



Section 1 of 5:

Butte County Special Event Support Grant Application

Please complete the following application in order to be entered into the lottery for a chance to be selected for a grant of up to \$5,000 to support a Butte County special event that has been negatively impacted by COVID. If your application is selected in the lottery, all eligibility requirements will be verified prior to funding. Events that support political or religious events are not eligible for the grant.

1. Email address

Section 2 of 5:

General Information

General information about the event/organization and primary contact representative.

1. Name of the Special Event
2. Organization (or group) responsible for coordinating the event. (Who is responsible for paying invoices?)
3. Is the special event an annual event or a recurring/serial event? Any organization or event planner submitting an application will only be allowed to submit one total application, regardless of the frequency of the event. An organization or event planner submitting multiple applications will be disqualified.
  - a. Annual Event
  - b. Semi-annual Event (Less than 4 per year)
  - c. Recurring/Serial Event (A series of events that take place during the year. More than 4 per year.)
  - d. Other
4. What is the tax status of the group requesting funds?
  - a. Non-profit 501c
    - i. c3

- ii. c4
  - iii. c6
- b. For-profit business/entity
- c. Other
- 5. Primary Contact Name
- 6. Cell Phone Number for Primary Contact
- 7. Email Address for Primary Contact (Even if it is the same as above)

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Special Event History & Details

1. Briefly describe the special event. Include the goals of the event, primary and secondary audiences, and the average number of participants that attend the event.
2. Where is your event headquartered? (The primary jurisdiction where the event takes place?)
  - a. City of Biggs
  - b. City of Chico
  - c. City of Gridley
  - d. City of Oroville
  - e. Town of Paradise
  - f. In the unincorporated area OR multiple locations countywide
3. What year was the event founded?
4. How many times has this event occurred since its inaugural year?
5. What is the last year this event occurred?
6. Describe why there were any lapses in event years, if any. Include delays and postponements. (N/A if not applicable)
7. How many paid staff are supported by this event?
8. How many volunteers are required to support this event?
9. Is the event open to the public? (A ticketed event does not disqualify an event, but any member of the public must have equal opportunity to purchase a ticket.)
  - a. Yes
  - b. No
  - c. Other
10. Is entry into the event ticketed? (This can be a paid ticket or free ticket.)
  - a. Yes
  - b. No
  - c. Other

11. Is the event publicly noticed and/or advertised? (Would members of the general public have a reasonable chance of knowing about the event?)
- a. Yes
  - b. No
  - c. Maybe

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Summary

In order to be awarded the special event grant, you must be able to demonstrate financial need due to a negative impact from COVID. Please answer the following questions to thoroughly prove you meet that need.

1. Describe how COVID has negatively impacted your special event. Be as detailed as possible.
2. How are proceeds from the event (if any) spent? (For example, is your event a fundraiser used to support other programs during the year? Or, do the proceeds pay for the event production for a net zero budget?)
3. If your application is selected in the lottery, describe in detail, how you will spend all grant funds requested. (You will be required to attach a top line budget with your application submission.)
4. What is the amount of your total grant request? (A minimum of \$1,000 and maximum of \$5,000 can be requested for consideration.)
5. Confirm that a plan is in place to spend the awarded grant funds prior to December 31, 2023. All event-related expenses MUST BE spent by December 21, 2023. Funds not spent by that date must be returned to the County.
  - a. I confirm
  - b. I cannot confirm
  - c. Other

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Attachments

You can submit your application attachments here. If you are unable to attach the documents to this application they must be emailed to [grant@explorebuttecounty.com](mailto:grant@explorebuttecounty.com) by the deadline set in the timeline document.

1. Attach the final proposed budget for the special event to INCLUDE the special event grant funds you are requesting. The file name must include the name of the event.

2. Attach your photo ID with a Butte County, California address. The file name must include the name of the event.
3. Attach a W-9 for the organization or entity to whom the funds will be distributed. It must match the organizer's name or event name.