



City of Newburgh

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2009 COMMUNITY EVENTS

Overview

The City Council has established a small grant fund to support community events within the City of Newburgh. The primary purpose of this program is to provide some funding in the form of grants to the community for grass-roots events such as block association parties, street fairs, and cultural celebrations. The event must fall within the fabric of events consistent with traditionally family-oriented themes, entertainment and/or activities that promote the City of Newburgh. It is anticipated that the grants, not to exceed \$500 per event and/or applicant, will be used to offset the costs of items such as porta-potties, generators, and insurance. Only one grant per individual, organization or association will be awarded each year.

Applicants for sponsorship for Community Event funds are encouraged to provide innovative, free or low cost, high profile community activities. Events could be sporting, community, church, youth, cultural or arts-based. They should have broad community appeal, and the potential to grow and develop into a self-sustaining annual special event.

The deadline for applications for this year's funding is June 1, 2009. The City Manager will make the final determination of awards. Please submit applications to: Ann Kuzmik, second floor, City Hall, 83 Broadway, 12550, or via email to akuzmik@cityofnewburgh-ny.gov.

This program is only available to residents, organizations and associations based in the City of Newburgh, and all events must take place in the City of Newburgh.

Funding support for community events may be revoked at any time if it is determined that the event does not fit within the criteria of the Guidelines or if the applicant has falsified information.

If an event fails to take place, for any reason except an unforeseen circumstance or Act of God (Force Majeure) grant funds must be returned to the City of Newburgh. Therefore, applicants are strongly encouraged to plan and provide for inclement weather and other possible hindrances to an outdoor event by also indicating an alternate date for it to be held.

Additional information may be requested at any time during the screening process. Failure to provide information at any time during the application process will result in rejection of the application.

Community Event Award Criteria:

Applicants will be required to apply for the Community Events Grant by June 1, 2009. All applicants will be rated by the following criteria.

1. Community Involvement: volunteer program/ community led event/ community group or organization sponsorship
2. Past Performance (if organizer has held previous events): Event organization, compliance with City codes, ordinances, and permit requirements, demonstrated safety record, no previous negative impact on community safety or quality of life.
3. City Department Head and City Manager approval of Permit Application, event plan, parade route (where applicable) and safety plan
4. Budget/other sponsorships/potential to become self-sustaining annual event
5. Community Benefits (wide-based community or cultural appeal; potential for positive promotion of and publicity for the City of Newburgh; potential for growth in community involvement)

Application Process

1. Announcements about the availability of funds and the application process will be made via local media, and the City of Newburgh website, www.cityofnewburgh-ny.gov.
2. Applications must be received by 3 p.m. on June 1, 2009. Incomplete or late applications will not be considered. The application for funds must include a completed Permit Application with event plan, parade route (where applicable) and safety plan, as well as the other information requested within the community event application.

Post Event Review

1. The intent of the program is to reimburse the applicant for expenses, however, if it is absolutely necessary to pay for items in advance, and the applicant lacks the means to do so, all invoices and supporting documentation, including receipts, W-2 forms, and other necessary reporting documents, must be brought to Ann Kuzmik or designated Executive Office staff to process for payment **no later than 15 business days** in advance of the event. Late invoices will not be paid until after the event. In order for payment to be made after the event, all supporting documentation including receipts, W-2 forms, and other necessary reporting forms must be returned to the Executive Office **within 10 business days** to be processed for payment.

2. The recipient of the funds must complete an event review 30 days after the event has been completed. Analysis should include event impact on the community, incidents during the event, financial summary with specifics on revenue and expenditures and the number of event participants. The evaluation of this review by City Council and/or City Manager and City Department Heads will help determine the future eligibility of the recipient to be considered for community events funds.
3. Failure to complete the event review or to comply with the application requirements may result in automatic denial of future community events funding applications.