

Applications must be received on or before Friday, November 30, 2024 by 5:00 p.m.



Submit Form

CITY OF SIMI VALLEY

APPLICATION FOR 2025 SPECIAL EVENT SUPPORT

RETURN TO: hdinardo@simivalley.org, or
City Manager's Office, 2929 Tapo Canyon Rd., Simi Valley, CA 93063

1. Sponsoring Organization:

Organization Name _____

(as recognized by the IRS): _____

Organization Address _____

Contact Name: _____

Contact Phone: _____ E-mail: _____

2. Is the sponsor a non-profit organization recognized by the IRS?

No Yes, EIN No. _____

3. How much City support is being requested? \$ _____

Note: If your application is approved for funding, it may be for less than the amount requested.

4. Applicants must have a Board of Directors with meetings open to the public at the time of application. Do you meet these criteria?

No Yes

5. Name of Event: _____

6. Date(s) of Event: _____

7. Expected Attendance: _____

8. Is this an annual event? No Yes, for _____ years.
Number of Years

9. Has this event received City support in the past three years?

No Yes, in _____
List Calendar Years and Dollar Amounts

10. Will the sponsoring organization commit to providing a post-event report to the City within 60 days of the event, describing how proceeds from the event were distributed and how the City support assisted the event?

No Yes

11. Provide a brief description of the event:

12. Provide a description on how your organization will utilize the grant funds, if awarded, for the event:

13. Describe how your organization's event will benefit the Simi Valley community at large (include community needs being served):

Note: Preferences will be given to fund events where event proceeds are used locally within Simi Valley and to fund events with greater community/public benefits over events with lesser community/public benefits.

The undersigned states that the above information is true and accurate.

Signed: _____ Date: _____

Name: _____

For more information, please visit www.simivalley.org/SpecialEvents or call (805) 583-6380.

Past Questions from the Special Event Support Review Committee

To assist you in preparing your application and preparing for the Special Event Support Review Committee meeting, below is a list of questions that have been asked by the Committee members in the past two years. You are not expected to answer every question in your application; these questions are only offered to help guide your responses and prepare for the committee meetings.

- How does your event benefit the Simi Valley community at large?
- How much money is raised by your event?
- How much of the event proceeds are distributed locally in Simi Valley?
- How much of the event costs are spent at Simi Valley businesses?
- Is there an entry fee to attend your event?
- What are the total costs of putting on your event?
- What portion of your total annual fundraising is from this event?
- What portion of your attendance is from Simi Valley?
- Is your organization part of a national organization?

Tentative Timeline for 2025 Special Event Support Program Grants

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|--------------------|---|
| November 1, 2024 | Application for 2025 Special Event Support Program Grants released |
| November 4, 2024 | City Council appoints the 2025 Special Event Support Review Committee |
| November 29, 2024 | Applications due |
| December 11, 2024* | Special Event Support Review Committee meeting to review applications, receive public/applicant comments, and make a funding recommendation to the City Council |
| Early January 2025 | City Council to award grants based on Committee recommendations |
| Late February 2025 | Contracts will be sent to grantees for signature. Grants will be paid upon receipt of an executed contract and necessary documents are received |

* The Special Event Support Review Committee meeting date will be confirmed after the Committee Members are identified and appointed by the City Council.

** The City Council meeting dates for January 2025 have not yet been determined. City staff will schedule the grants for the first City Council meeting in January.