



Special Events Funding Application

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IMPORTANT DATES AND INSTRUCTIONS

Application Deadline:

- **February 3, 2023 at noon**
- **The entire SEFA submission must be received by the deadline.**
 - **The proposal and excel budget document must be sent via email to kara.osipovitch@cityofrochester.gov .**
 - **The online summary form must also be completed.**

Internal Review:

- February - April

Funding Decisions Announced:

- May

Essential Information:

- Events applying under this cycle ***must take place between July 1, 2023 and June 30, 2024***, which is the City’s upcoming fiscal year.
- Events applying for support shall use this application and abide by its deadlines.
 - **NOTE:** The City has limited public resources available and is the steward of those limited funds. It is within the City’s sole discretion to determine which events to sponsor, whether to approve recurring events and to determine the level of support for every Event.

SEFA Submissions:

- Any submission that includes an incomplete application or insufficient supporting documentation may be eliminated from consideration.

SPECIAL EVENT APPLICATION PACKET SUBMISSION:

- Regardless of funding, to obtain an event permit, you must submit the associated special event application and the fee to the Special Events Office no later than 4 months prior to the event. **More info at www.cityofrochester.gov/eventpermit.**

Section One- What is the Special Events Funding Application and Why Does the City support Special Events?

The Special Events Funding Application (SEFA) was created to assist the City of Rochester's Bureau of Communications and Special Events in its annual review of eligible events that request City sponsorship. It is the intention of the City to encourage the production of free and low cost special events that enhance quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community ("Events"). All funding requests will be considered as a part of this annual, competitive application process.

Section: How the City Provides Support

The City support is a cash grant that is established via a sponsorship contract with the City.

- Entering into a contract with the City requires the event to provide general liability, worker's compensation, and disability insurances at the time of signing. If the Event cannot meet these requirements, it should not apply for funding.
- Events are hereby advised that this City funding may not be paid until after the event has been held. Applicants should be prepared to provide their own funding for expenses that must be paid before the event, including City of Rochester Police Department services.
- As is normal practice, applicants who opt for cash funding MUST pre-pay RPD costs, and must reimburse the City for all other costs it requires.
- Note: The City may also determine that it will support an event with in-kind value that can be applied to equipment rental, venue rental, and other non-public safety costs.

Section Three – Who is Involved?

The Bureau of Communications and Special Events (the “Bureau”) is responsible for the administration of the Special Events Funding Application and the subsequent internal review of the applications.

Before recommending sponsorship for approval by the Mayor and by City Council, the Bureau may contact external stakeholders, including neighborhood organizations and community groups, the business community, and internally to other departments who will be impacted by the Event, or participate in its coordination, including Rochester Police Department and Rochester Fire Department.

Members of the Rochester Police Department, Rochester Fire Department, and other appropriate City departments may be asked for input throughout the process. After a comprehensive review, the Bureau will make funding recommendations to the Mayor’s Office, which makes final decisions. All funding is subject to City Council’s final approval of the operating budget in May each year.

Section Four- Event Eligibility

Qualifying Events (must meet each criteria below):

1. Events that take place between July 1, 2023 and June 30, 2024. Events held outside of the funding year cannot apply. No exceptions.
2. Events that are open to and of interest to the general public, and **serve at least 1,000 people.**
3. Events that are located in the City of Rochester.
4. **Events that are free or feature a free or low cost component.**

Section Five- Event Ineligibility

Ineligible Events:

- Parades (these are 1st Amendment-protected events that the City already supports with police preparing street closures and associated equipment).
- Block parties.
- Trade shows, conventions, conferences, workshops, etc.
- Indoor ticketed concerts, shows, theatres, theatrical performances, exhibits etc.
- Annual luncheons, conferences, holiday parties, etc.
- Class or family reunions.
- Sports tournaments, school or athletic leagues, etc.
- First-year events (unless they are occurring for a unique one-time purpose i.e. a celebration for a historic reason).

This is a partial list. It is within the City’s sole discretion to determine the eligibility of an Event.

Section Six- Special Considerations

1. Preference may be given to organizations located in the City of Rochester.
 2. Preference may be given to organizations with nonprofit, §501 (c)(3) status.
 3. Preference may be given to Events that have been previously funded or otherwise supported by the City.
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Section Seven- Review Criteria

1. Overall Event concept and purpose.
2. Community/cultural benefit of the Event.
3. Breadth of free or low-cost offerings.
4. Economic benefit/impact of the Event, including the community's return on investment from the Event. Events can bring increased spending to our city and provide jobs.
5. Diversity.
6. Community support for the Event.
7. The feasibility of the Event and the likelihood of its success, given the Event's resources and staff.
8. The City's experience with the Event, the organization, or the organizer in the past including but not limited to timeliness of application and supporting documentation submission, timeliness of bill payment, cooperation with supporting City departments, etc.
 - a. **NOTE:** If events have not provided the City with completed contracts, insurance, endorsement pages, or worker's compensation documents within the time frame requested, this will be taken into consideration and may disqualify the applicant from future support.
9. The applicant's ability to leverage other types of revenue, sponsorships, and support to supplement City support.
10. Data from the SEFA Budget & Summary form will help the City consider the event's size, scale, reach, impact, City costs, and other factors that will be used in its review.

NOTE: THE CITY HAS LIMITED PUBLIC RESOURCES AVAILABLE AND IS THE STEWARD OF THOSE LIMITED FUNDS. IT IS IN THE CITY'S SOLE DISCRETION TO DETERMINE WHICH EVENTS TO SPONSOR, WHETHER TO APPROVE RECURRING EVENTS, AND TO DETERMINE THE LEVEL OF FUNDING.

Section Eight – Proposal Requirements

Proposals must be submitted with clearly labeled sections that follow the requirements below:

1. Executive Summary (limited to 300 words):

- a. Provide the name and email address of the main point of contact for the Event.
- b. Provide the name, title in the organization, and mailing address for the potential signatory for the funding contact. Provide information on the Event's organizational structure- promoter/producer, community group, board, and logistics staff.
- c. Provide a summary of the Event.
- d. Provide the funding amount the applicant is requesting.

2. Community/Cultural Impact Statement (limited to 300 words):

- a. Explain the Event's primary purpose (i.e. music, arts and crafts, social, family, cultural, etc.).
- b. Explain the unique offerings the Event provides to the community & how it differs from other events in Rochester.
- c. Describe the quadrant/neighborhood of the city where the Event takes place, and explain why it is important or beneficial to the neighborhood for the Event to be held in that location.

3. Free or Low Cost (\$20 or less) Offerings (limited to 300 words):

- a. Describe, IN DETAIL, the free or low cost offerings that the City funding will support.

4. Economic Impact & Tourism Statement: NEW parts

- a. Explain the economic impact the Event has on Rochester. Even smaller, more locally-focused events have impacts on the economy. Specifically address:
 - i. Projecting spending per attendee, and include a clear formula/methodology behind the information. The City is looking for actual data the Event gathers that can support a claim that the event provides an economic impact in the city of Rochester
 - ii. Projected number of city of Rochester-based vendors, subcontractors, and talent employed/utilized by the Event. Provide a detailed list.
 - iii. If Event attracts out of town attendees, provide data on number of hotel rooms booked related to the event (i.e. attendees, vendors, talent).
 - iv. If the Event elevates Rochester nationally or internationally. Does it drive positive national news coverage? Is it noted in any national rankings/lists?

5. Diversity Statement: NEW

- a. This review considers the unique diversity each Event brings to the community. Provide a statement that speaks to the Event's diversity in multiple aspects- attendees, event staff, vendors, talent.

6. Community Support:

- a. Provide evidence of support from the neighborhood/quadrant in the form of letters or written statements from relevant sources like nearby neighborhood associations, business associations, or other stakeholders in the area who support the Event.
- b. List and describe partnerships with other organizations involved in the event.

7. Event Feasibility and Success (limited to 300 words):

- a. Provide names and titles of the Event's main coordinators: promoter, major subcontractors, vendors, board members (if applicable), neighborhood group/leaders (if applicable) etc., and describe the relevant major Event experience for each.

8. Event History:

- a. Provide the date that the Event originally began.
- b. List dates, locations, and attendance for the last 5 years of the Event.
- c. List City funding amounts, including any in-kind support, for the last 5 years of the Event.

9. Event Detail (limited to 1000 words):

- a. Provide a detailed description of the Event including duration, hours, anticipated street closures, number of vendors, type of vendors, number of stages/performances, etc.

10. Certification Section and Other Current City Funding Sources:

- a. Include a statement that the Event is willing to be audited by the City's Office of Public Integrity or by a third party auditor (required).
- b. Include a listing of any other City funds (including contracts for service, grants or loans) received by the Event promoter in both the current and upcoming fiscal year, identifying the originating department, a description of the funding, an amount, and the status of the contract, grant, or loan.
- c. Submit a statement agreeing that if selected for funding, the Event agreement and supporting documentation will be returned to the City within 20 days of receipt (required).
- d. Submit a statement agreeing that all City fees will be paid no later than thirty (30) days from the receipt of City invoice- except for Rochester Police Department fees which shall be paid in advance of the Event (required).
- e. Submit a statement agreeing that if required by the Rochester Police Department, a New York State licensed security company will be employed (required).

NOTE: Failure to provide the above required statements and to comply with the above requirements may result in disqualification for funding.

11. Funding Request:

- a. List the amount of City funding the Event is seeking.
- b. Provide a statement on how the Event intends to reduce reliance on City funding.

12. Other Funding Sources:

- a. List the **source and amount** of all non-City event sponsors, either potential or secured.
- b. List all grants- either secured or in process- including the amount and the granting agency.
- c. List the event's title sponsor and its level of sponsorship.

13. Plan for City Recognition:

- a. Provide a comprehensive listing of promotion plan that will showcase the City as a sponsor of the event- including but not limited to: paid advertising plan, social media posts, on-site signage, stage banners, etc.

14. Detailed Event Budget (Spreadsheet):

- a. Fill out the excel [budget spreadsheet](#) found on the SEFA page.

15. SEFA Online Summary Form:

- a. Fill out the [online summary form](#).
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