



City-Sponsored Special Events Grant Application

To apply for a City-Sponsored Special Events Grant, please read the attached Grant Program Guidelines then submit a completed grant application to the City of Easton, c/o Mayor's Office, Special Events. Deadline for grant applications is December 1st. Approval of grant application takes (45) days from the deadline date.

Name of Event _____

Date of Event _____

Hours of Event _____

Contact Name _____

Title _____

Organization _____

Website _____

Mailing Address _____

Email _____

Phone _____

Fax _____

Cell _____

Brief description of your event:

Location _____

Expected Attendance _____

Event is (check one): One-time event _____ Annual event _____

Prior funding from City: Yes _____ No _____ Amount \$ _____

Amount requested: \$ _____

Amount received: \$ _____

Primary purpose/mission of your organization:

How many years has your organization been holding this event? _____

Affidavit of Applicant:

I certify that the information contained in this City-Sponsored Special Events Grant Application is true and correct to the best of my knowledge, that I have read and understand that if the grant is approved I agree to abide by the guidelines and procedures governing this grant program.

Applicant (print) _____

Title _____

Signature of Applicant _____

Date of Application _____

A signed hard copy of this City-Sponsored Special Events Grant Application must be submitted to: City of Easton, Mayor's Office, Special Events, 1 S. Third St., 6th floor, Easton, PA 18042. Phone: 610.250.6612

City-Sponsored Special Events Grant Program

A. Purpose

It is the purpose of the City-Sponsored Special Events Grant Program to provide funding assistance to Easton based non-profit organizations or City agencies that wish to host a special event in the City. The City of Easton recognizes that such special events can enhance the quality of life for citizens of Easton. Additionally, it is recognized that tax-exempt non-profit organizations that benefit the community are central to the quality of life in Easton.

B. Grant Program Guidelines

Any qualified Easton based non-profit organization and/or any City agency may apply for a grant according to the following guidelines:

1. The applicant organization must be a City agency or a current qualified non-profit corporation.
2. The applicant organization must be the primary event organizer of the special event. Additionally, the applicant organization must be the primary financial administrator and event manager, although they may partner with other organizations and/or companies in administering, organizing and promoting the event.
3. Grants are for those special events that clearly display and contain elements that contribute to the quality of life for the City of Easton. Examples: historical, cultural, arts, community-spirit, wellness, etc.
4. Event must be held in the City of Easton.
5. Priority will be given to those special events that are expected to be an annual or repeat event; however, a grant may be approved for a one-time special event if such event will significantly impact the quality of life for the citizens of Easton.
6. Easton City Council will consider such factors as the applicant organization's:
 - a. fiscal stability
 - b. track record in administering special events
 - c. ability to provide and train the anticipated event staff
 - d. other such factors that provide insight into their ability to effectively administer, develop and grow the special event
7. The City will determine the level of City services required and/or requested by the applicant in order to safely and effectively administer the special event.
8. The maximum amount of any grant per single special event, in a single City fiscal year is \$5,000. However, grants may be approved for less than the maximum \$5,000 or less than the amount requested.
9. Grants are provided on a year-to-year basis. The applicant must apply each year for continued grant approval.
10. All efforts will be given to provide grants to as many applicant organizations as possible. To do so, City Council may limit the number of grants approved to a specific applicant during any single fiscal year.
11. City Council has the sole and final authority in approving grant applications.
12. Organizations receiving a grant may submit an application for other special event grants, but must submit a separate application for each.
13. In the event that a City Council Member is associated with a grant applicant organization in such a manner as to present a conflict of interest, that Council Member shall withdraw from the approval process of that application.

C. Grant Application Procedures & Schedule

The deadline for grant application is December 1st of each year. Grant applications submitted after the deadline will not be considered.

The application process is as follows:

1. Complete and deliver the City-Sponsored Special Events Grant Application along with a copy of the event budget to the City of Easton, Mayor's Office, Special Events, 1 S. Third St., 6th floor, Easton, PA 18042. Phone 610.250.6612; Fax 610.250.6736
 - a. Applicant will receive an acknowledgement of receipt of their application.
 - b. Notification by City Council of either approval or denial of an application will be given within (45) days of the application deadline.
2. Approved grant funds will be disbursed directly to the applicant.
3. Recipient of grant will recognize the City of Easton as a sponsor of their event. Acknowledgement of the City's support is required from recipient. Examples include: City logo on printed materials and website, recognition in press releases, etc.
4. Applicant must submit a post-event financial statement to City Council within (45) days from the end of the special event.