



2019 Special Event Funding Application
Application Deadline: Friday, January 4, 2019

What and Why?

Special Event Funding (SEF) are sponsorship dollars budgeted by the City of Steamboat Springs to support special events in the non-ski season months that contribute to the overall effort to market and brand Steamboat Springs as a year-round visitor destination.

How?

The Steamboat Springs Chamber (SSC) manages the funding by creating a Special Event Funding committee to review and allocate the funds. This committee is made up of members of the SSC marketing committee, the SSC Board of Directors and City Council. Funding applications will be evaluated and rated based on the judging criteria attached to this application.

When?

The committee will start meeting to review applications in January. Funding presentations have been scheduled for Jan. 17, 2019 in the Steamboat Pilot Community Room. You or an alternate event representative will be required to present on this day in order to be considered for funding.

Funding Criteria

- All weekends in July and the first and second weekends of August are blackout dates. New events occurring during these timeframes will not be eligible for funding.
- Funding for events that have been in production for 2 or more years that occur on a weekend in July or the first or second weekends of August will be capped at \$3,000.
- Any event that has received funding for 5 or more years will be capped at \$5,000 unless the event occurs in May, June, September or October or the event moves to May, June, September or October.
- Requested funds can represent no more than 25% of your total income.
- Applicants should be able to demonstrate the ability to execute the event without depending on continued financial assistance from Special Event Funding.

IMPORTANT

Please note that Special Event Funding sponsorship dollars will be **paid post-event**, once the final report is submitted and invoicing from the event is received. Typical turnaround time to receive reimbursement is 15 business days after final report is approved.

When submitting your application please be sure to include:

- ✓ Both pages of the Special Event Funding application
- ✓ Separate narrative explaining the following:
 1. Concept of your event
 2. Event detail (how will the event be implemented and where)
 3. Community benefit and impact (please include impacts to the public in this section, i.e. road closures including time and dates, use of City services, any requested improvements or alterations to facilities, traffic concerns, etc.)
 4. Expected demographics (who is your target audience)
 5. Metrics (How will success be measured at your event? How will the percentage of visitors be determined and how will you determine if visitors stayed in paid lodging?)
 6. Desired outcome and economic impact for Steamboat Springs
 7. How will the SEF be used to support your event?
- ✓ Signed copy of the 2019 Special Event Funding Requirements
- ✓ Advertising/Marketing Plan
- ✓ Sponsorship benefits available through your event to be utilized in the marketing of Steamboat Springs as a tourist destination i.e.: Booth space on event day, branding inclusion in marketing materials, tickets to be used for promotional purposes, etc.

SPECIAL EVENT FUNDING (SEF) POLICIES & REQUIREMENTS

- Special Event Funds are sponsorship dollars that can be used in any manner to support the production, marketing and growth of the event. Including advertising, website development, site fees, prize money, etc.
- Any event that receives SEF must complete a Special Activity Permit through the City of Steamboat. **Failure to comply completely with all terms set forth in the permit will result in denial of Special Event Funding reimbursement for expenditures.**

Special Event Funding may NOT be used for the following:

- Projects restricted to private or exclusive participation
 - Scholarships, endowments or donations to charitable organizations
 - Expenses not directly related to the approved program for which the application was submitted
 - Interest or the reduction of deficits or loans
- Sponsorship benefits must be proposed by the event and upon agreement with the SEF committee must be professionally fulfilled leading up to the event.
 - A final report will be required. Final reports must be completed and submitted to the Chamber within **45 days** post-event. It is the responsibility of the event chairperson to prepare and submit all information requested by the Special Event Committee; failure to do so could result in denial of reimbursement for expenditures. Events that do not submit complete final reports will not be eligible for future Special Event Funding. Reports must be submitted prior to Dec. 1, 2019. **We are not able to process reimbursements after this date.**
 - The Chamber Marketing Department is available to assist with the marketing of your event by including your event on our events calendar, advice and consultation regarding any aspect of event planning, inclusions in the Chamber's official calendar of events, and by displaying your event poster and/or brochure/rack card in the Chamber Visitor's Center.

We look forward to receiving your application. Please email your completed application to: sarah@steamboatchamber.com

By signing below you signify that you have read the above statements and agree to adhere to all requirements. If you do not adhere to all requirements, you agree to forfeit any funding allocated by the City of Steamboat Springs.

Signature of event chairperson:

Date Signed:

2019 SPECIAL EVENT FUNDING APPLICATION

GENERAL INFORMATION

Name of Event:		
Sponsoring Organization:		Event date(s):
Chair Person/Producer:		Are dates firm?
Location of Event:	New event?	Phone #:
Expected number of participants:	Requested Amount:	
Email:		

PROJECTED BUDGET

Please attach a budget addendum if necessary

Earned Income (Ticket Sales, Retail Sales, Entry Fees): \$	Administration: \$ (payroll, postage, phone, permits, office supplies, etc.)
Concessions: \$	Marketing/Public Relations: \$
Soft Dollar Trades (Lodging, Marketing, etc.): \$	Prizes: \$
Cash sponsorship: \$	Merchandise: \$
Grants: \$	Operations: \$ (Venue, cleaning, port-a-lets, trash, judges, etc.)
Other (please specify): \$	Food & Beverage: \$
Subtotal: \$	Other: \$ Please specify
Special Event Funding: \$	
Total: \$	Total: \$

ADDITIONAL EVENT INFORMATION

Has this event received Special Event Funding in the past?
(If yes) in what years?
What is the anticipated audience percentage?: Local % Visitor %
How will audience percentage be determined?
How many years as the main event director been directing this event?
If received, what percentage of your total income would SEF represent?
How many years and at what estimated amount do you plan on requesting SEF?

PLEASE READ AND SIGN BELOW

Applications received after the designated deadline and/or incomplete will not be considered. Any event that has not completed a Final Report from the previous year will not be considered for Special Event Funding.

PLEASE NOTE: The City of Steamboat Springs has a special activity permit for events held in the City of Steamboat Springs. They also have a City sales tax process for all vendors and souvenir sales. All event organizers must comply with this process. It is your responsibility to complete and submit this application. Call the City offices at 879-2060 to request further information regarding this permit and a sales tax license.

Be advised that the committee will require a personal presentation regarding this application unless otherwise notified. You will be contacted by email with your presentation date and time.

If financial support is allocated to this event, I agree that the funding will be used solely for the designated and approved purposes as stated in this application. I agree to follow all policies and guidelines, and will supply complete financial statements, ad copies, affidavits and proof of expenditures to the SSC Special Event Committee as requested. I understand that the application review process may require additional information which I agree to provide. I further understand that reimbursement for approved expenditures is subject to review and approval by the SSC Special Event Committee.

SIGNATURE:

DATE:

JUDGING CRITERIA

(Categories are in order from most important factor)

TOURISM POTENTIAL/DRIVER:

Participant/attendee draw potential? Does the total, over-all program have wide range appeal? Will it attract a large number of visitors? Do the component parts have strong appeal to specific markets? If it is a participatory event, does it also attract spectators? How many nights will participants/attendees stay in Steamboat?

SCHEDULE GAPS:

Does it help to fill gaps in our event schedule? Priority will be given to events that take place during times that are considered "soft" including: weekends currently not occupied by a long-standing event, May, June, September, October, as well as events that fall mid-week.

SUPPORT OF DESTINATION MARKETING GOALS:

Does the event support the top tier goals of attracting high value guests (guests that stay longer and spend more) and enhancing the visitors experience? Will it help to increase accommodations tax and promote Steamboat as a year-round destination? Does it highlight, maintain and/or leverage our marketing pillars of western, water or trails?

MEDIA APPEAL:

Does it have general media appeal, as well as special interest, i.e. targeted or specific market segments? Does the event have the potential to showcase Steamboat Springs to our target or new demographics?

COST PER PERSON:

How efficient is the expenditure of dollars? Consider the number of people, and/or the demographics of the people for the amount of dollars spent.

SEED MONEY FOR NEW EVENTS:

Sponsorship dollars will be provided to new events that show long term growth potential and are scheduled appropriately based on the summer events calendar.

BUSINESS AND COMMUNITY IMPACTS:

Will the event cause major disruptions to business in Steamboat Springs? Has the event producer demonstrated that the benefits of the event will outweigh potential negative impacts to business? Has the producer presented a plan that will minimize disruptive impacts to the Steamboat Springs community?