

**CITY OF CINCINNATI  
2009 SPECIAL EVENTS ASSISTANCE PROGRAM  
APPLICATION FORM**

**ORGANIZATION INFORMATION**

<b>Organization Name:</b>			
<b>Contact Person:</b>	<b>List All Organization Officers:</b>		
<b>Mailing Address:</b>			
<b>Employer ID Number (EIN):</b>			
<b>Date Organization was Founded:</b>			
<b>Does the organization have 501(c)(3) or other tax-exempt status?</b>		<b>Yes</b>	<b>No</b>
<b>If so, attach documentation of tax-exempt status.</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Amount of 2009 SEAP Funding Requested (in dollars):</b>			

**EVENT INFORMATION**

<b>Event Name:</b>	
<b>Event Date(s) and Hours:</b>	
<b>Event Location:</b>	<b>Site Map Attached?</b>  <input type="checkbox"/>
<b>A site map of the event location must be included with this application.</b>	

**EVENT INFORMATION (Continued)**

Attach the following documentation to this application:	Attached?
A) Detailed narrative description of the event. Include brief history of the event, description of target audience, feature attractions, how the event will be marketed, etc. Also include a description of how this event meets the goals and eligibility requirements of the SEAP Program as outlined in the SEAP Guidelines.	<input type="checkbox"/>
B) Proposed budget documenting sources and uses of funds for the event.	<input type="checkbox"/>
C) Detailed description of how any revenues, including revenues generated in excess of event expenses, will be used.	<input type="checkbox"/>
D) Financial statements documenting the actual costs and revenues for events occurring in the past two (2) consecutive years (including costs for City services, if applicable).	<input type="checkbox"/>
E) Any other relevant information.	<input type="checkbox"/>

Submit a hard copy of this application, along with a cover letter, to:

Mr. Michael Thomas  
Cincinnati Recreation Commission  
11 Centennial Plaza  
805 Central Ave., Suite 800  
Cincinnati, OH 45202  
(513) 352-4000

Applications must be received no later than **5:00 PM on Monday, November 17, 2008**. All events awarded funding through this process shall agree to the terms of the SEAP Program. Funding will be awarded by City Council's Arts, Culture, Tourism, Marketing, & Technology Committee and will be subject to appropriation of program funding by City Council as part of the 2009-10 Biennial Budget Process. Any funding awarded will be provided as a credit toward the invoice for City services provided to the event in calendar year 2009. Funds awarded may not be applied retroactively. Events accepting funds awarded through the SEAP agree to utilize City of Cincinnati services for all required Police, Fire, Public Services Traffic & Road Operations (TROD), and Traffic Engineering needs. Due to FLSA and City labor contracts, use of funds awarded through this program may affect the final cost calculations for City staff time.

**Applicant Signature:**

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**Print Name:**

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