

PURPOSE

The purpose of the City of Burlington Co-sponsorship Grant Program is to support groups who promote new or existing activities that enhance the general well-being of the community and are free of charge and open to the general public. With regard to the Co-sponsorship Grant application:

- The term **activity** refers to a project or event that benefits the Burlington community and is free of charge and open to the general public.
- The grant is for “no fee” use of a city facility (i.e. Burlington’s Community Center, a covered picnic shelter or a City park for the activity).
- The City Co-sponsorship Review Committee will evaluate Co-sponsorship Grant applications and determine which can be accommodated. **The City has final determination on the date, time and location of the co-sponsorship activity.** The co-sponsorship limits for each location are as follows:
 - **The Burlington Community Center at 1011 Greenleaf Avenue**
Activities taking place on a Friday, Saturday, Sunday:
 - 1 co-sponsored activity in January
 - 1 co-sponsored activity in February
 - 4 total co-sponsored activities March through DecemberActivities taking place on a Monday, Tuesday, Wednesday, Thursday:
 - 6 total co-sponsored activities January through December
 - **Maiben House at 219 S. Skagit Street**
 - 4 total co-sponsored activities January through December
 - **All City Parks** (excluding Skagit River Park)
 - 12 total co-sponsored activities January through December

The City of Burlington Parks and Recreation Department oversees this program. Application forms are available online at www.burlingtonwa.gov or from the Parks and Recreation business office located at 900 E. Fairhaven Avenue. Please feel free to visit the department for any assistance that might be needed in preparing the grant application or contact them at (360) 755-9649 or recreation@burlingtonwa.gov.

CO-SPONSORSHIP BENEFITS

- Facility rental fees will be waived.
- Special Event Permit Application fees may be waived when applicable.
- Fees for City staff assistance *may be* waived based on the Co-sponsorship Review Committee’s determination.
- City can assist with advertising the co-sponsored activity which may include: use of city sign board, listing in the Parks and Recreation Department’s recreation guide, FaceBook, and link on the city website.
- Complimentary use of some City-owned equipment (subject to availability) such as: tables & chairs, barricades, and cones.

BASIC REQUIREMENTS

The applicant must clearly demonstrate that the proposed activity is in compliance with the purpose of the Co-sponsorship Grant Program. In addition to adhering to all applicable City guidelines, applications must satisfy the following criteria:

- The activity must enhance the general well-being of the community, entry to the event must be free of charge and the event must be open to the general public.
- The activity must take place in a City facility or open space.
- The activity must be completed by December 31 of the year for which the co-sponsorship grant is awarded.
- Applicants submitting an application for more than one activity must complete separate applications for each activity. The applicant must indicate their ranking of each activity from most important to least important.

APPLICANT ELIGIBILITY

The grant program is open to applications from public, private and non-profit entities which have demonstrated the capacity to accomplish the proposed activity. This includes volunteer groups, neighborhood associations, educational organizations, public agencies, chambers of commerce and private businesses. Applicants based elsewhere must demonstrate to the satisfaction of the Co-sponsorship Review Committee the benefits of the activity for the Burlington community.

Applicants electing to apply for the Co-sponsorship Grant program are indicating agreement to the following conditions:

- The activity coordinator must keep the City informed of their planning process and, when deemed necessary, coordinate regular meetings with appropriate City staff.
- If the activity is occurring in a City park, or impacts public use or roadways in some way, the City's Special Event Permit Application must be completed and is subject to the special event review process.
- Any applicable facility rental agreements must be completed once applicant has been notified of co-sponsorship grant award.
- Awarded applicants must submit to the City at least 30-days prior to the activity date a valid Certificate of Liability Insurance and a policy Endorsement page which meet the City's minimum requirements. Both documents must name the City of Burlington at 833 S. Spruce Street in Burlington, WA 98233 as an "Additional Insured". The General Liability insurance shall be written with limits no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
- Applicants awarded co-sponsorship must acknowledge support from the City of Burlington as a co-sponsor of the activity in all forms of advertising.

APPLICATION ELEMENTS

As the application package is developed, please carefully consider the following:

- **Eligibility.** Applicants are required to concisely define the service that will be provided to the community through the proposed activity and to demonstrate how it will meet the purposes of the grant. Essential to this process will be establishing that the activity will be in compliance with City ordinances and other requirements governing the use of city facilities.
- **Scope of Work.** Applicants are required to submit a scope of work that explains how the community will benefit from the activity.
- **Facility Use.** The activity's use of a City facility is subject to a date and time that the facility is available and works best with the facility's schedule.
- **Permit.** Awarded applicants will be required to submit the appropriate Facility Rental Application or Special Event Application for each awarded activity. The application is then subject to City department review before a permit is issued for the activity. The review process will consider the activity's potential impact to the City, specification of facility use guidelines, define limits of City liability, and other customary considerations.
- **Monitoring and Reporting.** As a contractual condition, each co-sponsorship activity will be monitored for progress and consistency with original goals. City staff will be available for assistance as needed throughout the process. The activity organizer will be required to submit a final report at the activity's conclusion.
- **Contact Person.** Applicants must designate a person to act as the primary contact for the activity. During the life of a funded activity, this individual will be the principal representative in dealings with the City.

SELECTION PROCESS

The solicitation period annually falls from the second Monday in September through the second Monday in October. City staff will employ every reasonable method to inform potential applicants of the granting process and its eligibility criteria. City staff will be available to provide assistance as applicants prepare their requests. When the solicitation period closes, the City's Co-sponsorship Review Committee will evaluate applications received for completeness and eligibility. The committee's final determination regarding activity approval will be made within 60-days of the solicitation period's end. The activity approval process requires two key steps: (1) Co-sponsorship Review Committee's approval of the activity and (2) the execution of the activity *permit* pending the City's departmental review process. Grant awards are made for the following calendar year.

EVALUATION CRITERIA

Threshold Criteria: City staff will screen applications to determine that they meet the following threshold criteria:

- **Eligibility.** Is the project presented eligible? If not, can it be easily adjusted to qualify?
- **Duration.** Can the project be completed by December 31?
- **Organized Support in Place.** Does the group have an adequate support group in place to coordinate the event?
- **Application Package.** Is the application package complete? Has the applicant answered all of the questions and supplied all of the necessary supporting documentation and copies?

Competitive Criteria: Applications that meet the threshold criteria will then be scored and ranked based on the criteria below. Projects will be awarded in their rank order. A maximum of 25 points can be awarded.

- **Is the Proposed Site Appropriate for the Activity?** Staff will evaluate with Yes or No
- **Community Benefit: Appeal & Support. (7 Points)** Does the activity benefit the community and meet the City's goals of inclusion and honoring all sectors of the public, (i.e. age, gender, race, religion)?
- **Organized Support. (5 Points)** What resources does the applicant have in place to help coordinate the activity?
- **Partnerships. (4 Points)** What collaborating partnerships are in place? Has the applicant clearly identified those partnerships?
- **Clarity. (3 Points)** Does the applicant present a clear, well defined description of the activity?
- **Scale of Project. (3 Points)** Is the project of such a scale that the applicant can be reasonably expected to complete it within the required timeframe?
- **Self-Evaluation. (3 Points)** Does the applicant's scope of work provide for an adequate method of evaluating the effects of the proposed project upon completion?

EXAMPLES OF PROJECTS/EVENTS THAT MAY BE FUNDED

- An activity that is open to the public and offers enhanced opportunities in areas such as culture & arts, recreation, youth or adult activities/services or community safety.
- An activity that promotes the Burlington community.

CO-SPONSORSHIP PROCESS

1. Application submittal during solicitation period and eligibility determination.
2. The Co-sponsorship Review Committee's evaluation and scoring of the activity application.
3. Applicants will be contacted with Co-sponsorship Review Committee's determination within 60-days of the solicitation period's conclusion.
4. City staff will send an Acknowledgement Letter to awarded activity applicants. Any other required documents will be included with the acknowledgement letter packet.
5. The Acknowledgement Letter must be signed and returned to Burlington Parks and Recreation along with any other required documentation within 30-days of its date.
6. Awarded applicants must submit to the City valid insurance documentation meeting or exceeding the City's minimum requirements at least 30-days prior to activity date.
7. A final report evaluating the activity's effects upon the community is due to the City within 60-days of the activity's conclusion.