

## **Downtown Frisco Special Event Grant Application**

\*Submitting an application does not guarantee funding.

**Purpose:** Downtown Frisco Special Event funds are intended to support activities in Downtown Frisco that enrich the experience for residents and visitors to the area.

### **Grant Guidelines**

**The Downtown Advisory Board will make recommendations for denial or approval by determining that;**

- (1) the expenditure will serve a predominantly public purpose of the city;**
- (2) the city will retain sufficient control to ensure the public purpose is carried out; and**
- (3) the city will receive return benefit.**

### **Eligible projects must meet the following criteria:**

- Applications must be received no less than 60 days prior to the event.
- Events must be a one-day event, a multi-day event occurring on consecutive days, or a related series of events over an extended period of time.
- Events(s) must be Inclusive (Other than total number of participants, no restrictions may be placed on participation.)
- Events(s) must occur in Downtown Frisco - as defined by the 2018 Downtown Master Plan.
- Events(s) must be in a publicly accessible location
- Events(s) must align with the guiding principles stated in the Downtown Advisory Board Strategic Plan
- Include City/Downtown logos using standards defined by the Communications Department.
- Public purpose stated in the application.
- Document the city benefit/performance measures at the time of requesting reimbursement.

### **The Downtown Frisco Special Event Grant Process:**

1. Submit a Special Event application using [the online portal](#).
2. Have a Special Event application in queue for review by City staff.
3. Submit a Downtown Frisco Special Event Grant application, with a Special Event application number and an itemized budget using a format like the [Budget and Reimbursement Template](#).
4. The application will be reviewed by City staff for completeness. Upon acceptance of the completed application, it will be presented to the Downtown Advisory Board for consideration. The applicant will be invited to attend a meeting to provide input.
5. The Downtown Advisory Board may choose to recommend denial or approval of the application up to any amount of the requested funding subject to available funds.
6. A decision will be issued via email, or preferred communication method, no later than 60 calendar days following the initial application date.
7. Once the event has concluded, submit documentation showing actual expenses using a form like the [Budget and Reimbursement template](#). Included with the reimbursement documentation must be receipts and performance measures documentation that support the Grant Guidelines.
8. The DAB will make its final recommendation of approval or denial after review of the reimbursement documentation.
9. Once the Finance Department makes its final review, approved expenses will be reimbursed within 30 days.

**Amount of funding requested must meet the following criteria:**

- Awarded funds may not be used for the purchase of alcohol and/or related services.
- The requested funding amount may not exceed 50% of the total program budget minus any alcohol related expenses. For example, a budget of \$15,000 that includes \$5,000 of alcohol related expenses may only request a maximum of \$5,000 in funding.
- Take-a-way and gift expenses are limited to a maximum of 20% of total amount of the reimbursement.
- An itemized budget of all anticipated expenses and revenues must be submitted with the Grant application.

**Payment Method (Receiving awarded funds):**

- The applicant is responsible for all up-front expenses for each event. No funds will be paid until the event has been completed with DAB's recommendation for approval.
- The applicant shall submit a detailed list of expenses with receipts within 30 calendar days of the completion of the event using a form like the [Budget and Reimbursement template](#). If the awarded amount is for a series, each event in the series may receive a pro-rated amount of the total funding following each event.
- Regardless of the amount approved for the event, actual payment will not exceed more than 50% of the actually incurred expenses. For example, if \$10,000 is approved and the actual expenses total \$16,000, then the maximum that will be reimbursed is \$8,000.
- The City of Frisco will reimburse the approved expenses in one check written to the applicant up to the amount of the approved grant. Only fundable items will be considered for reimbursement. If the audit and receipts are not received within the 30-day window, reimbursement may not be provided.

For complex or long-term events/experiences, the applicant should request to meet with City of Frisco staff to discuss the details. Date changes to events must be communicated to the Director of Development Services or his/her designee to ensure funding will remain available.

**Tips for submitting a Reimbursement Form:**

- Audited items may deviate from the originally submitted and approved budget items if the submitted expense items are from a fundable budget category. See the chart included in this application.
- Provide original, itemized, legible receipts.
- Provide accurate, specific information about the vendors, amounts, and description of expenses
- Do not subtotal any expense categories - list all receipts individually
- Do not highlight expenses on thermal register receipts
- Justify to the DAB on how the Special Event was a public purpose and benefit for the city through metrics and other performance measures.