



## Community Based Events Innovation Fund

### 2025-2026 COMMUNITY BASED EVENTS INNOVATION FUND

**DEADLINE:** [Enter Dates], Recipients announced on [Enter Dates]

**TOTAL FUNDING:** \$25,000 for the 2025-2026 biennium

**GRANT AWARDS:** \$250 - \$5,000 per organization, per year, disbursed according to the grant scoring metric

#### CALL:

This program is intended to increase the Redmond community's access to enriching and innovative events within the city. The City of Redmond aims to attract established and emerging special event organizers and encourage those entities to host special events in Redmond. The City of Redmond offers limited support to eligible, non-profit, or fiscally sponsored, organizations that host events in Redmond, WA, and whose missions serve the community through building community, increasing quality of life, access to arts, wellness, or cultural heritage.

#### ELIGIBILITY:

- Active nonprofit or fiscally sponsored organization with an annual budget of less than \$500,000
- Grants are only issued for events that require a special event permit per RMC 10.62.080, OR events with over 100 attendees in City of Redmond rental spaces.
- The event programming has elements which are available and free to the public, and the event must be held on City of Redmond property.
- Event or event element's primary programmatic activities are related to building community, increasing quality of life, access to arts, wellness, or cultural heritage.
- Organization has been operational since January 1, 2025.
- Organization must not currently have any open Community Based Events Innovation Fund grants with the City of Redmond.
- Grant may apply to a stand-alone event, a series of events, or an element within event, occurring on City of Redmond property.
- Organization must follow all City of Redmond event permit or rental application timelines, requirements, and receive an approved City of Redmond permit or rental space.
- Organization must submit event(s) on ExperienceRedmond.com

#### GRANT CRITERIA

- **Organization Sustainability and Financial Health:** The organization is financially sound and has a realistic budget with ongoing financial oversight and accounting processes and can successfully manage resource to meet its goals.
- **Community Engagement:** Demonstrated community support and participation for the organization. This could look like financial or in-kind contributions, volunteers, collaborations or shared resources with other organizations, etc.
- **Culture and Community:** Primary mission and programmatic activities of the event related to serving the Redmond community to increase quality of life and connection between residents.
- **Innovation:** Event is new to Redmond or brings enhanced dynamics to an existing activity to the greater benefit of the Redmond community

#### REQUIRED DOCUMENTS

Eligible organizations are required to submit the following information with their online application:



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- IRS Letter of Determination or Letter from Fiscal Sponsor
- Most recent 990. If fiscally sponsored, please provide a financial worksheet
- Detailed budget outline for the event or event element

### SCORING AND AWARD DISPERSEMENT METRIC

Upon closure of the grant call window, applications will be screened for eligibility by the Community Based Events Innovation Fund Committee. Eligible organizations with fully completed applications will then be placed on a list of finalists. Each finalist will be awarded a portion of the available grant funds, paid directly to the organization at the time the grant awards are finalized. The award amounts will be calculated in consideration of the scoring described below.

- [25 points possible] - This event answers the call to bring *new and innovative activities* to the community.
- [25 points possible] - This event answers the call to *build community, increase quality of life and access to the arts, promote wellness or celebrates cultural heritage*.
- [25 points possible] – This event is accessible and will appeal to a wide audience of Redmond community members.
- [25 points possible] - The financial need of the organization (i.e., applicants with lower operating budgets will be considered to have a greater need for this grant funding).

### APPLICANT QUESTIONS

#### Organizational Sustainability:

If your organization has a long-range plan, please provide a description of the process (who was involved, how were goals determined, etc.) and focus on one or two major goals related to arts, culture and/or community in the City of Redmond. If your organization has not participated in long-range planning, please share your organizations mission and what role your special event would play in furthering that mission. A Strategic Plan may be uploaded as supplemental material.

Please describe the budget for your event or event element. The budget must include all expenses and income related to running the event or event element for which you are applying for funding.

Please provide the dollar amount of the grant fund you are requesting. (*If awarded, award funds may be less than the amount requested*).

Please describe which element(s) of your event are free to the public.

#### Community Engagement:

What does community support and participation look like for your event? Tell us about your volunteers, participants and about any important partnerships or collaborations.

#### Arts, Culture and Wellness:

Overview of event, or event element, planned or anticipated for 2025-2026 and who do these events serve?

How does this event demonstrate beneficial impact to the City of Redmond and its residents?

#### Innovation:

How does your event answer the call to bring new and dynamic activities to the Redmond community?



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Describe how this type of enrichment is lacking in Redmond and why your innovation will be well-received by a wide, diverse community such as this.

#### **POST-EVENT REPORTING**

- Grant recipient will provide the Community Based Events Innovation Fund Committee with a post-event recap within 30 days of the event concluding. The recap will include:
  - Highlights, lessons learned, and future plans for a return of this event
  - Estimated attendance and audience demographics
  - Appraise the overall benefit of the event to the Redmond community
  - Final budget including all expenses and incomes
  - Any event survey or community feedback received

***The City of Redmond reserves the right to make all final determinations regarding grant eligibility, selection, and award amounts at its sole discretion. All decisions are final.***