

City Council

Mayor Neysa Hinton
Vice Mayor Diana Gardner Rich
Councilmember Sandra Maurer
Councilmember Jill McLewis
Councilmember Stephen Zollman



City Manager

Larry McLaughlin
lmclaughlin@Cityofsebastopol.org
Assistant City Manager/City Clerk, MMC
Mary Gourley
mgourley@Cityofsebastopol.org

City of Sebastopol

**2023-24 COMMUNITY BENEFIT GRANT APPLICATION
COMMUNITY BENEFIT GRANT PROGRAM**

TO: Interested Parties
FROM: Budget Committee
SUBJECT: Community Benefit Grant & Sponsorships Program Application Process

The Community Benefit Grant and Sponsorships Program were created to support, strengthen, and sustain the City Council goals and priorities to achieve a better quality of life by improving the health and overall wellbeing through investment in our Sebastopol community non-profit organizations.

Like many grant programs, the demand for grant funds exceeds availability. The City of Sebastopol has limited funding for grants to our local non-profits and understands the critical need to help support our local non-profits. We also understand that many of our local non-profits revenues losses from closed programming and services have not quite returned to the level of normalcy, as well as anticipated shortfalls in fundraising continues, jeopardizes the need to provide these services to our community.

The City has not changed the format on how you will be submitting your FY2023-24 funding requests.

This program was created to fund activities and projects that will:

1. Address an unmet/under-met and ongoing community;
2. Demonstrate long-term impact and quality outcome;
3. Benefit a large cross section of community residents and/or businesses;
4. Leverage additional funding to support the program

Each of these categories will be weighted equally in evaluating projects to recommend to City Council for funding during fiscal year 2023-24.

Application Process

Applicants must determine which program your organization should submit request of funding for:

- A. Community Benefit Grants are made through the City General Fund and are available to 501(c)(3) nonprofits. Grants are support that are intended to help a nonprofit continue the good work they do.
- B. Sponsorships Program are typically for one-time events. 501(c)(3) nonprofits are welcome to apply, but nonprofit status is not required to be considered for a sponsorship.

Forms are available on our website www.cityofsebastopol.org. Please contact the Administrative Services Department, 707-823-7863 with questions regarding projects and programs funding requests.

Deadline for Submission

The deadline for submission of applications is **February 23, 2023**. Interested nonprofit organizations may request applications by mail, or email. Please submit your application by drop off at City Hall in the front door mail slot or email to cvazquez@cityofsebastopol.org. Incomplete submissions will not be accepted.

Funding Procedure

There are likely to be multiple recipients. Final grant decisions are made solely by the Sebastopol City Council and will be made on a year-to-year basis. Funds must be expended within the grant year (July 1 through June 30), or they will revert back to the program. Fiscal and program accountability are required.

Funding Priorities

The City of Sebastopol Community Benefits Program will make grants for projects which have a direct relation to resident services and community enhancement in the areas of recreation, support, and environment. Funding will not be considered for ongoing operating expenses. Priority will be given to those proposals which involve a volunteer network and benefit a wide cross-section of community residents. For additional details please see attached Council Policy.

Funding Schedule

Proposals are due by **February 23, 2023**. The Budget Subcommittee will make a preliminary selection and may hold interviews of selected applicants during the preparation of the City budget. A public meeting will be held via Zoom, date and time will be announced at a later date. Applicants are highly encouraged to appear before the Budget Committee to provide a brief presentation on their request and how their organization serves the City. Grants will receive final approval with the City Council adoption of the revised budget.

Application Instructions

The attached fillable PDF application form may be recreated on your computer; but please do not deviate from the format and do not exceed four pages. Answer all questions thoroughly in the space provided. Do not attach or refer to other pages except as indicated. You will need one (1) copy of the application submitted electronically to the City.

Please submit one (1) electronic completed proposal each of which includes the following:

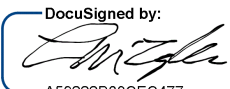
1. The appropriate application form described above,
2. A copy of your IRS 501(c)(3) tax exemption letter, if applicable,
3. The current operating budget of your organization,
4. A list of your board of directors or appropriate principals with their affiliations, a recent audited financial statement; if available, and
5. Letters of support or back-up material you feel is relevant to your proposal. (Please keep this material to a minimum).

NOTE: If any of the above is not applicable. Please explain:

Completed application materials are due to the City of Sebastopol no later than on **February 23, 2023**. ***We reserve the right not to process applications found to be incomplete as of the application deadline.*** Submit the five (5) copies of your completed proposal to:

Administrative Services Department - Sebastopol City Hall
Attn: Carrie Vazquez
7120 Bodega Ave.
Sebastopol, CA 95472

Sincerely,

DocuSigned by:

A59222E08CEC477
Larry McLaughlin
City Manager
City of Sebastopol



Grants and Sponsorships: How to Choose the Right Funding Source for Your Organization's Needs



What Are Grants?

Grants are funds provided to organizations for use to start something new, to pay for important equipment or training, and/or to support the costs of specific projects or programs.

What is Sponsorship?

Sponsorship is an exchange of financial or in-kind support of an event for mutual marketing which includes, but is not limited to ads, promotions, logo placements, event signage.

City of Sebastopol COUNCIL POLICY



SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	1 of 4

BACKGROUND

The Community Benefit Grant Program provides an excellent opportunity for the City of Sebastopol to support critical neighborhood projects and helps fulfill the community's vision. It has been the practice of the City Council to consider the contribution funding of community-based programs conducted by non-profit 501 (3) (c) organizations that actively enhance the quality of life for Sebastopol residents.

The Community Grants program is developed with a philosophy of partnership whereby Council recognizes the vital role that individuals, community groups and organizations play in contributing to the creation of a vibrant and sustainable City. In return, Council provides a range of grants to encourage and support individuals and groups in the community to engage in activities that advance the quality of life in the City of Sebastopol.

PURPOSE

The purpose of this policy is to provide a basis for Council to allocate funds in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

Council will apply appropriate management practices to ensure that there is a balance between responsibility for administering public funds, and supporting the community in a practical and effective manner.

The Community Benefit Grant Fund is intended to provide funding to local non-profit organizations for specified community benefits programs and/or projects that will:

1. Address an unmet/under-met and ongoing community need;
2. Demonstrate long-term impact and quality outcome;
3. Benefit a large cross section of community residents and/or businesses;
4. Leverage additional funding to support the program;

The Community Grants policy is strongly related to Council's Goals and Objectives as well as its vision and mission statements. The goal is to operate the Community Benefit Grant Program following related Council policies, plans and activities such as:

1. Social Plans including Youth Plan, Cultural Arts, and Positive Aging/Elders;
2. Community Participation;
3. Festivals and Public Events;
4. Economic Development; and
5. Marketing Strategy, Tourism, Community Outreach

City of Sebastopol



COUNCIL POLICY

SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	2 of 4

POLICY

1. Non-profit organizations must file an application for the Community Benefit Grants Program. Applications must be submitted by March 31 of each year for funding the following fiscal year. Applications must be submitted to the Finance Department prior to each deadline. Application forms may be obtained from the Finance Department, 7:00 A.M to 5:30 P.M., Monday through Thursday, or off the City website page (www.cityofsebastopol.org).
2. Public funds shall be made available only when the funds are to be expended for a community program that will contribute to the quality of life for Sebastopol residents.
3. The City Council shall strive to appropriate one percent of General Fund revenues.
4. No organization may apply for funding if it failed to meet any of the post application requirements from the prior year (see paragraph 11, 12 & 13).
5. Funds will not be allocated to:
 - a. Political action committees, political candidates, or political campaigns;
 - b. Any organization conducting a religious activity;
 - c. Organizations conducting a fund-raising event or activity;
 - d. For the rental of the City owned facilities.
6. Funding requested from membership based adult organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
7. Funding requested from youth sports group will be considered only if the request is to support the youth sports group in a regional, state or national competition, but not for travel out of the country, and provided that the requesting group is predominately composed of Sebastopol residents and greater Sebastopol community.
8. Requests for funding will be considered by the City Council only during the periods determined in this Council Policy and submitted on the appropriate application form.
9. Funding of a program will not constitute a precedent for contributions in subsequent years.
10. All applications will be submitted to the Finance Department for analysis and recommendation to the Budget Subcommittee and ultimately to the City Council. In its evaluation, the Budget Subcommittee shall consider and evaluate the following criteria:
 - a. The non-profit status of the organization.
 - b. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Sebastopol residents served to the total number of individuals served.
 - c. Adherence to the stated policies of the City of Sebastopol.
 - d. Whether or not a public need will go unmet without the contribution
 - e. The degree to which the goodwill of the City of Sebastopol will be promoted.
 - f. The degree to which the cause has been recognized as a contribution to the community



City of Sebastopol

COUNCIL POLICY

SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	3 of 4

- g. Whether or not the contribution could expose the City to civil liability
 - h. The amount of the request.
 - i. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget.
 - j. The degree to which the members of the organization have engaged in fund-raising activities.
 - k. Whether or not the organization has applied for funding from other Sonoma County cities.
 - l. Whether or not the organization has received CDBG (Community Development Block Grant Funding).
11. After review, the Budget Subcommittee shall make a recommendation to approve, deny, or modify the funding request and approve as modified.
12. Post Application Requirements:
- a. Not discriminate in employment or in clients served because of race, religion, national origin, or sex or sexual orientation.
 - b. Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual audit or review at the applicant's expense may be required, with the results available to the City of Sebastopol upon request.
 - c. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
 - d. Provide the City with an interim end of the year full financial accounting and narrative report by the close of May 31.
 - e. The year-end report shall be submitted in writing, and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program. The end of the year shall be within 30 days after May 31. This report must include a complete financial statement detailing all expenditures of the City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.
13. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period, or whenever, the City determines that the applicant has not performed in accordance with the approved program proposal.
14. Any funds returned in accordance with the policy shall be returned to the City General Fund, to be allocated in accordance with the policy.
15. City moneys shall be used only for the purpose and program(s) duly authorized and in accordance with the approved budget. Any deviation from the approved program proposal may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.

City of Sebastopol



COUNCIL POLICY

SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	4 of 4

16. The organization shall provide a report to the City of its use of the funds provided no later than 30 days after the close of the third quarter (March 31) of the fiscal year.
17. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Benefit Grands Funding:
 - a. Parks and Recreation, including but not limited to:
 - i. Outdoor Recreation
 - ii. Youth services and athletics, such as dance classes, life skilled programs
 - iii. Hospitality Program
 - b. Arts and Cultural, including but not limited to:
 - i. Event and Tourism Resources
 - ii. History and Culture Education
 - iii. Music, Theater & Art Events
 - c. Environmental Quality and Sustainability, including but not limited to:
 - i. Clean air quality / pollution control
 - ii. Climate action initiative
 - iii. Sustainability education
 - d. Health & Community/Human Services, including but not limited to:
 - i. Health and Safety, Food / Nutrition, Youth and mental health services
 - ii. Crisis Intervention Facilities
 - iii. Senior & Low Income Resources
 - e. Economic Vitality, including but not limited to:
 - i. Workforce training such as internship
 - ii. Business development, incubation or acceleration
 - iii. Business attraction, retention / expansion program

City of Sebastopol

COUNCIL POLICY



SUBJECT	RESO NO	POLICY NO	EFF DATE	PAGE
COMMUNITY SPONSORSHIP	N/A	84	9/7/2021	1 of 5

I. OVERVIEW

The City of Sebastopol recognizes that sponsorships play an important role in supporting our community and providing support for community events that are held for the following purposes:

- Support of nonprofit organizations, service clubs, groups or organizations serving the Sebastopol community;
- Cultural, recreational and educational activities;
- Promotion of the City of Sebastopol

In order to expand access to a wide range of cultural experiences and diversified community connections for all its residents, the City of Sebastopol provides limited assistance to local organizations in support of community events that are consistent with the goals and priorities of the City and that serve a public purpose.

City sponsorship reflects support of specific events by an organization. Therefore, requests for funding/fee reductions must be for events operated by an organization, as opposed to a contribution to an organization's general operating expenses. The intent is that the general public will receive some intrinsic cultural, economic, educational, or recreational entertainment value from the event, while raising revenues to support and potentially enhance the delivery of services that support the vision of the City of Sebastopol with the aim of enhancing the connectivity between businesses and the greater community. Community sponsorships can be an effective means of generating new revenue and building community partnerships.

II. PURPOSE

The purpose of this policy is to promote significant and special community events primarily benefitting the Sebastopol community. This is not a grant program. This policy sets parameters for the approval of City sponsorships for community events conducted by local organizations. City sponsorship may consist of monetary funding and/or in-kind support. Community sponsorships can be an effective means to identify the event with the City and building community partnerships while raising revenue.

III. DEFINITIONS

Community Sponsorship Account – Account established to offset the costs of providing City support for community events. The City Council determines how much to allocate to this account through the annual budget process.

Organization – Includes nonprofit institutions and service organizations registered to do business in the State of California; groups or organizations, educational institutions, and for purposes of this policy, are those entities which have their principal location in Sonoma County, and which exist primarily to provide

services or engage in activities for the public benefit of the Sebastopol community.

Event – A local celebration, fundraiser, cultural, recreational or educational activity that demonstrates a public benefit and/or community programs held for the primary purpose of raising funds for a City of Sebastopol or Sonoma County-based nonprofit (or not-for-profit) organization and for which other intrinsic cultural, recreational, entertainment or educational value is provided for the benefit of the public.

Sponsorship – A sponsorship is any monetary or in-kind support from the City (City logo, City staff time, public safety services, and the use of City facilities or property, event permit fees, etc.) to the organizing agency that helps offset the costs of the event operations.

IV. GENERAL POLICY

The budget for the community sponsorship program, including determination of the source of funding to offset this sponsorship program, shall be established by the City Council each year during the annual budget process. The fiscal year shall begin July 1 of each year and end on June 30 the following year. Applications will be processed on a first-come, first serve basis.

Sponsorships will only be provided for events and organizations meeting the eligibility criteria stated in this policy (see Section VIII). City staff will review sponsorship applications and make a recommendation to the City Council for final approval. The Administrative Services Department shall be responsible for accounting for the Community Sponsorship account; and shall keep a listing of all organizations and programs receiving sponsorships through this program; and shall maintain a balance of funds available.

Special Event requirements, conditions of use for facilities and equipment, insurance and other requirements must be followed according to City policies, codes and ordinances. Failure to comply with the City permitting requirements within the time constraints will result in the organization being ineligible for future sponsorships.

V. FUNDING LIMITS

The City Council shall determine the Community Sponsorship account balance during the budget process each year. Community sponsorships may be provided to eligible organizations (see Section VIII).

In the case of partial funding for a program, costs owed to the City, other than those covered by a sponsorship per this policy, shall be paid by the sponsoring community organization and are due 30 days before the event.

VI. APPLICATION REQUIREMENTS AND PROCESS

- 1) A community sponsorship application must be submitted on the attached form indicating:
 - a. name and contact information for the event organizer(s)
 - b. the local office/headquarters of the organization
 - c. the organization's purpose/mission
 - d. the event dates, and times which include set-up and tear down times needed, a parking plan, and proposed location

- e. expected number of participants
 - f. statement that the event will be available to the general public
 - g. the purpose of the event
 - h. how the organization and proposed event benefits the Sebastopol community and meets the criteria within this policy
 - i. an indication of what type of sponsorship is needed for the program
 - j. an outline of the event marketing plan
- 2) A financial outline showing the proposed profit or loss for the event. The financial outline must include income from all sources; and all program expenditures listed by category including but not limited to booth rentals, sound and production, facility rental, food and beverage, concessions, staff, advertising, etc. In-kind contributions and volunteer services shall be listed. The budget will be used to determine the extent to which an organization has obtained diversified funding, in-kind contributions and volunteer resources. Financial outlines that show a deficit must clearly explain how the deficit will be handled.
 - 3) Current proof of 501(c) or others, California contribution registration number and/or other non-profit status must be provided (if applicable, as determined by the City Manager or designee). Proof that the organization's principal location is in the Sonoma County and exists primarily to provide services or engage in activities for the public benefit of the Sebastopol community.
 - 4) A copy of the program's sponsorship criteria/guidelines that outlines the sponsorship categories and benefits of sponsorships at various sponsorship levels.
 - 5) The City may require additional information as necessary.

VII. APPLICATION REVIEW/APPROVAL

Sponsorship applications will be accepted and reviewed on an on-going basis by the City department in charge of the event, program or facility/amenity. The City Council allocates and adopts a limited budget for this program. Approval of sponsorship is determined on a case by case basis related to the eligibility requirements, purpose and goals of each independent event. Sponsorships applications shall be presented to the Administrative Services Department. If all criteria of this policy are met, the Administrative Services Department shall prepare a consent calendar agenda item for City Council consideration.

Approval for sponsorship in one year does not imply or guarantee approval in subsequent years for an organization or an event.

Factors that will be considered include (in addition to the eligibility requirements in the policy):

1. Resources available (e.g. budget, staff, workload capacity, availability of City facilities).
2. Compatibility of the program with the goals and priorities of the City of Sebastopol.
3. Impact of the event on City facilities.
4. Risk to the City.
5. Where applicable, ability of the organization to obtain and satisfy the City's insurance requirements including naming the City as additional insured.

6. Benefit to the community; level of cultural enrichment.
7. Enhances community unity and City values.
8. Ability to meet City of Sebastopol zero waste requirement.

VIII. ELIGIBILITY CRITERIA

Eligible

Event types

- Events providing a benefit to Sebastopol residents; non-profit organizations holding fundraiser programs primarily serving the Sebastopol community
- Events that contribute positively to the recognition and image of the City of Sebastopol
- Events that are available to the general public
- Events and organizations that demonstrate that they can meet the necessary requirements of the agreement

Organization types

- Organizations and programs in good standing with the City of Sebastopol in relation to organization's past performance
- Organizations that agree to do the following (failure to do so will result in future ineligibility):
 - a. Obtain all required permits, clearances, insurances and program authorizations within time restraints in compliance with the Code of the City of Sebastopol, policies and Special Events Policy requirements and State and Federal Laws.
 - b. If sponsorship includes rental of a City of Sebastopol facility, applicants must fill out application form and is subject to facility availability and adherence to City facility use policies.
 - c. Acknowledge the support of the City of Sebastopol where appropriate, and to include on all printed information and advertising related to the event for which sponsorship was provided the following statement: "This event is sponsored in part by the City of Sebastopol" or other statement approved by the City of Sebastopol.
 - d. Allow the City of Sebastopol to have a space at the event if the City so desires (at events where a sponsorship space is appropriate) for the purposes of distributing information regarding City services and community programs. This space shall be provided at no cost to the City.
 - e. Provide the City with whatever benefits are afforded other sponsors of similar sponsorship levels (i.e. logo display, sponsor table, advertising benefits etc.)
 - f. Ensure appropriate ADA accessibility at event, and when portable toilets are required for events, must ensure that at least one ADA accessible portable is provided.
 - g. City must review all materials with City logo prior to release.

Not eligible

1. The City will not award sponsorships to any religious church, creed or sectarian organization to promote religious purposes. Religious organizations are not excluded from sponsorships; however, the

purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message.

2. Political organizations and/or individual campaigns are not eligible for sponsorships for programs they conduct.

3. Organizations that discriminate on the basis of age, race, sex, sexual orientation, marital status, disability or national origin are not eligible for sponsorships for programs they conduct.

4. Individuals, or groups providing a restricted guest list, are not eligible for sponsorships.

5. For-profit organizations are not eligible for sponsorships for promotional programs for which the organization/corporation or its employees or officers will gain personal benefit (i.e. a sales promotion).

ATTACHMENT:

Request for Sponsorship Application

Insurance Requirements

Zero Waste Event Goal Resolution

City of Sebastopol

COMMUNITY BENEFIT GRANT APPLICATION

GRANT PROGRAM DESCRIPTION

The City of Sebastopol has awarded direct funding to agencies providing community benefit to programs for specific projects that improve the quality of life and build civic pride in Sebastopol. Funding will not be considered for ongoing operating expenses. The categories covered by this funding are:

- a. Parks and Recreation, including but not limited to:
 - Outdoor Recreation
 - Youth services and athletics, such as dance classes, life skilled programs
 - Hospitality Program
- b. Arts and Cultural, including but not limited to:
 - Event and Tourism Resources
 - History and Culture Education
 - Music, Theater & Art Events
- c. Environmental Quality and Sustainability, including but not limited to:
 - Clean air quality / pollution control
 - Climate action initiative
 - Sustainability education
- d. Health & Community/Human Services, including but not limited to:
 - Health and Safety, Food / Nutrition, Youth and mental health issues
 - Crisis Intervention Facilities
 - Senior & Low Income Resources
- e. Economic Vitality, including but not limited to:
 - Workforce training such as internship
 - Business development, incubation or acceleration
 - Business attraction, retention / expansion program

REQUIREMENTS FOR GRANT CONSIDERATION

- a. The non-profit status of the organization;
- b. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Sebastopol residents served to the total number of individuals served;

City of Sebastopol

COMMUNITY BENEFIT GRANT APPLICATION

- c. Adherence to the stated policies of the City of Sebastopol;
- d. Whether or not a public need will go unmet without the contribution;
- e. Offer a sustainable benefit to the City of Sebastopol;
- f. Involve a support network of community participation;
- g. The degree to which the goodwill of the City of Sebastopol will be promoted;
- h. The degree to which the cause has been recognized as a contribution to the community;
- i. Whether or not the contribution could expose the City to civil liability;
- j. The amount of the request;
- k. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget;
- l. The degree to which the members of the organization have engaged in fund-raising activities;
- m. Whether or not the organization has applied for funding from other Sonoma County cities; and
- n. Whether or not the organization has received CDBG (Community Development Block Grant Funding).

HOW TO APPLY

An organization may propose more than one program or project for consideration, but each program or project requires a separate application. To ensure compliance with County Health Directives, the City will be accepting applications by electronic format (email) during this pandemic Applicants must submit:

1. One (1) completed proposals and signed application,
2. A copy of your IRS 501 (c)(3) tax exemption letter, if applicable
3. The current operating budget of your organization,
4. A list of your board of directors or appropriate principals with their affiliations, a recent financial statement; if available, and
5. Letters of support or back-up material you feel is relevant to your proposal. (Please keep this material to a minimum).

PROCESS

Please request the amount that you anticipate you will need and submit your request to the Administrative Services Department.

Applicants will be invited to present their application(s) to the City of Sebastopol Budget Subcommittee. You will be asked to demonstrate your compliance with all requirements during the interview process. After consideration by the Budget Subcommittee, recommendations will be made to the City of Sebastopol City Council. The Council will approve or deny funding requests.

RETURN APPLICATION EMAIL TO:

cvazquez@cityofsebastopol.org

4. Describe your organization's capacity to conduct this program or project and list your recent accomplishments.

5. Give a detailed budget for your project and (a) include the time frame for your budget, and (b) specify just how the funds will be used if granted.

6. Please indicate any collaboration which will take place on this project in the way of other sources of funding, staffing, in-kind contribution, and/or joint participation. Please be specific.

7. How do you propose to publicize and involve the community in the project?

8. How will you evaluate the success of your project? What reporting mechanism will you use to communicate your progress to the Council and the community?

9. Please explain your organizations policies' and or plans for greening your organization's day to day operations and/or events.

Signature	Title	Date

COMMUNITY EVENT SPONSORSHIP REQUEST

Application



City of Sebastopol
ADMINISTRATIVE SERVICES DEPARTMENT
7120 Bodega Ave
Sebastopol, CA 95472

707-823-7863
Fax: 707-823-1135

FILING INSTRUCTIONS

Please review these instructions carefully in order to completely and accurately file your application:

1. PREPARE YOUR APPLICATION PACKET containing the following:

- One (1) application packet, single sided, 8 ½ x 11, white paper, unbound, unstapled, unpunched. Color documents may be included if desired for clarity and detail. Application packet will contain the following:
- Application with signature
 - Attachments as necessary for further explanation of application content, all 8 ½ x 11" or smaller in size

2. RETURN COMPLETE APPLICATION PACKET in a sealed envelope via mail or hand delivery to:

City of Sebastopol
Administrative Services Department
7120 Bodega Ave
Sebastopol, CA 95472

ATTN: SPONSORSHIP REQUEST

3. SUBMIT. Incomplete packets will not be considered until all required information is received.

Application

FOR CITY USE ONLY

Date Received: _____

Original Sponsorship Application

Sponsorship Request Letter

Complete –

- OR -

Incomplete – return to Applicant

1. GENERAL INFORMATION

Date of Request: _____

Amount Requested: \$ _____

Name of Organization: _____

Organization Contact: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____

E-mail address: _____

Federal Taxpayer I.D. No: _____

Sebastopol Business License No. (Required for any work or service performed in city limits) _____

Non-Profit Tax Status (verification must be attached):

501(c):	Yes	No
Other class (specify):		

2. STATEMENT OF PURPOSE

1. Description of services or event being provided to the city. (Describe the event/activity and explain the impact you believe that it will have on the Sebastopol community. Will it generate sales tax and/ or bed tax through retail sales or hotel stays? Will it educate and/or provide quality of life to Sebastopol residents/visitors?):

2. How will the city's funds be used? (*Provide specific details regarding your reason for request and how those funds will be spent. Funds are considered per line item, and appropriate information should be provided to assist the City Council's review and decision. If necessary, attach a separate sheet*):

Item	Description	Amount requested
Example: Apple Blossom Festival	Traffic control plan for street closure	2,000

3. Total number of persons that benefit from or will attend this program or event: _____

4. Of the total number benefitting, give an estimate of the percentage (%) of Sebastopol residents that participate in said benefit:

____ Resident ____ Non-Resident

3. **AGENCY BUDGET**

1. Sources of Funding:

A. Sebastopol Support: List any and all funding requested from the City of Sebastopol, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding request:

Type of Request	FY 20-21 Requested Amount	Funds Received	FY 21-22 Requested Amount	Reason for and/or description of request
Example: Sponsorship	\$1,000		\$1,500	

B. Community Support: List any and all funding requested from other community partners, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding requested (If necessary, attach a separate sheet.):

Agency providing funds	FY 20-21 Requested Amount	Approved Amount/ Funds received	FY 21-22 Requested Amount	Description of Contribution (in-kind, sponsorship, event, grant)
Example: Sonoma Valley Foundation	\$10,000	\$5,000	\$10,000	Education grant

2. Budget: Please provide event budget. (If necessary, attach a separate sheet.)

GRAND TOTAL OF EXPENDITURES: \$ _____

4. SIGNATURE AUTHORIZATION

1. Identify the principal (owner, president, or equivalent) who is ultimately responsible for the applicant's event:

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
E-MAIL: _____

2. Signature of authorized official:

The undersigned does hereby confirm that the information herein is true and correct, that the applicant agency meets the criteria set forth herein, and that the applicant agency agrees to comply with all requirements.

Signature: _____ Date: _____

- END OF DOCUMENT -

City of Sebastopol Special Event Permit Insurance Requirements

As a condition of use of City of Sebastopol facilities or programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of a certificate of insurance and original policy endorsement of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage requires the following:

1. The **City of Sebastopol, its officers, officials, employees, and volunteers** are to be named as additional insured by endorsement against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents, or employees.
2. Liability coverage is required for claims made by participants in your event/program. You are advised that any and all exclusions pertaining to athletic or recreational event/programs must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. The insurance provided must be **PRIMARY** with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees, and volunteers** must be excess and noncontributing. A Primary Non-Contributory Endorsement is required.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$3,000,000 per occurrence for bodily injury, personal injury, and property damage. Please note the City may require an increase in policy limits due to the nature of the event.**
 - a. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms.

Note: Please inform your insurance agent that a "Certificate of Insurance" on Form Accord 25 by itself is not sufficient. A certificate of endorsement naming the **City of Sebastopol, its officers, officials, employees, and volunteers** as additional insured is required.

The City will *not* accept a certificate of insurance alone as proof of insurance coverage. The City will *not* accept the wording listed below in the Description of Operations box on the certificate of insurance.

The original endorsement must specifically list the following:

"The **City of Sebastopol, its officers, officials, employees and volunteers** are additional insured against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

Special Event Permit Insurance Requirements (continued)

This insurance is primary with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** shall be excess and noncontributing.”

6. If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City.

You are strongly urged to show this Notice of Conditions (including the precise wording of these insurance requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the required endorsements 10 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Sebastopol as to form and as to insurance company.