



Ybor City Development Corporation

Special Event Co-Sponsorship Program For Fiscal Year 2009

Application Guidelines

Ybor City is a National Historic Landmark District and a popular entertainment district that hosts many events throughout the year. Events include district wide festivals that consume the historic district to smaller, more parochial events that do not require a street closure.

Ybor City is especially attractive because of its Latin heritage, unique architecture, concentration of entertainment and restaurant businesses and its cultural and historical character. The district is home to Centennial Park, a special events venue located in the heart of Ybor City. The Ybor City Vision Plan describes the district with this statement:

Ybor City, a National Historic Landmark District, is a unique urban community, melding beautiful historic architecture, a celebrated multi-cultural heritage, a bustling "main street", creative businesses, and livable neighborhoods into one of Tampa Bay's most desirable places to live, work, entertain and visit.

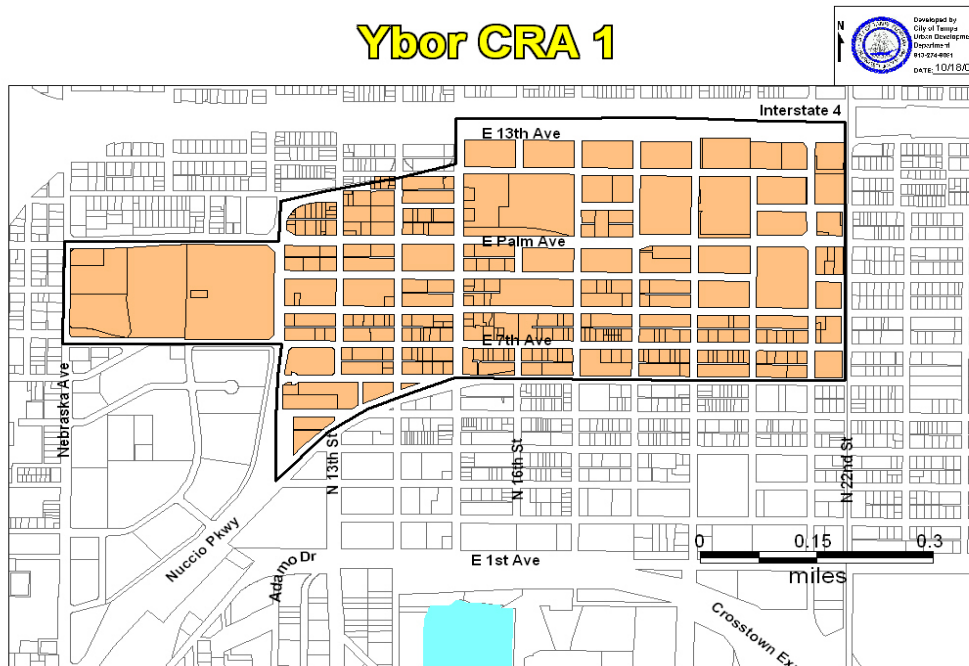
In Ybor City, event promoters need to be aware of certain issues before deciding to host an event. Here are some special sensitivities:

- Impact on Neighborhood
- Street closures and times
- Vendors
- Streetcar coordination
- Public Restrooms
- Illegal Banners
- Cleanliness/ trashcans
- Wet zoning issues

To help event promoters, there is assistance from YCDC and other agencies that includes:

- Ybor FLASH: mass electronic notification system to the Ybor community alerting them of the event and street closures, etc.
- Coordination of city sponsored services
- Keeping the master calendar on Ybor City
- Providing the YES Team as a supplemental service for a fee
- Public relations for event
- Availability of public restrooms
- Event co-sponsorship program

- I. **Award Information:** This is a reimbursement grant program. Past grant awards have ranged from \$3,690 to \$15,000. The FY09 program is budgeted at \$52,000.
- II. **Eligibility:**
 - A. Event must take place in the Ybor City Community Redevelopment Area 1.



- B. Event must take place between October 1, 2008 and September 30, 2009.
- C. Event must apply to the City of Tampa Special Events Office and be approved by City Administration and Tampa City Council prior to the event. City co-sponsorship is not required.
- D. Event can be a new event (events awarded grant dollars last year are still considered “new” events) or be an expansion of an existing event.
- E. Event should help reinforce Ybor City’s Vision Statement. (see page 1)
- F. **Event should address at least one of the following components:**
 - 1. Reinforce Ybor City’s cultural roots and/or historical attributes
 - 2. Be family-oriented and attract daytime and/or early evening crowds
 - 3. Maintain and improve Ybor City’s traditional events
 - 4. Promote the Arts
- G. Preference will be given to Non-Profit organizations.
- H. Event promoter must conform to the rules imposed by the City and market their event in a responsible manner.
- I. Event should have accountability and responsibility among the parties:
 - 1. Event Promoter for the management of the event,
 - 2. Property owners for the management of their establishments (i.e. policing the balconies)
 - 3. Law enforcement for the public’s safety

Restrictions:

- 1. If using city property for event, a city permit must be on file prior to the event.
- 2. Funds cannot be used for purchase of food or beverages.
- 3. Funds cannot be used for purchase of major equipment or fixed assets (capital items).

Instructions for Completing Application:

1. Application must be typed. Application is available on-line in a pdf or word format. Visit the YCDC homepage at www.tampagov.net/dept_ycdc to download the application.
 2. One (1) original signed application is required. The original application must be stapled.
 3. Seven (7) stapled copies of the original application are required. If more space is required for completing the application, a maximum of two (2) additional pages is allowed for application continuation. Any supporting documentation materials must be on 8½" X 11" paper with 1" margins.
 4. Supporting documentation, such as marketing materials, is limited to five (5) pieces.
 5. For items under Section E:
 - a. Expenditures listed in Section E must be described with enough detail to clearly explain what is being proposed. Include any supplies, equipment, professional services, postage, printing costs, training costs, and any other related expenses.
 - b. Please be sure to provide quotes or other documentation to explain each line item.
 - c. Do not include fixed assets in budget calculations.
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CHECK LIST FOR A COMPLETE APPLICATION PACKAGE

- √ **One (1) signed original application stapled.**
- √ **Seven (7) copies of the original application, each copy stapled.**
- √ **A maximum of two (2) additional pages for application continuation**
- √ **A maximum of five (5) pieces of supporting documentation**
- √ **One (1) copy each of the Organization's Articles of Incorporation, Mission Statement, and List of Directors.**
- √ **APPLICATION DEADLINE: [Wednesday, October 29, 2008 at 5:00 p.m.](#)**

DELIVER APPLICATION TO:

**Ybor City Development Corporation
City of Tampa
2015 East 7th Avenue
Tampa, FL 33605**

Phone: 813/274-7936



Ybor City Development Corporation

Special Event Co-Sponsorship Application

INSTRUCTIONS

This application must be typed. Please complete each section of the application. Read each question carefully and respond in the space provided. Instruction for the Ybor City Special Event Co-Sponsorship Application is available anytime by contacting the Ybor City Development Corporation office at (813) 274-7936 or via email at brenda.thrower@tampagov.net.

Event Name : _____

Funds Requested: \$ _____

Organization Name: _____

Mailing address, phone number, email address: _____

Head of Organization and Title: _____

Contact Person/Promoter Name: _____

Mailing address, phone number, email address: _____

Has the organization named above been legally incorporated in the state of Florida?

Yes ___ No

If yes, what is the Federal Identification Number? _____

EVENT INFORMATION:

a) **Type of Event:** Parade _____ Block Party _____ Road Festival
Other _____

b) **General Event Location and Street closures, if any:** _____

Centennial Park _____ Block Party Location _____ Other: _____

c) **Date of Event:** _____ **Starting Time:** _____

CERTIFICATION

I hereby certify that the information included in this application is correct.

(Organization President's signature required)

Officer's Name: _____
(print)

(sign)

Title: _____ Date: _____

(Organization Financial Officer signature required)

Officer's Name: _____
(print)

(sign)

Title: _____ Date: _____

APPLICATION SUBMISSION

Submit application to:

**Ybor City Development Corporation
Economic and Urban Development Department
City of Tampa
2015 E. 7th Avenue
Tampa, Florida 33605**

By: Wednesday, October 29, 2008 at 5:00 p.m.