

The City of Burlington is accepting proposals for activities that will take place in a City facility between **March – December 2020** and are free of charge and open to the general public.

**Purpose of Co-sponsorship Grant:**

- Promote, support and expand existing and new projects and special events in Burlington.
- Provide co-sponsorship opportunities in order to promote, publicize, and stimulate the city's economy.
- Provide co-sponsorship support for activities that are open to the public and that help to promote the general health or well-being of the community.

**Eligible Activities:**

- An event or project, hereafter referred to simply as “activity”, receiving co-sponsorship support must be open to the general public free of charge and offer enhanced opportunities to the community in areas such as culture and arts, recreation, youth or adult programs, education and community safety. (*i.e. information fairs, community egg hunts...*)

**Applicant Eligibility:**

- The Co-sponsorship Grant program is open to public, private or non-profit organizations that can demonstrate the ability to accomplish the proposed activity and can do so by December 31 of the grant year.
- Qualifying organizations may include, but are not limited to, volunteer groups, neighborhood associations, educational organizations, public agencies, chamber of commerce and private businesses.
- With limited exceptions, applicants must be based in Burlington. Applicants based elsewhere must demonstrate to the satisfaction of the Co-sponsorship Review Committee the benefits of the activity for the Burlington community.

**Application Time period: Tuesday, January 14, 2020 until 7:00PM on Tuesday, January 21, 2020.**

- Co-sponsorship Grant applications for 2020 activities will be accepted beginning Tuesday, January 14, 2020 until 7:00PM on Tuesday, January 21, 2020. Applications received after this deadline will not be accepted. Be sure to submit a separate application for each individual activity you wish to have considered.
- **Submit applications to:** Burlington Parks & Recreation Department  
900 E. Fairhaven Avenue  
Burlington, WA 98233  
Or to: [Recreation@burlingtonWA.gov](mailto:Recreation@burlingtonWA.gov)
- Please direct any questions concerning application to Burlington Parks and Recreation at (360) 755-9649 or [Recreation@burlingtonWA.gov](mailto:Recreation@burlingtonWA.gov).
- Applications received by the deadline will be evaluated by the City's Co-sponsorship Review Committee with **final determinations made by Friday, February 28, 2020.**



**City of Burlington  
Co-Sponsorship Grant Application**

Your completed application must be received **no later than 4:00 PM on Monday, October 7, 2019** by Burlington Parks and Recreation. Applications received after the deadline will not be considered.

**Activity Funding Year: 2020**

**Activity Dates:** will begin on/between March 1, 2020 - December 31, 2020.

**Activity Title:** \_\_\_\_\_

**Activity Date(s):** \_\_\_\_\_

**Applicant Information**

Organization: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone#: \_\_\_\_\_ Secondary Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

**About the Organization**

Non-Profit with State/Federal Filing       Public Agency       Private

Number of Full-time Staff: \_\_\_\_\_ Number of Part-time Staff: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

**Co-sponsorship Request**

Requested Facility: \_\_\_\_\_

Time activity opens to the public: \_\_\_\_\_ Closes to the public: \_\_\_\_\_

Time setup begins: \_\_\_\_\_ Cleanup completion time: \_\_\_\_\_

**City support requested:**

Assistance from City Staff: *Please describe assistance needed:*

- Parks & Rec \_\_\_\_\_
- Police \_\_\_\_\_
- Fire \_\_\_\_\_
- Public Works \_\_\_\_\_
- Other \_\_\_\_\_

City Equipment: *Please list quantity needed and describe how the equipment will be used:*

- Barricades \_\_\_\_\_
- Tables/Chairs \_\_\_\_\_
- Canopies \_\_\_\_\_
- PA System \_\_\_\_\_
- Other \_\_\_\_\_

### **Scope of Work**

Fully describe your activity. Provide a brief history of your activity and be sure to include the following:

- The purpose of your activity;
- How and why the community will benefit;
- Your target audience and the number of attendees anticipated;
- The measures will you apply to evaluate the activity's success.



## City of Burlington Co-Sponsorship Grant Application

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### Eligibility

How does your activity meet the eligibility guidelines? Be sure to include:

- A brief description & history of your organization;
- Resources available to you that will help to accomplish your activity;
- How your activity will promote the general health or well-being of the Burlington community.



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### Collaboration

Please list the names of any other agencies you are collaborating with in support of your proposed activity and describe the relationship.

### Marketing & Press Release

Please write a brief description of your activity summarizing the information that would be important to advertise to the public. This description could be used by the City to market your activity in printed and digital formats (i.e. brochures, press releases, Facebook, City website, email pushes...)



## City of Burlington Co-Sponsorship Grant Application

### Applicant Acknowledgement

On behalf of (*organization'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 organization to submit this application on its behalf. I have read and understand the criteria by which our application will be evaluated and understand that that we will be required to enter into a co- sponsorship permit agreement with the City of Burlington if our application is selected for co-sponsorship.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### Application Do's & Don'ts

- Submit your application along with any supporting information by delivery, by mail or by email to:
  - Burlington Parks and Recreation  
900 E. Fairhaven Avenue  
Burlington, WA 98233
  - [Recreation@burlingtonWA.gov](mailto:Recreation@burlingtonWA.gov)
- Please attach any additional information about your organization or activity that you believe is relevant to this application.
- For non-profits groups, include a copy of your State of Federal certification.
- Use only 8.5" x 11" paper.
- Please DO NOT double-side your application.
- Please DO NOT submit a cover page with your application.
- Applicants awarded Co-sponsorship Grant funds must provide general liability insurance documentation which meets the City's minimum requirements. Please refer to Co-sponsorship Grant Guidelines for more detail.