



2016 Salt Lake City Signature Event Fund Application

(Please note, this PDF is NOT the actual Signature Event Fund application, only a preview of the questions on the electronic form. Please submit all applications online at www.slcgov.com/signatureeventsfund)

**Thank you for your interest in the 2016 Signature Event Fund.
The application deadline is Friday, OCTOBER 30, 2015, by 5 p.m.**

Event Eligibility

The next few questions will determine whether your event is eligible for Signature Event funding. Please read eligibility requirements below before continuing:

Fundraisers, as well as private events not open to the public, are not eligible for Signature Event Fund sponsorship. Events that receive funding from the City's General Fund budgeting process or a non-competitive process are not eligible to receive Signature Event funding.

Organizers' payment history for previous events will be a determinant in whether or not an organization is eligible for future event sponsorship. If past event debts have not been reconciled with the City and/or event vendors at the time of submission of the Signature Event Fund application, the event is not eligible.

If an event applicant, event organizer or event itself has a history of sustained complaints from previous years from residents, event vendors and City staff, the event may not be eligible to receive Signature Event funding. If an event applicant or event organizer has not met the City's Special Event Permit deadlines from previous years (including but not limited to deadlines for Parks reservations; General Liability Insurance Policy; the City's Special Use Agreement; the Salt Lake County Health Department's Mass Gathering and Food Handlers Permits; EMT Permits and other checklist items provided as part of the Special Event Permit process from the City), the event is not eligible for Signature Event funding.

Please note, a Special Event Permit application must be submitted at least 30 days in advance of the event date. The City highly urges good event planning and management techniques, and encourages Signature Event Fund applicants to submit a Special Event Permit application at least two-to-three months in advance of the event date.

Repeated violations of City Special Event and Salt Lake County Health Department requirements will negate an event organizer's eligibility to receive Signature Event funding.



Event Eligibility (Location)

If your event is not held in Salt Lake City it is ineligible to receive Signature Event funding. For questions, please email SEF@slcgov.com.

Is your event held in Salt Lake City? Yes ___ or No ___

Event Eligibility (Fundraising)

Events gathering voluntary contributions of money by requesting donations from individuals, businesses, charitable foundations or governmental agencies are not eligible to receive Signature Event funding. For questions, please email SEF@slcgov.com.

Is your event a fundraiser? Yes ___ or No ___

Event Eligibility (Public or Private?)

If your event is a private event, not open to the public, it is not eligible to receive Signature Event funding. For questions, please email SEF@slcgov.com.

Is your event open to the public? Yes ___ or No ___

Event Eligibility (Debts)

If your event has past debts that have not been reconciled with the City and/or event vendors, your event is not eligible to receive Signature Event funding. Please note, if an event applicant, event organizer or event itself has a history of sustained complaints from previous years from residents, event vendors and City staff, the event may not be eligible to receive Signature Event funding. For questions, please email SEF@slcgov.com.

Does your event have past event debts or past event vendor debts that have not been reconciled with the City? Yes ___ or No ___

Event Eligibility (Permit)

Applicants hosting an event on public property for over 50 people are required to submit a City Special Event Permit application at least 30 days before the event. The City encourages applying for a Special Event Permit as early as possible. To learn more or to apply for a City Special Event Permit, visit www.slcgov.com/events-permitting. Please note, the City's Special Event Permit Office will need time to review and approve Special Event Permit applications. Special Event Permit applications must be submitted at least 30 days in advance of the event date. The City highly urges good event planning and management techniques, and encourages Signature Event Fund applicants to submit a Special Event Permit application at least two-to-three months in advance of the event date. Please review the City's Signature Event Fund guidelines under "Signature Event Fund



Eligibility” and “Application Information” to learn more about eligibility requirements. For questions, please email SEF@slcgov.com.

Does your event require a City Special Event Permit? Yes ____ or No ____

Contact Information

Hosting Organization Name:

First Name:

Last Name:

Street Address (City, State, ZIP):

Phone Number:

Example: xxx-xxx-xxxx

Email Address:

Event Information

Event Name:

Beginning Date and time of Event:

Ending Date of Event:

Event Location Name:

Location Address:

Event website:



Budget Plan and Financial Need for City Services

Enter your budget below.

If you prefer to send a detailed budget as an attachment, please type "refer to email" in the box below and send to SEF@slcgov.com with the subject "SEF Budget – (your event name)."

Does your event require City services such as traffic control by the Salt Lake Police Department, trash and recycle pick up, property restoration, etc?

Yes_____ or No_____

If applicable, in 100 words or less, please describe what City services are needed.

For questions about possible services, please email the City's Special Events Permit office at eventpermits@slcgov.com.

Public Benefit and Community Outreach

In 100 words or less, please provide your event mission statement.

In 300 words or less, Please describe your event.

This should be a general overview of the event.



In 100 words or less, please describe the primary audience.

If you have any strategies for increasing audience diversity, providing resources to at-risk communities or other audience building activities, please describe.

In 100 words or less, please explain how your organization will publicize the event and how your organization intends to maintain or grow its audience over the next year.

Economic Impact

Number of attendees expected at event?

Number of vendors:

Admission cost:



Relationship to Salt Lake City's Goals and Vision

In 300 words or less, please describe how your event relates to Salt Lake City's goals?

For information on City goals and agenda, please see the Mayor's Livability Agenda,

www.slcdocs.com/mayor/livability.pdf and Council Priorities,

<http://www.slccouncil.com/council-priorities-2015>

Salt Lake City Sponsorship Benefits

In 200 words or less, please explain how (or if) your event will provide promotion of Salt Lake City through event materials such as booth space, signage, stage announcements, social media, etc?