



**CORAL SPRINGS  
SPORTS COMMISSION**

**EVENTS  
FUNDING  
2016-17**

**Second Round**



## **Brief Guidelines For Coral Springs Sports Commission Events Funding Program 2016-17**

The Coral Springs Sports Commission was established by the City Commission to promote sporting events within the City. Its Mission Statement is: "**To identify, attract and retain quality sporting events that will have a substantial positive economic impact on the community**". The Sports Commission administers the Event Funding Program to financially assist sporting events that **must occur within the City limits**. Groups that wish to request assistance for this funding should complete the attached application form. A Selection Committee will review the applications and make recommendations to the Sports Commission. The City Commission will make the final decision for events to be funded between March 1 and September 30.

1. Please read the application thoroughly prior to completing it.
2. **We must adhere to the deadline of Friday, February 24, 2017, 5 p.m. for submission of applications. Be sure to attach a copy of **Certification of Incorporation** as a business in the State of Florida.**
3. Recommendations will be made to the City Commission on March 15, 2017.
4. If your group receives money from this source, an officer of your corporation is required to sign this **Agreement** with the City. (The officer must have authority to sign on behalf of the Corporation.)
5. Fifty percent of the funds will be issued within ten days of execution of the Agreement by both parties and the final check will be issued upon completion of the final reports to the City. Occupancy of hotel rooms must be verified by hotels and submitted with Exhibits prior to remainder of funding being processed.
6. The reimbursable amount, if it applies, is to be submitted to the City within **sixty (60) calendar days after the completion of the event.**

If you have any questions, please call  
Tom Messenheimer at 954-344-1841 or Marianne Williams at 954-346-4428.

Mail or return application to:  
City Hall, Attn: Tom Messenheimer,  
9551 West Sample Road, Coral Springs, FL 33065.

**CORAL SPRINGS SPORTS COMMISSION  
EVENT GRANT APPLICATION – 2016-2017**

1. Title of Event: \_\_\_\_\_

2. Date: \_\_\_\_\_

3. Contact Person & Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

President/Chair Name: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_

4. Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. List facilities & Addresses:

\_\_\_\_\_

\_\_\_\_\_

6. Legal Name of Organization & Address: \_\_\_\_\_

\_\_\_\_\_

7. Type of Corporate Entity: \_\_\_\_\_

**Attach copy of Corporate Certificate**

**CORAL SPRINGS SPORTS COMMISSION**  
**EVENT GRANT APPLICATION**  
(Continued)

8. Major sports event & dates previously hosted by organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Total Expected Participants: in state \_\_\_\_\_ out of state \_\_\_\_\_  
(include competitors, coaches, trainers, officials, etc.)

10. Total Expected Spectators: in state \_\_\_\_\_ out of state \_\_\_\_\_  
(include fans, family, friends, etc.)

**11. Hotel Impact:**

**Coral Springs: # of rooms** \_\_\_\_\_ **x avg. # nights** \_\_\_\_\_ **x avg. room rate** \_\_\_\_\_ **= \$** \_\_\_\_\_  
**Broward County: #of rooms** \_\_\_\_\_ **x avg # nights** \_\_\_\_\_ **x avg. room rate** \_\_\_\_\_ **= \$** \_\_\_\_\_

12. What is overall event plan? Include schedules, competition specifics, special events:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. To what extent will community be involved in event? Include volunteer structure, local sponsorships, government assistance, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORAL SPRINGS SPORTS COMMISSION  
PROPOSED STATEMENT OF REVENUE & EXPENDITURES**

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

**ANTICIPATED REVENUES**

Organization's Contribution \$ \_\_\_\_\_

Admissions, Concessions, Registrations \_\_\_\_\_

Donations, Sponsorships & Contributions \_\_\_\_\_

Other: List \_\_\_\_\_

\_\_\_\_\_

Total Anticipated Revenues: \$ \_\_\_\_\_

**ANTICIPATED EXPENDITURES**

Advertising & Publicity \$ \_\_\_\_\_

Awards \_\_\_\_\_

Facility Rental \_\_\_\_\_

Food & Beverage \_\_\_\_\_

Insurance \_\_\_\_\_

Lodging \_\_\_\_\_

Printing, Postage & Supplies \_\_\_\_\_

Professional Fees \_\_\_\_\_

Security \_\_\_\_\_

Travel & Transportation \_\_\_\_\_

Other: \_\_\_\_\_

Total Anticipated Expenditures: \$ \_\_\_\_\_

***Amount of Grant Funds Requested \$*** \_\_\_\_\_

Disallowed Expenses:

Salaries, Permanent Equipment, Debts incurred prior to grant approval, Non-tournament costs