



# Tampa Heights Riverfront CRA Special Event Co-Sponsorship Program

Tampa Heights Riverfront is one of the City of Tampa's oldest and diverse neighborhoods. The area has several relaxing green spaces, such as the riverside Water Works Park, with picnic spots, play areas, and the restored Ulele Spring. The repurposed warehouse, Armature Works, is home to the Heights Public Market Food Hall and Grassroots galleries, displaying edgy artwork by local artisans.

Ross Avenue bound Tampa Heights to the north, Tampa Street to the east, and to the North side of 275 and River to the south. This excludes the block north of Palm and east of Highland.

The population of the area continues to increase. Residents and Tampa Bay area residents alike would like to have more activities and special events located within the area. To assist in the attraction of events the Tampa Heights Riverfront CRA is offering reimbursement of fees paid to the City of Tampa relating to the event permits and fees. The Tampa Heights Riverfront CRA Advisory Committee is proud to support special events and activities that help to promote economic growth and cultural enrichment in downtown.

Event promoters need to be aware of certain issues before deciding to host an event. Here are some special potential issues:

- Impact on the neighborhood
- Street closures and times
- Vendors
- Streetcar coordination
- Public Restrooms
- Illegal Banners
- Cleanliness/trashcans
- Wet zoning issues

## **Each eligibility requirement listed below must be met to be considered:**

- A. Event must take place within the Tampa Heights Riverfront Redevelopment Area.
- B. If applicable, the event must apply to the City of Tampa Special Events Office and be approved by City Administration and Tampa City Council prior to the event (co-sponsorship not required). Note: Events taking place on private property and effecting traffic may not need city approvals.

## **Event should help introduce people to Tampa Heights Riverfront and should address at least one of the following components:**

- Reinforce the area's cultural roots and/or historical attributes.
- Be family-oriented and attract daytime and/or early evening crowds.
- Establish an event that could become a tradition for the district.
- Promote the Arts directly affecting the district.

## **Funding Guidelines & Restrictions:**

As stewards of public funds, the committee takes its financial responsibilities seriously and strongly encourages applicants to consider the following guidelines when completing this application.

- Requests should be limited to no more than \$2,500.
- Funds sought should be utilized to reimburse the applicant for fees charged by the City of Tampa, e.g., police, fire, park reservations, etc., as applicable.
- Funds should not be sought for events that occur more than once annually.
- Funds should not be sought for the same event for more than two consecutive years.
- If using city property for event, a city permit must be on file prior to the event.
- Funds cannot be used for purchase of food or beverages.
- Funds cannot be used for purchase of major equipment or fixed assets (capital items).

On a case-by-case basis, the committee may fund applications that do not adhere to the above guidelines. That being said, all applications are encouraged for consideration.

# Tampa Heights Riverfront CRA Special Event Co-Sponsorship Program Application

## Application Package Checklist

- Application must be typed. Application is available on-line at <https://www.tampa.gov/CRAs/Tampa-Heights>
- One (1) original signed and stapled application is required.
- One (1) copy each of the Organization's Articles of Incorporation, Mission Statement, and List of Directors.
- Nine (9) stapled copies of the original application are required. If more space is needed for completing the application, a maximum of two (2) additional pages is allowed for continuation. Any supporting documentation materials must be on 8 ½" x 11" paper with 1" margins.
- Supporting documentation, i.e., marketing materials, is limited to five (5) pieces.
- Expenditures listed in Section E** must be listed with enough detail to clearly explain what is being proposed. Include any supplies, equipment, professional services, postage, printing costs, training costs and/or related expenses.
  - Please be sure to provide quotes or other documentation to explain each line item.
  - Do not include fixed assets in budget calculations.
- Application Deadline:** This application must be submitted no less than 45 days prior to the event.
- Deliver Application to:**  
**Attention:** Jeff Burton, Urban Community Redevelopment Manager  
City of Tampa Community Redevelopment Agency  
306 E. Jackson Street - 2<sup>nd</sup> Floor North - Tampa, Florida 33602  
(813) 274-8152; [Jeffrey.Burton@tampagov.net](mailto:Jeffrey.Burton@tampagov.net)

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## Event Information - This is a reimbursement grant program.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Organization Address: \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Promoter/Contact Name \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Total Funds Requested: \_\_\_\_\_

Has the organization named above been legally incorporated in the State of Florida? YES  NO

If yes, what is the Federal Tax Identification Number? \_\_\_\_\_

Type of Event: \_\_\_\_\_

General Event Location & Street Closures (in any) \_\_\_\_\_

Start Time/End Time: \_\_\_\_\_

## Organization President Certification

Full Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

***I certify that my answers are true and complete to the best of my knowledge.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tampa Heights Riverfront CRA  
Special Event Co-Sponsorship Program Application**

**A. Describe the Project/Event (Who, What, When, and Where)**

**10 Points**

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**B. Describe the Goals of the Project/Event and how they meet the criteria in Section F. Also, describe the events history & record of accomplishment in the community, if any.**

**30 Points**

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**C. Describe your events Target Audience, Estimated Attendance and Economic Impact to the Community Redevelopment Area.**

**20 Points**

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**D. List any community partners and what their contribution will be for the project/event.**

**20 Points**

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# Tampa Heights Riverfront CRA Special Event Co-Sponsorship Program Application

## E. Proposed Grant Expenditures

20 Points

**Example:**

DESCRIPTION OF BUDGET ITEMS	FUNDING SOURCES TO BE USED		
	CRA Funds	Other Funding Sources	Total
Permit Fees (Fire, EMS, TPD etc.)	\$1,500.00	\$0.00	\$1,500.00
Table Rental	\$250.00	\$250.00	\$500.00
Tent Rental (In-kind U-Save Rentals)	\$500.00	\$500.00	\$1,000.00
Entertainment (DJ, performer etc.)	\$0.00	\$250.00	\$250.00
Food & Beverages	\$0.00	\$1,250.00	\$1,250.00
<b>Total Budget:</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<b>\$4500.00</b>

**Proposed Expenditures:**

DESCRIPTION OF BUDGET ITEMS	FUNDING SOURCES TO BE USED		
	CRA Grant Funds	Other Funding Sources	Total
<b>Total Budget:</b>			

## F. Describe specifically how grant funds will be used (address each budget item cited above).

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## G. Estimated Income. Please list all sources from which income is expected.

<b>INCOME</b>	
<b>SUBTOTAL CASH INCOME</b>	
<b>CRA GRANT REQUEST</b>	
<b>TOTAL</b>	

## Organization Financial Officer Certification

Full Name  
(Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

*I hereby certify that the information included in this application is correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## H. Submittal Information

### Deliver Application to:

**Attention:** Jeff Burton, Urban Community Redevelopment Manager  
City of Tampa Community Redevelopment Agency  
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