



Community Event Grant Guidelines

The City of Palo Alto offers a grant for organizations that apply for and meet the guidelines for the Community Event Grant. The City has established a process and criteria to determine grant eligibility and defines requirements, terms, and levels of support.

The purpose of the grant is to invite community groups hosting cultural or community events, activities, or programs that benefit the residents of Palo Alto and align with the City Council's priorities to submit a request for grant funding. Groups requesting City support must relate their services to the community event grant guidelines and meet criteria listed in section one below.

- 1. Eligibility:** Organizations, individuals, or community groups may apply for the community event grant. Organizations, individuals, or community groups that have received funding from other City sources may submit an application, approvals may be provided on a case-by-case basis, taking into consideration other funding received during the respective fiscal year. For-profit organizations are not eligible for the grant.
- 2. Requirements and Terms:** Organizations must also meet the following requirements and adhere to the following terms:
 - A. The organization must provide applicable information documenting adherence to requirements when applying for the grant.
 - B. All grant funded programs or events must be open to the public and provide services on a non-discriminatory basis.
 - C. Event must take place within the City of Palo Alto city limits.
 - D. Grant funded events may not include campaign activity or communications that support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate, by the voters. Event publicity materials may not include campaign materials, including links to campaign websites.
 - E. Eligible non-profit religious organizations may apply for grants. However, all grant funded events must be secular and cannot promote (or inhibit) a religion. Events must be fully open and publicized to people of all faiths and backgrounds and attendance cannot be limited to members of the organization.
 - F. Additional funds may be raised for the event. However, the awarded grant from the City must only be used for the event listed on the application. Rolling over of City funding to future events will not be permitted.

- G. Organization must request City facility usage (if applicable) through their designated City staff liaison, regardless of meeting/event location, at least one month ahead of meeting/event date(s). The staff liaison is assigned at the time of application approval and contact information will be provided. City facility use is subject to availability; the City cannot move existing rentals or programming to accommodate grant funded events.
- H. Grant funding may be requested once per fiscal year (July 1 – June 30) and may be applied toward 1 (one) event.
- I. The City of Palo Alto must be listed on all related publicity with the phrase, “In cooperation with the City of Palo Alto.”
- J. If the event is to take place on City property, the organization must provide all insurance coverage required by the City. Proof of current general liability insurance naming the City of Palo Alto as "additional insured" for a minimum of \$1,000,000.00 in general liability is required for all events/meetings of co-sponsored organizations. Neighborhood Associations requesting only use of City facilities are exempt from insurance requirements. If insurance certificate expires prior to an event, meeting, or activity, an updated current certificate must be submitted. In lieu of providing a blanket insurance certificate at time of application, groups may provide a date specific certificate no later than one month prior to event, meeting, or activity.
- K. Additional permits may be required to host your event. The organizing group for the event is responsible for acquiring any additionally required permits. Additional permits may include, but are not limited to, the following: Special Event Permit, Gathering Permit, Temporary Assembly Use Permit, Open Flame Permit.

3. Levels of grant funding and benefits: Depending on the characteristics of the proposed event, grant funding benefits are provided at varying tier levels. Criteria and funding opportunities for each level are outlined in the following tables.

Tier Level	Criteria	Funding
Tier I Grant	Attendance estimated fewer than 500 persons	\$2,500 reimbursement, plus facility fees waived for day of your event (up-to 8 hours)
Tier II Grant	Attendance estimated 500+ persons	\$5,000 reimbursement, plus facility fees waived for day of your event (up-to 8 hours)

** The 8 hours includes CSD facility rental, facility attendant, and/or CSD equipment fees. Payment for any fees beyond the 8 hours is required by the grant recipient. The grant recipient is required to pay the venues respective cleaning/damage deposit (refundable)- this is not included in the waived fee.*

4. Review and Approval Process: Community Event Grant applications will be reviewed on a rolling basis by Department Director, or designee, responsible for the oversight of the City resource. The City has the sole discretion to determine whether an event benefits its residents and aligns with the City Council priorities and should therefore be a recipient of support under this policy. The City reserves the right to decline any request for Community Event Grant Funding if acceptance is determined not to be in the best interest of, or would create a conflict of interest for, the City.

5. City Staff will:

- A. Review grant application to ensure event is within the guidelines
- B. Be the direct contact to the organization hosting the special event
- C. Connect the organization to other departments as needed for possible additional permits
- D. Work with other CSD staff to reserve the requested venue and advise of facility usage application requirements and provide a facility contact for day of coordination
- E. Work with the City Communications to approve all publicity materials and put event on City Calendar (if event falls within calendar guidelines)
- F. Review the event summary, receipts, and process issuance of grant funding

To ensure all applications for the Community Event Grant receive proper consideration and that the City is provided with the information needed to make informed decisions, all applications will be subject to the following evaluation process:

- A. Each application will be reviewed by Department Director, or designee, responsible for the oversight of the City resource being used in light of the above outlined criteria and requirements. A determination will be made as to whether the applicant meets standards for grant funding and what tier is applicable.
- B. Applicants will be notified of their approval status within two-weeks of submitting a completed application. Organizations approved for a grant will receive confirmation via email.
- C. Appeal process: If the Community Event Grant is not approved a written appeal may be directed to the City Manager or his/her designee outlining the reasons why the community event grant should be approved.

The City reserves the right to suspend or cancel the Community Special Event Grant at any time, at the City Manager's discretion, whether or not all allocated funds have been awarded or dispensed. The City may also cancel the Community Special Event Grant if the City Council has not allocated sufficient funds for this Grant.