

CITY OF CINCINNATI SPECIAL EVENTS ASSISTANCE PROGRAM GUIDELINES

Administered by the City of Cincinnati
Arts, Culture, Tourism, Marketing & Technology Committee

GOALS OF THE SPECIAL EVENTS ASSISTANCE PROGRAM

The goal of the Special Events Assistance Program is to provide support for existing special events occurring within the City of Cincinnati that:

- promote a positive image of the City of Cincinnati;
- encourage travel to the City of Cincinnati; and
- contribute to the cultural vibrancy and overall quality of life for Cincinnati residents.

For the purposes of this program, a “special event” is defined as those events requiring a Special Event Permit through the Cincinnati Police Department. A Special Event Permit is required if; (a) it occurs on public property and (b) the attendance will be 3,000 or more (or) there will be alcohol sales.

ELIGIBILITY AND OTHER PROGRAM REQUIREMENTS

1. Applicant type. The applicant must be a 501(c)(3) non-profit organization or an Ohio non-profit corporation with tax-exempt status.

2. Event specifications.

- The event must occur within the City of Cincinnati right-of-way or within a City of Cincinnati Park or Recreational Facility. Events that occur on private property are not eligible for funding.
- The event must be free or open to the public.
- The event must have previously occurred each year for the past two (2) consecutive years.

3. Use of City Services. Events receiving funding must 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.

4. Type and amount of support. Funding provided under this program may only be utilized to pay for City Services, including Police, Fire and traffic engineering services. Awards will not exceed the actual amount billed for City services.

5. Award period. Applications must be for events occurring within the 12-month period January through December following the application due date.

6. Documentation/Report. Events receiving funding from this program **must** submit a report documenting actual revenues and expenses for the event within six (6) months of the conclusion of the event.

7. Standing on Previous Invoices. To be considered for funding, applicants must be in good standing on all previous invoices for City services.

8. Number of proposals per applicant. Only one (1) proposal will be accepted from each event per program year.

9. Deadline. Proposals must be submitted to Mr. Michael Thomas, Cincinnati Recreation Commission, 11 Centennial Plaza, 805 Central Avenue, Suite 800, Cincinnati, OH, 45202. Proposals must be **received (not postmark dated)** no later than **5:00 p.m. on or before November 17, 2008**. Applications not meeting the submission deadline will not be considered. Applications submitted by fax or email will not be considered. (**NOTE:** If the deadline falls on a weekend or holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)

10. Required permits. Award recipients are required to obtain all necessary permits, licenses, insurance and approvals.

FUNDING RESTRICTIONS

1. Types of applicants. This program does **not** fund proposals submitted by the following types of applicants:

- individuals
- for-profit organizations
- agencies of the City of Cincinnati
- city, county, regional, state, federal or other governmental agencies
- organizations receiving City funding for event-related activities on an ongoing, one-time, or periodic basis through a process other than the Events Assistance Program.

2. Types of projects/activities. This program does **not** fund the following types of projects/activities:

- events occurring prior to or after the 12-month program period
- events occurring outside the City of Cincinnati
- events occurring on private property
- events not occurring within the City right-of-way, a City Park or City Recreational facility
- events that do not serve the citizens of the City of Cincinnati
- events intended only for an organization's membership
- events intended to raise funds for a particular organization
- events that primarily promote denominational, religious or sectarian ideas
- events that are primarily political in nature.

3. Types of expenses. This program does not fund any expenses other than the cost of City services, including Police, Fire and traffic engineering services.

EVALUATION CRITERIA

Applications will be evaluated based on:

- Consistency with the goals, requirements, and funding restrictions of the program
- Evidence of the applicant's ability to carry out the event including not only information provided in the application, but also the success of prior events and compliance with program requirements on prior City awards and grants, if any..

ALLOCATION PROCESS

1. Staff review process. City staff review proposals for completeness, accuracy, and conformance to program guidelines, requirements, and restrictions.

2. Committee review and allocation process. The Arts, Culture, Tourism, Marketing and Technology Committee will review proposals and issue funding recommendations. City Council will review and approve the funding recommendations issued by The Arts, Culture, Tourism, Marketing and Technology Committee. All meetings will be conducted in accordance with the Ohio Open Meetings Laws.

3. Award payments. Funds will be distributed by the City of Cincinnati in the form of a credit toward invoices for City services.

DOCUMENTATION REQUIREMENTS

1. Proposal form. Proposals must be typewritten and must include the following information:

- Name of the organization and contact person including daytime telephone number;
- Mailing address of the organization and a list of all officers;
- Documentation of 501(c)(3) or other tax-exempt status;
- Employer ID Number (EIN);
- Date organization was founded;
- Event title, theme, location and a detailed site map;
- Event dates and times (including any rain dates);
- Identification of target audience;
- Description of the event including feature attractions;
- Brief history of the event;
- Description of how the event will be marketed;
- Proposed budget documenting sources and uses of funds for the event;
- Description of how any revenues, including revenues generated in excess of event expenses, will be used;
- 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);
- Requested award amount.

2. Inspection of Records. Any event receiving funding under this program must allow the City of Cincinnati to access, inspect, and audit its financial records relating to the event for the applicable program period and the previous two (2) consecutive years