



Frequently Asked Questions

City Of Festivals Grant Program

What is the City of Festivals Grant Program?

- The City of Festivals Grant Program supports and encourages special event programming in the City of Sacramento and was created in response to the negative economic impacts of the pandemic. The program promotes citywide special events that will activate public spaces, enrich the lives of residents, encourage partnerships between organizations, foster a vibrant and diverse community and stimulate economic activity.

Is there a Previously recorded application webinar I can view?

- Yes, you can access our recorded webinar by clicking the **Webinar** button on the website, www.cityofsacramento.gov/city-manager/oied. This webinar is about an hour long and may be able to answer additional questions not listed in our FAQ.

Who can participate?

- Any individual or organization wishing to put on an event within the City of Sacramento may apply for the grant.

What type of events are eligible?

- Any event planned within the City of Sacramento that meets the criteria outlined in the City of Festivals 2024 Citywide Special Event Support Program Guidelines. ("Guidelines")

Can I apply for multiple events?

- Yes. You may apply for multiple events, but each organization or individual is only eligible to receive funding for up to one event per application period.

How much are the grants?

- The maximum grant award under the program is \$7,500 per event.

What can the grant funds be used for?

- The grant funds can be used for expenses associated with city services, and the expenses related to holding an event. See Attachment 1 of the Grant Guidelines to view eligible expenses.

This is the first time I'm hosting a special event. How do I determine if I need a permit?

- A Special Event Permit Application is required to use all or any portion of a public street, sidewalk, or alley by an organized assembly of more than 50 people.
 - A permit is also required if your park activity meets one or more of the following conditions:
 - Anticipated attendance is 200 or more.
 - The event is open to the general public.
 - Alcohol will be served or sold.
 - The event includes amplified sound (excluding announcements and boom boxes).
 - If you are planning a street closure for residents only, not the general public, you should complete a Neighborhood Block Party Application instead of a Special Event Permit Application. Please call Special Event Services at (916) 808-7888 or visit www.cityofsacramento.org/parksandrec/permits/block-parties for a Neighborhood Block Party Application. If your event is on or includes private property use, please contact the Community Development Department at (916) 808-3535 or entertainpermit@cityofsacramento.org for permit information.

Who do I contact if I have specific Special Event questions?

- Please contact Special Event Services at (916) 808-7888 or specialevents@cityofsacramento.org with questions or to schedule a preliminary meeting to discuss your event plans. Fees and requirements may be quoted but only confirmed once the application is received and reviewed.

If I host my event at a City park or community center, is there a charge?

- Yes, there is a fee, which is a reimbursable expense. Find more information at <https://www.cityofsacramento.org/ParksandRec/Permits> or <https://www.cityofsacramento.org/ParksandRec/Community-Centers>.

How far in advance does a completed Special Event Permit application need to be received?

- A Special Event Permit Application must be completed in full and submitted to Special Event Services at least 60 days before your event date.

What are the grant timelines and does the event have to coincide with an application period?

- Yes, the designated application period for the final round is set for a particular event period.
 - Application period: 4/1/24 - 4/30/24 for events held between 6/15/24 - 10/31/24.

Are there restrictions on where the event can take place?

- The event must take place within the City of Sacramento. If awarded and the location of the event identified on the application changes, the awardee will need to notify the City and confirm that the change does not disqualify them from receiving the award.

Does the event need to be a public event?

- The event needs to be a public event, but it can be either free or paid admission.

Can I apply if this is the first time I've run an event?

- Yes, the grant program encourages first time events.

How will the applications be reviewed?

- The application review process is based on the priority and criteria in the City of Festivals approved Grant Guidelines. The City reserves the right to limit the number of grants awarded to any applicant at its sole discretion.

When will I be notified if I am awarded a grant?

- All grant awardees will be notified the week of May 20th.

When will I receive the funding?

- The funds will be provided after completion of the event and upon submission of receipts/invoices for eligible expenses and completion of all required reports.

Are the application and guidelines available in multiple languages?

- Yes, both the application and guidelines are available in Spanish, Hmong, and Vietnamese and can be found at <https://cityofsacramentooid.submittable.com/submit>.

Is there someone I can contact if I have questions?

- Yes, all awardees will have access to the Submittable platform and its messaging system.

