

**Carson City Redevelopment**  
108 East Proctor Street, Carson City, NV 89701

**Special Event Funding Application FY19/20**  
**Applications due April 15, 2019 for events occurring July 1, 2019 - June 30, 2020**



Name of Event & Event Date(s)

Total Funding Request

Redevelopment District Area

#1

#2

Organization Name

Mailing Address, City, State, Zip

Organization Phone

Organization Website

Contact Name, Title

Mailing Address, City, State, Zip

Contact Cell Phone

Contact Email

Event Description and Objectives

Include history of the event and importance to the community (use additional pages as needed):

Estimated number of local participants:

Estimated number of out-of-town participants:

Number of years event has taken place in Carson City:

Event Costs (Attach additional sheets, if necessary)

Activity (ie: Advertising, Equipment Rental, etc.)	Redevelopment Funds	Other Funds	Total
Total:			

Redevelopment Funds as a % of total event costs:      %

Projected Revenues: \$

Projected Net Profit/Loss: \$

Annual Budget of Organization:

	2018	2019	2020
Income:	\$ _____	\$ _____	\$ _____
Expenses:	\$ _____	\$ _____	\$ _____
Reserves:	\$ _____	\$ _____	\$ _____

List any prior Redevelopment funding

2018: \_\_\_\_\_

2017: \_\_\_\_\_

2016: \_\_\_\_\_

2015: \_\_\_\_\_

Number of years your organization has existed:

Have other organizations besides yours committed funding for this event?    Yes            No

If yes, what organization(s) and how much?

Describe any efforts to obtain funding from other sources:

Describe why Redevelopment funds are required for the special event:

Describe how the special event meets the objective of the Redevelopment Plan to strengthen the local economy by attracting and expanding private investments in the Area, create new employment opportunities, increase the city's tax base, and expand public revenue (for Downtown Redevelopment Area 1); or to promote South Carson Street as an auto purchase destination for the region (for Redevelopment Area #2):

List other organizations and businesses partnering or participating in the event:

Describe the facilities and/or area in which the event will occur. Include any proposed street closures:

Have you obtained all necessary approvals and/or permits for the event? Yes      No  
If not, what approvals are still pending?

How do you plan to market and advertise the event?

Explain how the special event may be able to be expanded in the future:

Explain how the special event will be able to transition away from City funding support in the future:

**Acknowledgment of Application Provisions: (please check each that you acknowledge)**

I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.

All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.

I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.

If this event is selected for an incentive from the Consolidated Municipality of Carson City, I acknowledge that photographs of my event may be used in promotional materials for Downtown Carson City.

**I affirm, this application and all attachments are true and accurate to the best of my knowledge.**

Applicants Signature

Date:

\*Note: ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

**Application submittal checklist:**

Complete, signed Special Event Funding Request Form

Organization chart/structure of the organization conducting the special event, including delineation of lines of responsibility

Resumes of the key individuals in the organization conducting the special event

Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.