

Channel District CRA Special Event Co-Sponsorship Program

Application Guidelines

The Channel District is one of the City of Tampa's most dynamic neighborhoods. The neighborhood has a rich history that includes industrial activities, art, and maritime commerce now it has become one of Tampa's most desirable places to live.

The district offers residents and visitors a wide variety of activities. The Tampa Bay Times Forum offers sports and entertainment activities; the Florida Aquarium and Tampa Bay History Museum are cultural venues that offer unique perspectives of the area that we live in. Ybor City and its special atmosphere and variety of activities are a streetcar ride away.

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

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

I. **Award Information:** This is a reimbursement grant program.

II. **Eligibility:**

A. Event must take place in the Channel District Community Redevelopment Area (CRA).

The Channel District CRA boundaries are Meridian to the west, the Crosstown Expressway to the north, the Ybor Channel to the east and the Garrison Channel to the South.

B. 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 (if required, events taking place on private property and effecting traffic may not need those approvals). City co-sponsorship is not required.

C. Event should help introduce people to Channel District.

D. **Event should address at least one of the following components:**

1. Reinforce the Channel District's cultural roots and/or historical attributes
2. Be family-oriented and attract daytime and/or early evening crowds
3. Establish an event that could become a tradition for the district.
4. Promote the Arts

E. Preference will be given to Non-Profit organizations.

F. Event promoter must conform to the rules imposed by the City and market their event in a responsible manner.

- G. 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 City of Tampa website at <https://www.tampagov.net/economic-and-urban-development/programs/community-redevelopment-areas/channel-district> to download the application.
2. One (1) original signed application is required. The original application must be stapled.
3. Nine (9) 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.

CHECK LIST FOR A COMPLETE APPLICATION PACKAGE

- √ **One (1) signed original application stapled.**
- √ **Nine (9) 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: This application must be submitted no less than 90 days prior to the event.**
- √ **DELIVER APPLICATION TO:**

**City of Tampa Economic & Urban Development Department
306 E. Jackson St. 2N - Tampa, FL 33602 - Phone: 813-274-8812**

Channel District CRA 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 CRA Special Event Co-Sponsorship Application is available anytime by contacting the City of Tampa Economic & Urban Development Office at (813) 274-8812 or via email at rob.rosner@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:** _____

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

A. Describe the Project/Event (who, what, when, and where)

10 Points

B. Describe the Goals of the Project/Event and how they meet the criteria in Section II.F. Also, describe the event's history & record of accomplishment in community, if any.

30 Points

C. Describe your event's Target Audience, Estimated Attendance and Economic Impact to the Community Redevelopment Area

20 Points

D. List any Community Partners and what their contribution will be for the Project/Event

20 pts

E. Proposed Grant Expenditures

20 Points

EXAMPLE:

DESCRIPTION OF BUDGET ITEMS	FUNDING SOURCES TO BE USED		
	CRA Funds	Other Funding Sources	Total
Table Rental	\$500.00		\$500.00
Tent Rental (In-kind U-Save Rentals)	\$500.00	\$150.00	\$650.00
Entertainment Vendor		\$200.00	\$200.00
Total Budget:	\$1,000.00	\$350.00	\$1,350.00

Proposed Expenditures

DESCRIPTION OF BUDGET ITEMS	FUNDING SOURCES TO BE USED		
	CRA Grant Funds	Other Funding Sources	Total
Total Budget:			

F. Describe specifically how Grant Funds will be used. (Address each budget item cited above)

G. Estimated Income. Please list all sources from which income is expected.

Income	
SUBTOTAL CASH INCOME	
CRA GRANT REQUEST	
TOTAL	

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:

**Rob Rosner
Economic and Urban Development Department
City of Tampa
306 East Jackson St., 2N
Tampa, Florida 33602**

**813-274-8812
rob.rosner@tampagov.net**