

CITY OF ORLANDO
FAMILIES, PARKS & RECREATION

CITY FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

INTRODUCTION

One of the purposes of the Families, Parks and Recreation Advisory Board is to encourage and support events in the City of Orlando which assist in the dissemination of information on diverse cultures, good health, social awareness and to encourage the building of communities. By providing financial support, up to \$1,500, to events held in the Orlando area and/or Orlando based organizations; one of the Board's purposes is fulfilled.

Due to the great number of requests for funding that the Board receives each fiscal year, the Board is limited in the number of requests that it can approve. The Board's desire is to encourage the growth and development of grass roots organizations in the City. As such, the Board limits the amount of funding and may decline requests for funding to those organizations that have received financial support in the past. While past recipients of funding are not prohibited from applying in future years, such organizations should be aware that they will not receive the maximum amount of funding available to any organization (\$1,500) and dependent on the number of years that the organization has received funding from the Board, an application may be denied.

Despite the Board's decision to limit funding to repeat recipients, the Board acknowledges the wonderful work that you do and will provide information on other funding sources, upon request. It is our hope that the dissemination of such information will allow these great organizations to continue to thrive.

The sliding scale, which follows, gives ranges of funding available dependent on the number of years an organization has received funding:

| Year | Funding |
|-------------|----------------|
| 1- 2 | Up to \$1,500 |
| 3 | Up to \$850 |
| 4 | Up to \$750 |
| 5 (maximum) | Up to \$500 |

GUIDELINES

A. All applications must be completed and received by the Director's office not less than 30 days prior to the event for which the funds are sought and not less than 30 days prior to the date of the next Families, Parks and Recreation Board meeting. Board meetings are held the third Tuesday of each month.

B. There are three funding categories:

- Annual -Organizations that were approved for funding during the previous fiscal year are eligible to apply for these dollars during the first quarter of the City's fiscal year: October, November and/or December.
- Irregular - First time requests and/or those organizations that may have requested funding in past but not during the previous fiscal year.
- Special Projects - Typical requests for funding reimbursement are for City related expenses. Requests in this category will include any event that does not defray City related cost i.e.: travel, conference and/or registration fees, trophies, plaques, food, etc.

C. During the first quarter of each fiscal year (October-December) priority shall be given to those organizations requesting funds for events held on an annual basis. After the first quarter, the Board shall only consider irregular and special projects requests. Only one request per organization will be considered during a given fiscal year (October 1 - September 30).

- D. The funding budget is allocated as follows:
37.5% for Annual Requests
37.5% for Irregular Requests
25.0% for Special Projects
- E. Funding shall be based on a first come, first "approved" basis, and funding may be granted partially, fully, or not at all, based on the Board's decision. The nature of this funding is to reimburse applicants for approved expenditures in accordance with the provisions of these guidelines. Typical requests for funding reimbursement include, but are not limited to expenses normally charged by the City (i.e.: facility rental, police provisions, insurance, etc.). The Board does not pre-qualify funding requests, but considers each request individually.
- F. Priority shall be given to events held in the City of Orlando and/or by Orlando based non-profit organizations which sponsor events for City of Orlando residents.
- G. Priority shall be given to organizations/events that contribute to the Orlando community as a whole, with emphasis on youth and on prevention and intervention programs.
- H. There is a cap of \$1,500 per organization/event per fiscal year regardless of the category type.
- I. If all available funds are not allocated during the first quarter for annually funded events, the remaining dollars shall be added to the available funds for consideration of events held on an irregular basis.
- J. The Families, Parks and Recreation Department staff shall pre-screen applications to ensure compliance with established criteria etc. forth in Chapter 51 of City Code. Incomplete applications will not be forwarded to the Board for consideration. Staff will provide an analysis to the Board that addresses the following:
1. The event is of general public interest, benefiting or serving the residents of the City and/or Central Florida.
 2. The event is non-partisan, non-political, and non-sectarian. Specifically, the event does not fund, promote, or further any goal through legislation, constitutional revision, or public pressure on public officials.
 3. The event is free and open to the general public.

APPLICATION INSTRUCTIONS

- A. The application must be completed fully and all required documents attached.
- B. A representative of the organization shall attend the Board meeting with sufficient knowledge to answer the questions of the Board and to make a brief (five-minute time limit) presentation.
- C. A copy of the organization's current financial statement and a profit-loss statement for the same event year must be included with the application.
- D. The Event Summary Report must be completed before City funding will be disbursed. It should include all expenses and sources of income. This form must be completed and returned within 30 days after the event. Failure to submit the Event Summary Report within 60 days after the event will cause funding to be revoked.
- E. The application must be typed or legibly handwritten in black ink.
- F. If additional space is necessary, use a separate sheet and attach to this application.

EVENT SUMMARY REPORT

Date Submitted _____

Applicant/Organization Name _____

Address _____

Event Title _____

Date, Time, Place of Event _____

Estimated Participants _____ Estimated Attendance _____

How were citizens made aware of the benefits of your organization?

Was there media coverage? _____ If yes, what type? _____

Please give a descriptive comment on the event _____

FINANCIAL REPORT

| ACTUAL EVENT COSTS | | ACTUAL EVENT INCOME | |
|-----------------------------|-----------------|----------------------------|-----------------|
| Salaries, Office, telephone | \$ _____ | Donations | \$ _____ |
| Stamps, Printing, Insurance | _____ | Entry Fees | \$ _____ |
| Professional Fundraising | _____ | Merchandise Sales | \$ _____ |
| Permits | _____ | Sponsors (specify) | \$ _____ |
| Police Costs | _____ | _____ | \$ _____ |
| Street Closing | _____ | _____ | \$ _____ |
| Rental Costs | _____ | _____ | \$ _____ |
| Other Costs (specify) | _____ | Other Income (specify) | _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| TOTAL COSTS | \$ _____ | TOTAL INCOME | \$ _____ |

PROFIT/LOSS: \$ _____

I _____ do hereby certify that the information submitted on this form is correct:
(Authorized Official/Agent or Applicant)

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public _____
Commission Expires: _____

Reimbursement will be made up to the amount approved by the FAMILIES, PARKS & RECREATION BOARD. This form must be completed and returned within 30 days after the event with the appropriate receipts along with proof of City recognition as a supporter or sponsor of the event (see page 5, item H. Mail to: City of Orlando, Families, Parks and Recreation Department, 595 North Primrose Drive, Orlando, FL 32803, Phone 407-246-4320. **FAILURE TO SUBMIT THIS REPORT WITHIN 60 DAYS AFTER THE EVENT WILL CAUSE FUNDING TO BE REVOKED.**

CITY FUNDING REQUEST APPLICATION

Date Submitted: _____

Amount Requested: _____

List of specific items the City funds will be used to offset _____

1. APPLICANT/ORGANIZATION

A. Applicant/Organization Name: _____

Contact Person (if different from above): _____

Address/City/State/Zip: _____

Phone: _____

B. Type of Organization: _____ (i.e: corporation, public, non-profit, other). Attach copy of Secretary of State designation, if applicable.

Applicant/organization must provide Federal Identification Number or Social Security Number, whichever is applicable.

Federal Tax Identification Number: (corporation) _____ or,

Social Security Number: (individual) _____

C. How long has organization been active in Orlando? _____

D. How many people belong/participate in the organization? _____

E. Officers and Board of Directors:

Name/Residence Address/Office Held

F. History of event(s) organization has conducted and number of participants.

2. EVENT: _____

- A. Event Title: _____
- B. Date and Time of Event: _____
- C. Location of Event: _____
- D. Purpose of Event: _____

E. Description of Event: _____

F. What benefit will event have on the City of Orlando? _____

G. How will you publicized and promoted this event? _____

H. How will the sponsorship of the City of Orlando Families, Parks and Recreation Board be acknowledged at this event?

(If this application is approved, the following statement must be included on all printed and media materials to acknowledge the City of Orlando's funding support of this event: "Funded in part by the City of Orlando". Proof of City recognition must be provided prior to funds being disbursed.)

3. PERSON IN DIRECT CHARGE OF HANDLING FUNDS FOR EVENT

Name: _____

Address/City/State/Zip: _____

Phone: _____

4. ENTITY TO WHOM CITY FUNDS ARE TO BE DISBURSED

Name: _____

Address/City/State/Zip: _____

Phone: _____

5. PREVIOUS CITY FUNDING HISTORY

A. Has the organization applied for assistance from the City of Orlando within the last twelve (12) months?
Yes ___ No ___. If yes, please indicate the date and amount: _____ \$ _____

B. Did you receive assistance? Yes _____ No _____
If yes, please indicate amount funded: \$ _____
Purpose: _____

C. Attach a profit/loss statement for the last time the event occurred.

- 6. Will the event be open to the general public? Yes ___ No ___
- 7. Estimated Attendance: _____
- 8. Will there be an entry fee for participants? Yes ___ No ___
 If yes, how much? _____
(Although certain events may involve athletic or recreational competitions requiring entry fees for participation, there may not be an admission charge to attend or to be a spectator.)
- 9. Is the event a partisan event? Yes ___ No ___
- 10. Is the event a political event? Yes ___ No ___
- 11. Does the event fund, promote, or further any goal through legislation, constitutional revision, or public pressure on public officials?
 Yes ___ No ___
- 12. Attach a full statement of the character and extent of the charitable, public, or philanthropic work performed by the applicant organization within the City and elsewhere.
- 13. The amount of any wages, fees, commissions, expenses, or honorariums to be extended or paid to anyone in connection with the event and to whom paid much appear in the Event Budget.

14. EVENT REPORT

- A. List other agencies and other sources you have solicited for funding event and income. (Include the date solicited, amount expected, and when a funding decision will be/has been made.)

- B. If this funding request is denied, will the event still take place? Yes ___ No ___

- C. State reason City funding is essential to success of this event:

- D. Complete the Event Budget form on page 7.

- E. Complete the Financial Statement form (page 8) for the preceding fiscal year. Financial Statements may be audited, if required by state law.

EVENT BUDGET

Applicant/Organization Name: _____

If additional space is needed, you may attach a separate sheet.

| EVENT COSTS | EVENT INCOME (ANTICIPATED) |
|---|-----------------------------------|
| Administrative Expenses: | |
| Salaries \$ _____ | Donations \$ _____ |
| Office _____ | Entry Fees _____ |
| Telephone _____ | Sale of Merchandise _____ |
| Stamps, etc. _____ | Sponsors (specify): |
| Printing _____ | _____ |
| Insurance _____ | _____ |
| Prof. Fundraising Expense _____ | _____ |
| Miscellaneous (specify): | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Supplies and Decorations: | |
| (i.e. trophies, ribbons, etc.) | |
| _____ | |
| _____ | |
| _____ | |
| Service Costs for Event | Concession Sales |
| (i.e. referees) | (Percent of booth sales, etc.) |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Rental Costs | |
| (i.e. tables, chairs, facility) | |
| _____ | Other Income |
| _____ | (i.e. City Funds, if approved) |
| _____ | _____ |
| Other Expenses | |
| (including city related expenses, i.e. police support, permits, | |
| street closure, facility use fees, etc.) | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL COST \$ _____ | TOTAL INCOME \$ _____ |
| | NET PROFIT \$ _____ |

FINANCIAL STATEMENT

Applicant/Organization Name: _____ Fiscal Year Ending _____

ASSETS

| | |
|--|-------|
| Cash (CD's, savings, checking, petty cash) | _____ |
| Office Equipment and Supplies | _____ |
| Inventory | _____ |
| Building | _____ |
| Land | _____ |
| Vehicles (specify) _____ | _____ |
| Other (specify) _____ | _____ |
| TOTAL \$ | _____ |

LIABILITIES

| | |
|-----------------------|-------|
| Notes Due | _____ |
| Mortgages | _____ |
| Accounts Payable | _____ |
| Other (specify) _____ | _____ |
| TOTAL \$ | _____ |

COSTS

Salaries:

| | |
|------------------------------------|-------|
| Administration/Management/Clerical | _____ |
| Community Service | _____ |
| Public Education | _____ |
| Fundraising | _____ |

Allocation of funds among categories:

| | |
|-----------------------------------|-------|
| Occupancy | _____ |
| Telephone | _____ |
| Postage | _____ |
| Supplies | _____ |
| Professional Fees | _____ |
| Vehicles | _____ |
| Printing | _____ |
| Travel | _____ |
| Conference, Conventions, Meetings | _____ |
| Other (specify) _____ | _____ |

TOTAL \$ _____

PUBLIC SUPPORT AND REVENUE:

| | |
|-----------------------|-------|
| Special Events | _____ |
| Sale of Merchandise | _____ |
| Donations and Gifts | _____ |
| Grants | _____ |
| Bequests | _____ |
| United Way | _____ |
| Other (specify) _____ | _____ |

TOTAL \$ _____

If this application is approved, the EVENT SUMMARY REPORT must be completed and returned to the Families, Parks and Recreation Department within 30 days after the event in order for funds to be disbursed. It should include all expenses and sources of income. Failure to submit this report within 60 days after the event will cause funding to be revoked.

Signed: _____
(Authorized Official/Agent or Applicant)

Date: _____

I _____ do hereby certify that the information submitted in this application is correct.
(Authorized Official/Agent or Applicant)

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

Commission Expires: _____

**RETURN APPLICATION TO:
FAMILIES, PARKS AND RECREATION DEPARTMENT
DIRECTOR'S OFFICE
595 NORTH PRIMROSE DRIVE
ORLANDO, FLORIDA 32803
(407) 246-4320**