



City of Barstow
 220 E Mountain View St. Ste A
 Barstow, CA 92311
 Ph: 760-256-3531

Community Promotional Fund Application

General Policy

The Community Promotional Fund process provides funding and resources for community-based organizations, schools and individuals that develop events and programs to meet new and continuing social and economic needs and trends, promote community collaboration, and/or bring recognition to the community.

Provisions:

Eligibility Requirement

Initials: _____	Organizations must have a current non-profit status or be partnered with a non-profit agency to be eligible for funding. Schools are excluded from the requirement.
Initials: _____	Applicants must provide services to either the residents of the City of Barstow and/or those who attend a school based in the City of Barstow.
Initials: _____	Applicants must meet the City of Barstow's insurance requirements.
Initials: _____	Applicants must have a formal process in place to conduct background checks on all employees and volunteers who work with persons under the age of 18 years and senior citizens.
Initials: _____	Any request for funds from an organization or individual on behalf of a school activity shall include the signature of the school administrator. Any request from an organization or club shall include the signature of the organization's president or director.
Initials: _____	Each organization or individual that receives promotional funds shall provide evidence that the City is not the sole source of funding for the event/project. Along with the application, the applicant shall submit a detailed budget stating the total cost of the activity, and sources and amounts of funding.
Initials: _____	The maximum promotional grant amount that shall be awarded to any one agency or individual in any single fiscal year shall be \$3,000; the amount will generally be significantly less. The City Council may award a higher amount in rare exceptions based on the total benefit to the community.
Initials: _____	Applicants who are awarded a promotional fund grant or in-kind services must commit to providing an after-event report and presentation to the City Council outlining how the group used the funding provided by the City of Barstow for the benefit of the community.
Initials: _____	The event must use public places within the City of Barstow and must be open to anyone who wishes to attend.
Initials: _____	Events of primarily a political or religious nature will be ineligible for funding.
Initials: _____	The recipient must allow an audit on the use of funds should the City of Barstow request such an audit.
Initials: _____	The recipient must recognize the support of the City of Barstow as a sponsor in all publicity material, annual reports and similar publications, and at the event.

Note, if the above eligibility requirements are not met, your application will be deemed disqualified from consideration.

By signing below, I declare that I have read the City's Community Promotional Fund Policy and agree to all its terms and conditions. I agree that there is a formal process in place to conduct background checks on all employees and volunteers who work with persons under the age of 18 years and senior citizens. I understand that an incomplete application will not be accepted and that the organization or applicant will not be considered for funding. (If the application is being submitted on behalf of an organization or school, an additional signature is required.)

Signature of Applicant	Applicant Name (printed)	Date
School Principal or Organization President/Director Signature (if applicable)	Name (printed)	Date



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With this application, please attach the following:

1. A detailed budget stating the total cost of the activity or event, all sources and amounts of funding, and all expenses;
2. A description of the organization's or group's purpose or objective.
3. A copy of the organization's non-profit determination.

APPLICANT INFORMATION:

Name of Applicant: _____

Name of Organization or Group represented: _____

Mailing Address: _____

Contact Phone Number: _____ Email Address: _____

Non-Profit Status: Yes No If no, are you partnering with a non-profit: _____

EVENT DESCRIPTION:

Name of Event: _____

What will the funds be used for and/or what are the waiver of fees for: _____

Park & Recreation (*Reservation of Date & Deposit must be completed prior to application) – Actual Costs:

Facility Rental | Description + Cost: _____

Equipment Rental | Description + Cost: _____

Cleaning Fee | Description + Cost: _____

Utilities at Parks | Description + Cost: _____

Staff Cost | Description + Cost: _____

Other | Description + Cost: _____

Police Department – Actual Costs:

Security Fee for Events w/Alcohol | Description + Cost: _____

Staff Cost | Description + Cost: _____

Other | Description + Cost: _____

Public Works – Actual Costs:

Equipment Rate | Description + Cost: _____

Staff Cost | Description + Cost: _____

Other | Description + Cost: _____

Community Development – Actual Costs:

Permit Fees | Description + Cost: _____

Inspection Fees | Description + Cost: _____

Other | Description + Cost: _____

Total Amount Requested: _____

Date of event: _____

Location of event: _____

Why are the funds/waiver of fees/in-kind services needed? _____

How many Barstow area residents are involved with this organization? _____

How many spectators will watch/attend this event? _____

Describe how this event will benefit Barstow. If additional space is necessary, please attach additional sheets: _____

Attachment 1 - A detailed budget stating the total cost of the activity or event, all sources and amounts of funding, and all expenses;

Attachment 2 - A description of the organization's or group's purpose or objective.

Attachment 3 - A copy of the organization's non-profit determination.