

INVITATION TO APPLY:

- Organizers of activities that are open to the general public free of charge and whose activities will take place **during January – December 2026** in a City of Burlington facility are invited to apply **through Monday, November 17, 2025**.

PURPOSE OF CO-SPONSORSHIP GRANT:

- To inspire and support both new and established special events or projects (hereafter referred to as “activities”) that bring people together and enrich the Burlington community.
- To boost Burlington’s local economy by partnering on activities that attract visitors, increase visibility, and foster pride in our city.

ELIGIBLE ACTIVITIES:

- Any activity receiving co-sponsorship support must be free and open to all members of the public. Activities should provide meaningful opportunities that enrich the community in areas such as arts and culture, recreation, education and awareness, and community well-being. Examples may include resource or informational fairs, fundraising events, cultural celebrations, seasonal festivals, scavenger hunts, and fun runs.

ELIGIBLE APPLICANTS:

- The Co-Sponsorship Grant Program is open to public, private, and non-profit organizations and individuals that can demonstrate the capacity to successfully carry out the proposed activity and complete it by December 31 of the grant year.
- Eligible applicants may include, but are not limited to volunteer groups, neighborhood associations, educational institutions, public agencies, chambers of commerce, and private businesses.
- While priority is given to organizations based in Burlington, those located outside the city may be considered if they can clearly demonstrate how their proposed activity will provide meaningful benefits to the Burlington community.
- To invest in community-driven events that promote health, wellness, and a strong sense of belonging for all who live, work, and play in Burlington.



City of Burlington Instructions for Co-Sponsorship Grant Application

APPLICATION TIME PERIOD:

- Grant applications will be accepted **through Monday, November 17, 2025** by the **City of Burlington's Parks and Recreation Department** for **activities taking place January through December 2026**.
- Applications may be submitted either by email, in-person, or mail. Those received after midnight on the evening of the due date will not be accepted.
- Separate applications must be submitted if an organizer has more than one activity they wish to be considered for co-sponsorship.
- **Submit applications to:** BParks@burlingtonWA.gov

or to: Burlington Parks and Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233

**Please direct any questions concerning application to
Burlington Parks and Recreation at (360) 755-9649 or BParks@burlingtonWA.gov.**



City of Burlington
Co-Sponsorship Grant Application

Today's Date: _____ **Activity Title:** _____

Activity Start Date: _____ **Activity End Date:** _____

APPLICANT INFORMATION

Organization: _____

Mailing Address: _____

Contact Person: _____

Primary Phone: _____ **Email:** _____

ABOUT THE ORGANIZATION

Non-Profit, Tax ID: _____ **Year Incorporated:** _____

Govt./Public Agency, Tax ID: _____ **Number of Paid Staff:** _____

Private Citizen or Group **Number of Volunteers:** _____

CO-SPONSORSHIP REQUEST

Please describe any anticipated assistance needed from City staff for support of your Activity:

Police: _____

Fire: _____

Parks & Rec: _____

Other: _____

Please list any equipment that you anticipate borrowing from the City and quantities if known:

Barricades, Quantity: _____

Cones, Quantity: _____

10'x10' Canopies, Quantity: _____

Tables, Chairs: _____

Other: _____

ACTIVITY SCOPE

Which category describes your Activity best?

- Resource/Awareness Event Cultural, Heritage Arts, Music
 Seasonal Fair/Festival Recreational Other: _____

Activity Dates:

Your SETUP begins on what date? _____

Your Activity OPENS to the public on what date? _____

Your Activity CLOSES to the public on what date? _____

Your CLEANUP will be completed on what date? _____

How many attendees do you anticipate serving? _____

Who is your target audience?

Provide a brief history of your Activity and be sure to include (1) its Purpose and (2) the measures you will employ to Evaluate its success:

ELIGIBILITY

What components of your Activity will involve a fee for access or participation?

Please share a brief description & history of your organization:

How do you believe your Activity will benefit the Burlington community?

COLLABORATION

Please list other resources or partnerships supporting your Activity and describe their relationship with you:

MARKETING INFORMATION

Please write a brief narrative describing your Activity that could be used as a Press Release:

APPLICANT ACKNOWLEDGMENT

On behalf of (*Organizer'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 Organizer to submit this application on their behalf. I have read and understand the criteria by which our application will be evaluated and understand that we will be required to forward all applicable permit forms should my Activity be selected for co-sponsorship.

If signing digitally, I understand that my digital signature represents a binding agreement.

Signature

Date

Printed Name

APPLICATION CHECKLIST

1. For Non-Profit, Government or Public agencies, be sure your **Tax ID** has been entered on the Application.
2. Please attach as a separate document any additional information about your Organization or Activity that you believe is relevant to this Application.
3. If submitting your Application in hardcopy form:
 - Use only 8.5" x 11" paper
 - Do NOT double-side your Application
 - Do NOT submit a cover page with your Application
4. **Submit your application to:** BParks@burlingtonWA.gov
or to: Burlington Parks and Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233
5. Co-Sponsorship Grant Applicants can expect a response regarding selection within 60-days of the Application period's closing.