridMap.pdf>

GUIDELINES

- Grants will be awarded on a reimbursement basis and approved funding does not apply to past, prior, or events completed prior to the funding cycle.
- Completion of the event must take place within the timelines listed in the “Application and Funding” section.
- All application submittals become public once received by the City of Golden.
- All recipient organizations must operate in a transparent manner and provide financial statements related to the event for prior and present years if requested by the City of Golden.
- The City does not intend to become a regular, anticipated funding partner with any organization. Approval of funding in one year does not guarantee funding in subsequent years.
- Special event grant applications for on-going program or operational costs of the organization will **not** be considered.
- The City reserves the right to reject any and all applications and to waive minor irregularities in the grant application.
- Grant funding is awarded with the expectation that the recipient provides goods and services to all persons without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status.
- All activities must comply with the City of Golden ordinances and adhere to all laws.
- Conflicts of interest must be avoided. If potential conflicts are discovered during the application or funding process, the City has the right to revoke funding. The City defines ‘conflict of interest’ as it relates to the City grant program as follows:
 - Funding cannot be used to financially benefit a business or interest of a relative or member of the organizing committee.
 - Funding cannot be used to provide personal financial benefit or gain to any member of the organizing committee.
- Grant funds cannot be used on projects or events other than for the purposes stated in the grant application.
- If awarded a grant, applicant must agree to the terms listed in the grant contract.
- Only one grant will be awarded per applicant per funding period.

Priority Consideration will be given to:

- Events that enhance the character and culture of the Golden community.
- Events that prioritize the inclusion of local vendors.
- Events that consider the needs and concerns of businesses and residents.
- Events and organizations that have an established, significant connection to the Golden community.
- Events that provide activities or programming that is free and open to the public.
- Events that rise to new levels of service, create new opportunities, meet an urgent need, or take advantage of a unique opportunity in the community.
- Organizations residing in or serving the City of Golden residents.
- New, innovative ways to engage specific underserved audiences and/or address unmet needs.
- For repeat events, priority will be given to events that show financial stability year over year.

APPLICATION and FUNDING

Thriving Communities Special Event grant applications will be reviewed quarterly by the Special Events Review Committee. Applicants will be notified within 30 days of submission regarding funding approval or denial. If notified of funding approval, applicants must agree to the grant contract terms. Grant applications will be accepted until funding is exhausted. Organizations can only apply for funding for one event taking place per calendar year.

Applications will be reviewed quarterly, and can be submitted by the following dates:

- March 1, 2024
- June 1, 2024
- September 1, 2024
- December 1, 2024

After the event has concluded, and proof of payment has been submitted to the City for approved event expenditures, award recipients will be reimbursed within 6 weeks, up to the grant award amount. Organizations must submit a Final Grant Report for funds received prior to applying for further funding. This does not apply to first time applicants.

Information Requested on the Application

Section 1: Information about the Organization

Please complete the following information. Be as detailed and specific as possible as answers to these questions will be used to determine awards.

- Name of the Organization applying for funding
- Organization Email
- Legal structure of the Organization (LLC, 501(c) 3, non-profit etc.)
- If the organization is a non-profit, provide a list of members of your board. This can be uploaded or described below.
 - File Upload: Members of the Board of Directors
- Organization Address (if applicable)
- Organization Website Address
- Name of Person Submitting the Application
- Email of Applicant
- Applicant's Phone Number

Section 2: Funding Request

Keeping in mind that acceptable uses of funding include:

- ✓ Equipment and event infrastructure rentals (tents, stages, portable toilets)
- ✓ Event signage and/or wayfinding
- ✓ Marketing materials and/or media for the event
- ✓ Musical or entertainment vendors
- ✓ In the case of ticketed events, eliminating participation barriers for underserved or diverse populations, or vendors
- Please describe the specific purpose for which funding is being requested. (general event support will not be considered)
- How much funding is being requested? The City will consider requests up to \$5000.
- Has this event received funding from the City of Golden in the past?
- Please describe or upload quotes you have received for the items for which funding is being requested.
 - File Upload: Quotes Received for Services
- How are you prioritizing local (Golden) businesses or vendors?
- Please disclose any conflicts of interest.

Section 3: Event Details

- Name of Event

- Date(s) of the Event
- Is this a new or repeat event?
- Please describe how this event is significant to the Golden community
- Who is the target audience for your Event?

Section 4: Event Information

- Is this a ticketed event or is it free and open to the public?
- Provide a detailed description of the event, including programming, location, time of event, etc. What would someone attending your event experience?
- What is the predicted attendance for the event?
- What is the past attendance for this event (if a repeat event) and what method was used to measure attendance?
- How are any potentially negative impacts to the community or the surrounding neighborhood, e.g. noise, traffic, parking, etc., being addressed?
- Does the event rise to new levels of service, create new opportunities, meet an urgent need, or take advantage of a unique opportunity in the community?
Please explain:
- Does the event present innovative ways to engage specific underserved audiences and/or address unmet needs?

Section 5: Event Permitting

- Will the event organizers be applying for a special event application?
- Has the event submitted a "New Event Application" to the City of Golden?

Section 6: Financial Information

New and existing events: provide a line item budget for the event including the proposed use of City of Golden funds, other funders including grant, or sponsorship (either secured or anticipated) proposed revenues (from ticket sale, food vendors, beverage service or merchandise sales)

- Line-Item budget
- File Upload: Financial Information
- Describe any in-kind services the event receives, including from the City and volunteers.
- If the event generates profits, how will the profits be invested or used?

Section 7: Impacts and Evaluation

- Have any event surveys been done in the past, or are any planned for this event?
- What is the organization doing to address and evaluate equity, diversity, inclusiveness and accessibility in relation to this event?
- How is this event providing a unique experience to attendees or the Golden community?
- Will this event enhance the character or culture of the community?

To complete the Special Event Grant Application please visit:

<https://co.accessgov.com/special-events/Forms/Page/special-events/sercgrants>