

INVITATION TO APPLY:

- Organizers of activities that are open to the general public free of charge and are thought to enhance the Burlington community are encouraged to submit a Grant Application. In general, Applications are due by **September 30** each year for special events or projects taking place during **January – December the following year** in a City of Burlington facility.

PURPOSE OF SPECIAL EVENT GRANT:

- To inspire and support both new and established special events or projects (hereafter referred to as “activities”) that bring people together and enrich the Burlington community.
- To boost Burlington’s local economy by partnering on activities that attract visitors, increase visibility, and foster pride in our city.

ELIGIBLE ACTIVITIES:

- Any activity receiving Special Event Grant support must be free and open to all members of the public. Activities should provide meaningful opportunities that enrich the community in areas such as arts and culture, recreation, education and awareness, and community well-being. Examples may include resource or informational fairs, fundraising events, cultural celebrations, seasonal festivals, scavenger hunts, and fun runs.

ELIGIBLE APPLICANTS:

- The Special Event Grant Program is open to public, private, and non-profit organizations and individuals that can demonstrate the capacity to successfully carry out the proposed activity and complete it by December 31 of the grant year.
- Eligible applicants may include, but are not limited to volunteer groups, neighborhood associations, educational institutions, public agencies, chambers of commerce, and private businesses.
- While priority is given to organizations based in Burlington, those located outside the city may be considered if they can clearly demonstrate how their proposed activity will provide meaningful benefits to the Burlington community.
- To invest in community-driven events that promote health, wellness, and a strong sense of belonging for all who live, work, and play in Burlington.

APPLICATION TIME PERIOD:

- In general grant applications are accepted through **September 30** annually by the **City of Burlington's Parks and Recreation Department** for **activities taking place January through December the following calendar year.**
- Applications may be submitted either by email, in-person, or mail. Those received after midnight on the evening of the due date will not be accepted.
- Separate applications must be submitted if an organizer has more than one activity they wish to be considered for a Special Event Grant.
- **Submit applications to:** BParks@burlingtonWA.gov

or to: Burlington Parks and Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233

**Please direct any questions concerning application to
Burlington Parks and Recreation at (360) 755-9649 or BParks@burlingtonWA.gov.**



Special Event Grant Application

Activity Start Date: _____

Today's Date: _____

Activity Title: _____

APPLICANT INFORMATION

Organization: _____

Mailing Address: _____

Contact Person: _____

Primary Phone: _____ Email: _____

ABOUT THE ORGANIZATION

☐ Non-Profit, Tax ID: _____

Year Incorporated: _____

☐ Govt./Public Agency, Tax ID: _____

Number of Paid Staff: _____

☐ Private Citizen or Group

Number of Volunteers: _____

SPECIAL EVENT GRANT REQUEST

Please list your requested Activity location:

Park Name or Address: _____

Will your Activity require use of buildings or structures within the park?

☐ Picnic Shelter ☐ Sports Court ☐ Maiben House ☐ Burlington Senior Center

☐ Other: _____

Please list any equipment that you anticipate borrowing from the City and quantities if known:

☐ Barricades, Quantity: _____ ☐ 10'x10' Canopy, Quantity: _____

☐ Cones, Quantity: _____ ☐ Portable Tables, Chairs: _____

☐ Other: _____

Please describe any anticipated assistance needed from City departments to host your Activity:

ACTIVITY SCOPE

Which category describes your Activity best?

- ☐ Resource/Awareness Event ☐ Cultural, Heritage ☐ Arts, Music
☐ Seasonal Fair/Festival ☐ Recreational ☐ Other: _____

Activity Dates:

Your SETUP begins on what date? _____

Your Activity OPENS to the public on what date and time? _____

Your Activity CLOSES to the public on what date and time? _____

Your CLEANUP will be completed on what date and time? _____

How many attendees do you anticipate serving? _____

Who is your target audience?

Provide a brief history of your Activity and be sure to include (1) its Purpose and (2) the measures you will employ to Evaluate its success:

ELIGIBILITY

What components of your Activity will involve a fee for access or participation?

Please share a brief description & history of your organization:

How do you believe your Activity will benefit the Burlington community?

COLLABORATION

Please list other resources or partnerships supporting your Activity and describe their relationship with you:

MARKETING INFORMATION

Please write a brief narrative describing your Activity that could be used as a Press Release:

APPLICANT ACKNOWLEDGMENT

On behalf of (*Organizer's name*) _____, I hereby certify that the information provided with this application is accurate to the best of my knowledge and that I am authorized by the Organizer to submit this application on their behalf. I have read and understand the criteria by which our application will be evaluated and understand that we will be required to forward all applicable permit forms should my Activity be selected for grant award.

☐ *If signing digitally, I understand that my digital signature represents a binding agreement.*

Signature

Date

Printed Name

APPLICATION CHECKLIST

1. For Non-Profit, Government or Public agencies, be sure your **Tax ID** has been entered on the Application.
2. Please attach as a separate document any additional information about your Organization or Activity that you believe is relevant to this Application.
3. If submitting your Application in hardcopy form:
 - Use only 8.5" x 11" paper
 - Do NOT double-side your Application
 - Do NOT submit a cover page with your Application
4. **Submit your application to:** BParks@burlingtonWA.gov

or to: Burlington Parks and Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233
5. Special Event Grant Applicants can expect a response regarding selection within 60-days of the Application period's closing.