

**City of Youngstown**  
**Director of Downtown Events, Special Projects and Marketing**  
**26 S. Phelps Street**  
**Youngstown, Oh 44503**  
**330-742-8710**

**EVENT GRANT PROGRAM**

The purpose of the Event Grant Program is to provide financial incentive and assistance for individuals and/or organizations **privately planning public events within the City of Youngstown / Downtown Youngstown.**

Program requirements and restrictions:

- Event must first be approved by the Director of Events (see standards & guidelines)
- Eligible events subject to accommodate no less than an estimated 500 patrons
- Allocations range from \$100.00 to \$2,000.00 maximum
- Only one allocation per fiscal year
- In case of a cancellation the Event Grant **will not** be allocated
- A comprehensive financial breakdown of the event and how grant will be spent is to be submitted with the one page application.
- Liability Insurance must be purchased in order to shut down any and all City streets pertaining to the event.

**ELIGIBLE APPLICANTS**

- Individuals or non-profit organizations with valid identification and/or tax identification number.
- Must complete application and meet all standards and guidelines

**EVENT GRANT PROGRAM APPLICATION DEADLINE**

Applications will be accepted between March 3rd and April 15<sup>th</sup> 2011. Those who apply for the Event Grant Program **MUST** secure the event date and obtain an application from the Director of Events (Lyndsey Hughes) on the 6<sup>th</sup> floor of Youngstown City Hall 26 S. Phelps Street. Youngstown 44503. The **Event Grant Program** application must be submitted or post dated by April 15<sup>th</sup> 2011. Allocation award letters will be mailed out May 1st.

**SUBMISSION OF APPLICATION**

All applications must be returned to the Downtown Director of Events no later than April 15<sup>th</sup> 2011. Included with the application, the applicant must also submit:

- A copy of the applicant's license and/or organizations tax identification number
- Budget plan with projected cost and percentage of cost that will be obtained through donations and sponsorships
- Marketing / promotional plans
- Organizations mission statement or information outlining the event
- Applicants **must have** a clean up plan for the event, if awarded the Grant the City of Youngstown may issue a deposit for clean up, if streets of location are clean after the event the deposit will be returned. This deposit may be waved.

**PLEASE NOTE**

Each year applicants must complete the application process if seeking funding for the following year. Application completion does not guarantee funding will be granted.

# EVENT TIMELINE & CHECK LIST

## 120-365 DAYS PRIOR TO THE EVENT

- Contact the Director of Events for the City of Youngstown to see what other activities are scheduled on the proposed date of your event.
  - Select a date
  - Secure a location
  - Prepare event budget
  - Secure funding \_\_\_\_\_% is being sponsored
  - Post event dates, location and contact information on area web site and event calendars

## 90-120 DAYS PRIOR TO EVENT

- Secure liability insurance
- Request temporary permit for selling alcohol
- Consult with Youngstown Public Health Department regarding vending
- Provide a vendor list to the City of Youngstown Downtown Director

## 60-90 DAYS PRIOR TO EVENT

- Identify streets to be closed
- Meet with Director of Events to discuss event marketing
- Obtain electrical contractor and file for necessary city permit
- File Temporary alcohol permit with the State of Ohio
- Rent portable restrooms
- Rent tents, tables, chairs, speakers, podiums etc...
- Rent waste water collection tanks, grease containers for vendors

## 30 -60 DAYS PRIOR

- Obtain and file Certificate Liability Insurance
- File F2 Permit if selling alcohol
- Arrange temporary water service
- Rent stage and arrange for lighting and sound equipment
- Verify accessibility for persons with disabilities and arrange handicapped parking
- Secure police for event security, crowd control, and traffic control
- Develop a detailed site map, include:
  - Vendor location
  - Alcohol sale location
  - Restroom location
  - First aide and emergency location
  - Stage location

### 30 DAYS PRIOR TO EVENT

- Meet with or Contact all City Divisions regarding operations

### 15 DAYS PRIOR TO EVENT

- Confirm that all city requirements have been met
- Confirm street electricity
- Confirm arrangements and equipment for street closers
- Confirm police and security
- Confirm details of temporary water services

Confirm delivery time and drop-off location:

- Tents
- Tables and chairs
- Restrooms
- Trash receptacles
- Vendor waste containers
- Confirm arrangements for first aide / emergency services

### **IN THE CASE OF A RAIN OUT / EVENT DELAY OR EMERGENCY**

It is recommended that event coordinators consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel and on-site first aid providers.

A should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the event.
- Plans for communicating with event staff, volunteers, guests, media, vendors, onsite police and first aid providers
- Methods for safely managing site evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)
- Plans for securing cash control areas and fiscal staff and volunteers
- Methods for distributing rain gear, flashlights and radios to staff and volunteers

## **CANCELLATION POLICY**

A 24-hour cancellation notice is required for any scheduled event. If an event is cancelled, the grant allocation will not apply.

## **EVENT STANDARDS AND GUIDELINES**

Planning a successful special event takes a tremendous amount of time, energy, money and organizational skills. The City of Youngstown will assist you and your organization with specific tasks that will make your event a success, but as an event coordinator you are responsible for all aspects of the event. The list below is intended to be used as a guide, but is by no means all-inclusive as every event is different. Several things you can do to create a successful event include developing a dedicated, experienced planning committee, consult with the City of Youngstown Downtown Director of Events, keep all details organized, and verifying all plans and arrangements.

1. Develop an event budget
  - Set aside funds for emergencies
2. Reserve the location
  - Director of Downtown Events (330)742-8710 / Zoning Department (330)742-8840
3. Close the streets
  - Director of Downtown Events (330)742-8710 / Zoning Department (330)742-8840
4. Purchase Insurance covering the City of Youngstown
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5. Obtain a Parade or Assemblage Permit
  - Director of Downtown Events
6. Get a Fireworks Permit
  - Director of Downtown Events / Division of Fire, Fire Chief.
7. Get a Temporary Food Service Permit
  - Health Department / (330)743-3333
8. Obtain Permission for Alcohol sales
  - F2 Permit
9. Obtain temporary water service
  - Water Department / Water Commissioner (330)742-8748
10. Arrange for power to serve street vendors
  - Electrical Inspection / Central Electric Co. (330)744-5238
11. Rent tent(s)
12. Create signage
13. Rent enough portable restrooms
14. Traffic cones and barricades
  - Street Department / (330)742-8693
15. Provide first aide station
16. Rent tables and chairs
17. Develop detailed site map
  - Director of Downtown Events / Zoning Department
18. Develop a detailed marketing campaign
  - Downtown Director of Events
19. Plan event access for the disabled
20. Recognize sponsors and supporters