



COMMUNITY SERVICES DEPARTMENT Special Event Financial Support Application & Proposal

APPLICATION			
<input type="checkbox"/> FORMAL CITY SPONSORSHIP Due Friday, March 31, 2017 at 5:00 p.m. Postmarks will not be accepted	<input type="checkbox"/> INFORMAL CO-SPONSORSHIP Due 60 days prior to event, program or service date		
Organization Name (Full Legal Name)			
Address (As Listed on Official Paperwork)	City	State	Zip Code
Contact Number	Email		
Type of Organization			
<input type="checkbox"/> Public Agency	<input type="checkbox"/> Commercial Enterprise	<input type="checkbox"/> Tax Exempt Nonprofit Organization	
<input type="checkbox"/> Committee	<input type="checkbox"/> Club / Association / Organized Group	501 (c)(3) Tax ID _____	
Summarize the organization's mission / purpose / goals.			
Representative Name		Title	
Address	City	Sate	Zip Code
Contact Number	Email		

APPLICATION

Summarize the representative's experience in planning and implementing the proposed event, program or service or other project similar in size and scope.

List names and contact information of each person involved in planning and implementation. Attach copies of this form to include additional names as needed.

Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	
Name		Role	
Address			
Phone		Email	

PROPOSAL

Name of Event, Program or Service

Location

Date(s)

Hours

Load-In Date

Load-Out Date

Anticipated Attendance

Anticipated Total

Target Audience

- Citywide Downtown Anaheim Other (describe): _____
 West Anaheim East Anaheim _____
 Neighborhood _____

Scope of Event

- Open to the Public Entertainment Insurance
 Alcohol Service Admission/Fees If approved, is the organization able to provide
 Traffic Closures Parade / March / Procession proof of insurance?
 Carnival Rides Food / Merchandise / Crafts YES NO

How will the event, program or service meet a community need?

How will the event, program or service benefit the Anaheim community?

What percentage of the event, program or service's attendees are Anaheim residents?

How many years has this event, program or service taken place?

How many years has this event, program or service taken place in Anaheim?

Combined total support from the City may not exceed \$10,000 per fiscal year and will not exceed the value of your organization's contributions.

Funding and/or In-Kind Services Requested

Descriptions may be added in the space provided if necessary.

- | | |
|-------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Monetary Request | <input type="checkbox"/> Police/Traffic support |
| <input type="checkbox"/> Facility Rental | <input type="checkbox"/> Electrician |
| <input type="checkbox"/> City Staffing | <input type="checkbox"/> City Equipment |

How many volunteers and volunteer hours are anticipated for coordination and implementation?

APPLICANT AFFIDAVIT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting by 5:00 p.m. on Friday, March 31, 2017 to:

Anaheim Community Services
Special Event Financial Support Request
200 S Anaheim Boulevard #433
Anaheim, California 92805

CERTIFICATION STATEMENT

I certify the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Anaheim Municipal Code. I understand this application is made subject to the requirements, eligibility, application process and selection procedure established by the City Council Policy 1.5 ("Special Event Financial Support Policy") adopted on October 6, 2015.

I certify I am authorized to submit this application on behalf of the Organization and to be bound by the information contained herein, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Anaheim.

Organization (Full Legal Name)

Organization's Representative

Representative's Signature

Date

Name of Professional Event Organizer (if applicable)

Professional Event Organizer's Signature

Date