

City of Gainesville
Parks, Recreation & Cultural Affairs Department
Special Event Additional Support (SEAS)
Fact Sheet FY 2024

QUALIFICATIONS and CRITERIA

1. Organization must be a non-profit 501(c) (3) or government agency and located within the city limits of Gainesville, Florida.
2. Mission and proposed special event must not conflict with the City's goals, core programs and services.
3. Event shall not have a religious or political purpose.
4. Event shall not promote the use of alcohol, tobacco products, illegal drugs or activities, gambling, or a sexually oriented business; or involve obscene or sexually explicit materials or content.
5. Special event shall be free and open to the public.
6. Priority will be given to events that positively impact youth and seniors.
7. The event shall not involve or allow discrimination on the basis of race, color, gender, age, religion, national origin, marital status, disability, gender identify or sexual orientation.

ELIGIBILITY

The City has a limited in-kind budget each year to actively support special events. Non-profit 501(c)(3) organizations and government agencies may apply *annually* for City support to help cover the cost of City provided in-kind services necessary to their special event. An organization and event may, in the City's sole discretion, be provided City in-kind services in support of the event if, in addition to meeting the general criteria in Number (1) one above, the event promotes the beneficial use of the City's public spaces; the organization and event supports the City's core programs, mission and goals; and the organization and event demonstrates community pride and involvement.

PROCESS

1. Complete the Additional Support application. Available online at <https://www.gainesvillefl.gov/Government-Pages/Government/Departments/Parks-Recreation-Cultural-Affairs/Arts-Culture/Cultural-Program-and-Community-Event-Grants>
2. Submit the completed application to Parks, Recreation and Cultural Affairs Department (PRCA) in one of the following ways:
 - a. Email: prcagrants@cityofgainesville.org
 - b. Mail: Attention: Ashley Reichenbach P.O. Box 490, Station 30; Gainesville, FL 32627
 - c. Hand deliver: to Thomas Center A, 302 NE 6th Avenue, Room 210
3. The application deadline is **September 1, 2023 5:00 p.m.** for events planned for October 1, 2023 through September 30, 2024. Note: A NEW application must be submitted yearly to be considered for funding.
4. In-kind grants may be awarded for up to \$4,000 in services per event day.
5. Award notification letters will be sent no later than September 15.