



# SPECIAL EVENTS ASSISTANCE PROGRAM GUIDELINES

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## Events Where City Costs are Funded

The City Commission shall consider on a case by case basis special events for which the costs of City fees and or resources are subsidized through a specially funded account. For funding consideration, the event must be held in the City of North Port and meet the criteria for special events as defined in Chapter 53, Section 53-265 of the Unified Land Development Code and in this document. A special event permit is not required at the time of application for assistance. However, an issued special event permit is required for the event and shall follow the guidelines for the special event permitting process.

## Community Benefits

The City of North Port recognizes that special events held within the City:

- Enhance the quality of life for citizens of North Port
- Are beneficial for economic growth of the community at large
- Increase opportunities for positive publicity of North Port
- Generate engagement of residents and businesses within the community
- Attract visitors and businesses to North Port

## Purpose of Program

- Achieve community benefits identified above.
- Provide greater opportunity for additional community events organized by private North Port based entities as well as non-profits within the City of North Port.
- Encourage cultural, educational, environmental, commercial, sports and recreation activities.
- Provide recovery of some of the costs associated with City services needed in conjunction with special events held within the City of North Port.

## Program Guidelines

Any North Port based entity or organization may apply to the program according to the following guidelines:

- 1) Event must be open to the public.
- 2) Event must be **FREE** to the public for admission. Fees may be charged for participants, such as competitors or vendors.

- 3) Event must demonstrate primary benefit to the community at large (as outlined under community benefits).
- 4) The amount requested may be approved partially, fully or not at all based on number of applications and funding ability.
- 5) Entity or organization may apply for multiple events in a calendar year.
- 6) Event estimated attendance must be a minimum of 100 people to be eligible for the program.
- 7) If approved, the amount awarded will be applied to the actual cost of City fees and or resources associated with the special event up to the approved amount and the applicant is responsible for the difference, if any.
- 8) If approved, the City may include mention of the hosted event presented by the entity or organization in its regularly produced materials, online community calendar, and electronic news.
- 9) The entity or organization shall not use the City's Seal. Upon request and written authorization from the City, the entity or organization may include the City's branding logo as the host city of the event.

### **Funding Limits:**

- up to \$500 for events with estimated attendance of 100-499 attendees
- up to \$1,000 for events with estimated attendance of 500-2,499
- up to \$2,000 for events with estimated attendance of 2,500+

***(This program is not intended for regional, national or global events with attendance estimated above 10,000 people. Allocation of City resources needed for those types of events may be handled by a special request through the economic development department for approval by Commission).***

### **Program Structure**

- Program is designed to encourage additional activities and special events to be held within the City for the benefit of our residents and businesses.
- Applying to the program does not guarantee approval. ***Events not eligible include: private parties and functions, political events, or any event deemed by the City as inappropriate or inconsistent with the best interests of the City or as prohibited by law.***

- Program funds shall be used toward paying the actual costs of City fees and or resources incurred for community special events of general interest.
- Upon submission of an application for funding assistance to the Planning and Zoning Division, staff will review the application for completeness. Once the application is found complete, the request shall be placed on the next available regularly scheduled Commission meeting agenda. The Commission will review the funding request and shall either approve or deny the request. If funding is approved, the amount shall be applied directly to the cost of City fees and or resources immediately after the event is held.
- The City Commission has sole authority in approving the amount to be funded and may at their discretion approve the entire amount of the request, a portion of the request, or deny the request.
- The award amount granted by the North Port City Commission is for a specific event and shall not be automatically renewed from year to year.
- If the entity or organization wishes to again be considered for the program, a new application shall be submitted.
- Applications that do not meet the criteria as defined above shall not be considered for Special Events Assistance Program.
- A completed Special Events Assistance Program Application shall be submitted to the City of North Port Neighborhood Development Services Department, Planning and Zoning Division, located at North Port City Hall, 4970 City Hall Boulevard, North Port, FL 34286.
  - a. Applicant will receive acknowledgment their application was received and notification of the Commission meeting when the application is to be presented for consideration.
  - b. Notification of either approval or denial of an application by City Commission will be given to the applicant within three (3) days after the Commission has met.

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