

City of Gainesville  
Parks, Recreation & Cultural Affairs Department

**Special Event Additional Support (SEAS)**  
Grant Application for Fiscal Year 2025

**Application  
Deadline**  
**September 13, 2024**  
5:00 p.m.

The SEAS grant is an in-kind grant to help cover certain City of Gainesville support service fees.

Application Date: \_\_\_\_\_

Length of Event:  1-day  2-day  3-day

**APPLICANT INFORMATION**

Applicant/Organization Name: \_\_\_\_\_  
(Legal name of applicant/organization)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Federal Employer ID#: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTE: All mailings from the City regarding this grant application will be sent to the Organization's email address listed above.**

I certify that all information contained in this application and attachments is true and accurate.

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official      Date

Mail/deliver application to the address below:

<i>Mailing address</i>	<i>Hand Deliver Address</i>
City of Gainesville Parks, Recreation & Cultural Affairs P. O. Box 490, Mail Station 30 Gainesville, FL 32627 <a href="mailto:prcagrants@cityofgainesville.org">prcagrants@cityofgainesville.org</a> ATTN: Ashley Reichenbach	City of Gainesville The Historic Thomas Center Building A, Room 210 306 N. E. 6 <sup>th</sup> Avenue Gainesville, FL 32601 <a href="mailto:prcagrants@cityofgainesville.org">prcagrants@cityofgainesville.org</a> ATTN: Ashley Reichenbach

## REQUIRED DOCUMENTS

Please attach a copy of the following documents to this Application:

- Facility Reservation Form (if applicable)
- Articles of Incorporation
- Current IRS Determination Letter
- Certificate of Insurance naming the City as additional insured
- Event Budget

**Note: Incomplete or late applications will not be considered for review/funding. The applicant is solely responsible for ensuring completeness of their application.**

## INSURANCE REQUIREMENT

The organization must have a general insurance policy to qualify for this grant. The City shall be an additional insured on such Public Liability Insurance and the organization shall provide copies of endorsements naming the City as additional insured.

Organizations shall maintain the following insurance throughout the terms of this grant:

- a. Worker's Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.
  - a.  Exception: If employees total less than 3, Worker's Comp coverage is not required
- b. Public Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage \$1,000,000 per occurrence (combined single limit for bodily injury and property damage).
- c. The CITY shall be listed as an additional insured as follows:  
City of Gainesville, 200 E. University Ave, Gainesville, FL 32601. Copy of certificate must be provided to the CITY.
- d. The certificate or an endorsement must state that the CITY will be given thirty (30) days written notice prior to cancellation or material change in coverage (but the CITY will accept 10 days written notice of cancellation for non-payment).

## PERMIT REQUIREMENT

Organizations must apply for the required permits for events seeking SEAS funding.

Permit Application link: <https://bit.ly/gnv-special-events>

## FINAL REPORT REQUIREMENT

A final report is required upon completion of your event. You will need to track the following information to prepare for that report: number of participating artists/ staff/ volunteers/ paid staff/ volunteer hours/ attending adults (ages 18-64) seniors (ages 65+) youth (under 18)

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Number of Vendor Booths (artists, food, non-profits, etc.): \_\_\_\_\_

Number of Volunteers (parking, crowd control, clean-up, etc.): \_\_\_\_\_

**Program/Event Type:** *Please indicate which type (s) best describes the primary purpose of your event.* Entertainment/Arts & Culture Education/Informational Athletic Participation Fundraiser: Beneficiary \_\_\_\_\_ Street Party Other: \_\_\_\_\_**Program/Event Description:** *Please provide a basic description of the program/event. You may attach additional pages, if needed. If this is a recurring program or event, please also provide updates or changes from the previous year.***Program/Event Goals & Objectives:** *Describe how your program/event will benefit the community as a whole.*

**Program/Event Promotional Plan:** Describe how you will market and promote your event.  
 (Marketing/Promotion materials are required to include recognition to the City of Gainesville for support.)

**GRANT SUPPORT REQUEST**

Select what eligible support you requesting from the City as a part of this grant.

	Service Type	Department/Division	What is Covered
<input type="checkbox"/>	Event Site Staffing	PRCA	Fees related to staff required to be onsite for oversight of City property.
<input type="checkbox"/>	Site Clean-up	Parks Division	Removal of debris and trash from event site
<input type="checkbox"/>	EMS/Paramedic	Gainesville Fire Rescue	First aid and emergency response Required for all athletic & large scale events
<input type="checkbox"/>	Event Security	Gainesville Police Department	Police officers to roam site to mitigate public safety issues
<input type="checkbox"/>	Reserved Parking		See "No Parking Signs"
<input type="checkbox"/>	Waste /Recycling	Solid Waste	Waste and recycle boxes
<input type="checkbox"/>	Street Closures		Required items listed below
	Barricades	Traffic Division	Type II and/or III barricades, cones and detour signs to reroute traffic. Water barricades are not included.
	No Parking Signs	Traffic Division	Printed, laminated and placed. Signs will be in place the day before the event starts.
	Traffic Control	Gainesville Police Department	Police officers to monitor vehicle and pedestrian traffic to mitigate public safety issues

For questions regarding the grant application or process,  
 Contact Ashley Reichenbach  
 352-393-8368  
[prcagrants@cityofgainesville.org](mailto:prcagrants@cityofgainesville.org)