

# Community Partnership Grant Program

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Program Guidelines  
and Application Packet

As approved by the Gainesville City Commission on 07/21/2022 and updates approved on 02/01/2024



Gainesville  
Community  
Reinvestment  
Area



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The Gainesville Community Reinvestment Area ("GCRA") was created in 2019 through the adoption of Ordinance 181001. The goal of the GCRA is to encourage investment in underserved areas within the district.

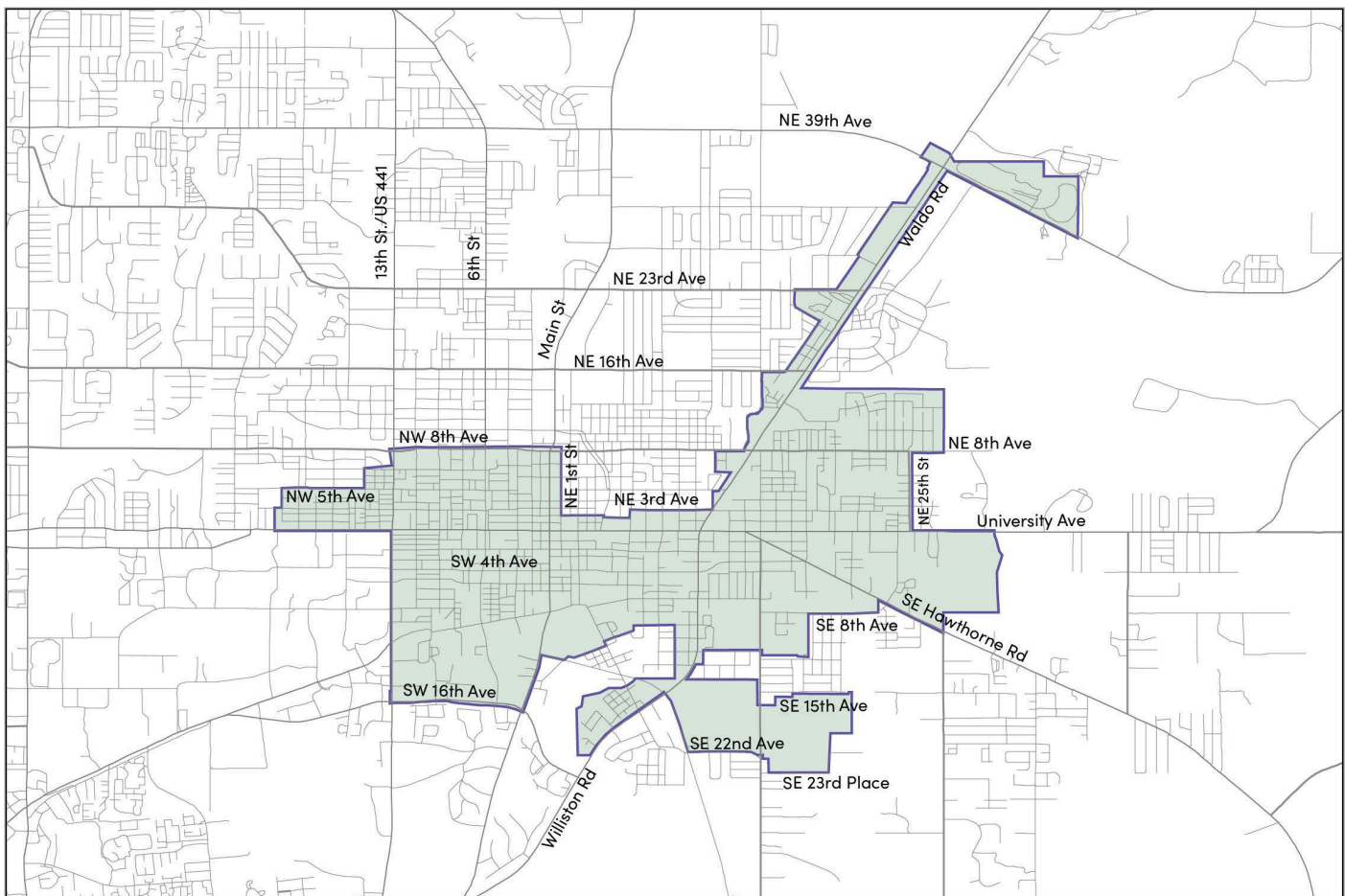
## Section 1. About the Program

The Gainesville Community Reinvestment Area (GCRA), a Department of the City of Gainesville, is offering this Community Partnership Program (hereafter referred to as Program) to assist local community organizations with up to \$5,000 of matching grant funds to enable special programming within the GCRA District. Special events can raise awareness, encourage economic development, and a sense of community. This Program can work in concert with the City of Gainesville's Parks, Recreation, and Cultural Affairs (PRCA) Special Event Additional Support (SEAS) grant program to assist with renting indoor space at PRCA locations throughout the GCRA District.

The Community Partnership Grant Program is a Community Enhancements and Housing initiative identified within the GCRA 10-Year Reinvestment Plan. The goal of programs within this initiative is to benefit community members by maintaining the culture and population of an area. This Program also directly addresses goal three of the City of Gainesville's Strategic Plan - A Great Place to Live and Experience by supporting programs and activities for diverse cultures and ages.

## Section 2. Eligibility Requirements

To be eligible, the event must be within the GCRA District. Addresses can be verified online at [gainesvillecra.com/gcra-project-map/](http://gainesvillecra.com/gcra-project-map/) or by calling (352) 393-8200.



## Section 2. Eligibility Requirements (continued)

- Preference for funding is to registered 501(c)(3) or other not-for-profit organizations.
- For-Profit events are not eligible for the Program.
- The proposed special event must not conflict with the City's goals, core programs, and services.
- Program funding may be used for special event-related expenses such as advertising, entertainment, equipment rental, rental of facilities, and/or security. Other funding uses may be granted if deemed during the application review and approval process to be in the Program's spirit.
- The Applicant is encouraged to provide insurance documentation as part of the Application.
- The event must be free and open to the public.
- The event shall not have a predominantly religious or political purpose.
- The event shall not involve or allow discrimination on the basis of race, color, gender, age, religion, national origin, marital status, disability, gender identity, or sexual orientation.
- The event shall not promote the use of alcohol, tobacco products, illegal drugs or activities, gambling, or a sexually oriented business; or involve obscene or sexually explicit materials or content.
- Applicants cannot apply for back-to-back cycles for the same event
- If selected, Applicant must match award dollar for dollar, and other grant funding sources are NOT allowed to be used to match. Details of this information will be required to be supplied to the GCRA on the Community Grant Program Budget Form. Allowable matches are:
  - Cash
  - Volunteer hours at \$25.00 per hour
  - Donated or in-kind services or supplies (with receipt from donor)
- Upon receipt of the complete Application and the approval of the Gainesville Community Reinvestment Area Advisory Board, based upon the demonstrated need of the Applicant, the City, at its sole discretion, may disburse up to 20% of the awarded grant funds prior to the occurrence of the event. The Applicant accepts that if an initial disbursement is done and the event does not occur, the City of Gainesville will be repaid within one month or it may, at its discretion, put the debt out to a debt collection agency.

## Section 3. Application Process

- Applications will be accepted quarterly for review, see Section 4.
- The GCRA will review all applications submitted prior to the deadline at 5 PM and will advise applicants if they need to correct or complete said Application. Applications submitted on the day of the deadline must be complete, or they will not be considered in that round of grants. If the deadline is on a non-business day, the deadline will be the next business day.
- The GCRA will, after the respective deadlines of December 1, March 1, June 1, and September 1, review the completed applications internally and rank them. The proposed event must positively impact the GCRA Community (worth one point and is required), and the Application aligns with at least one of the City's strategic goals (as listed in section B, worth one point per relevant goal as deemed by GCRA staff). Applications earning at least two points will be referred to the Gainesville Community Reinvestment Area Advisory Board

### Section 3. Application Process (continued)

(GCRAAB). This will be placed on the agenda in the respective months of December, March, June, and September for final approval. The board will review the applications and assign two points to one of the applicants. The GCRA board will vote, at the meeting months called for in Section 4, with each member voting on a tabulation provided by GCRA staff for their number one ranked applicant. Whichever Applicant receives the majority of votes will receive the board-appointed two points. In the case of a tie, the board will be asked to vote between the two applicants. The points will then be added to the tabulation, and the highest-ranked Applicant will then be announced to GCRAAB. If the GCRA board does not meet or have a quorum in December, March, June, or September, either the GCRA Director or their designee will assign two points to one applicant. The GCRA Director or their designee will not have reviewed or seen staff assignment of points prior to their assignment.

- The GCRA plans to have \$10,000 available per application window subject to available funding. The top-ranked application will be fully funded up to the maximum of \$5,000, and the remaining applications will share the balance of the remaining funds for that window. For example, if \$10,000 was available for the cycle and Applicant A applies for \$5,000 and is the top-ranked Applicant, they would receive the \$5,000 grant. If four other applicants also applied for \$5,000 each and met the minimum score, they would each be able to receive  $(\$5,000/4) = \$1,250$  of grant funds. In the event that the top-ranked event is not seeking the full \$5,000, the balance will be applied to the secondary requests meeting the minimum requirements. In the event that the requested funds in the secondary pool of \$5,000 are not utilized by the approved events, the remaining funds will roll over to the next six-month window.

## Section 4. Application Cycles/Timeline

Spring	Summer		Fall	Winter
December 1 5:00 p.m.	March 1 5:00 p.m.	Application Deadline	June 1 5:00 p.m.	September 1 5:00 p.m.
December Board Meeting	March Board Meeting	GCRA Advisory Board Approval	June Board Meeting	September Board Meeting
End of December	End of March	Notified of Decision	End of June	End of September
January	April	Meet with GCRA Staff	July	October
Feb 1 through April 30	May 1 through July 31	Project Period	August 1 through Oct 31	November 1 through Jan 31
Within 3 months of event end		Project End Date/Closing Report	Within 3 months of event end	

## Section 5. Post-Event Reporting

Grant recipients are required to submit documentation after the event is completed that, at a minimum, provides:

- Total amount spent for the event.
  - Copies of receipts
- The number of people that were in attendance (not counting the Applicant's organization).
- Completed Matching Pledge form detailing the matching component of the grant funds (located in Appendix of this document)

Failure to provide the information listed above within three months of the event's completion will disqualify the Applicant and the event from future grant funding under this Program for three years.

## Section 6. Program Revisions

The City Manager may approve de minimis changes to this Community Partnership Grant Program that do not involve changes to grant dollar values. Any changes to grant dollar values must be approved by the City Commission.

## SECTION A: APPLICANT INFORMATION

Organization/individual name: \_\_\_\_\_

Primary contact: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_  
Street City State Zip Code

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Web page: \_\_\_\_\_

Is the organization a registered 501(c)(3) Non profit\*? \_\_\_\_\_  
\*If yes, please attach a copy of your tax-exempt status

When was your organization founded? \_\_\_\_\_

## SECTION B: EVENT INFORMATION

Event name: \_\_\_\_\_

Event date and time: \_\_\_\_\_

Event location: \_\_\_\_\_

Is this a recurring event? \_\_\_\_\_

If yes, how often is the event held and how long has it been held? \_\_\_\_\_

Is this event (check all that apply)  Family friendly  Open to the public (required)  
 For profit (disqualifier)  Admission fee: \_\_\_\_\_

Projected number of attendees: \_\_\_\_\_



**SECTION B: EVENT INFORMATION (continued)**

Has this event received City, GCRA, or CRA support in the past\*?  Yes  No

\*If yes, list when and what type of assistance.

Your project idea (select the category for which you're your project most closely aligns)

- Arts & Cultural Initiatives
- Cultural Celebration
- Racial Healing/Justice
- Other: \_\_\_\_\_
- Covid-19 and/or Recovery and Resiliency
- Neighborhood Improvement

Describe the event for which community funding is being requested. Provide details regarding activities, vendors, entertainment, etc.

If grant funds are needed upfront, please provide details as to how much upfront is needed and why.

What are the marketing and promotional plan for this event? Which media platforms will you use to promote the event?

## SECTION B: EVENT INFORMATION (continued)

Will you list the City of Gainesville and the Gainesville Community Reinvestment Area as sponsors for the event?

Are you partnering with any other organizations/businesses to put on this event? If so, list each organization and its contribution.

Explain how this event will positively impact the GCRA Community (required).

Additionally, please explain how this event aligns with the City's goals of

- Equitable Community (Promoting equal access to all, multiple language events, neighborhood focus)
- Sustainable Community (Promotes renewables and recycling, more opportunity to enjoy natural areas, responding to climate change)
- A Great Place to Live and Experience (Promotes a great quality of life, more opportunities for diverse cultures and ages, promotes safety in the community)

## SECTION B: EVENT INFORMATION (continued)

- Resilient Local Economy (Promotes opportunities for job and career training, promotes small business start-up, development, and success)
  
- "Best in Class" Neighbor Services (Promotes the City of Gainesville as "Best in Class" to the community)

Does your organization have insurance for the event?

Yes       No

- If no, are you willing to purchase it from an agent?

Yes       No

It is recommended that the Applicant submit a three-minute pre-recorded audio or video "elevator pitch" for their event. This elevator pitch will be provided to the GCRA Board for review with their application. The elevator pitch serves in place of the Applicant speaking for up to three minutes at the GCRA board meeting. The GCRA will provide basic recording assistance to the Applicant, if desired, at its office by appointment. Neither the elevator speech nor speaking to the GCRA board in person at the board meeting is required.

**SECTION B: EVENT INFORMATION (continued)**

**Proposed Event Budget**

DESCRIPTION	TOTAL EVENT BUDGET	CPG GRANT REQUEST	OTHER CITY GRANTS OR SUPPORT
Personnel – Administrative (including volunteers)			
Personnel – Artistic			
Personnel – Technical/Production			
Outside Artistic Fees and Services			
Outside Other Fees and Services			
Space Rental (Venue/Park)			
Equipment Rental			
Support Services- Safety (GPD/GFR)			
Support Services- Traffic			
Support Services- Waste			
Support Services- Parks Clean Up			
Marketing/Advertising/ Publicity			
Material & Supplies			
Printing			
Postage			
Remaining Operating Expenses			
<b>TOTAL PROPOSED EXPENSES</b>			

## SECTION C: ACKNOWLEDGEMENT AND SIGNATURES

By signing and submitting this Application, the Applicant certifies, attests, and acknowledges the following:

1. Have been provided a copy and have read, understand, and will comply with the Community Partnership Grant Program guidelines.
2. The Applicant agrees to indemnify, defend, and hold harmless the City, its elected and appointed officials, employees, and agents from and against any liability, losses, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions, and cost of actions, including reasonable attorneys' fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the Applicant's or its agents', employees', partners', or subcontractors' performance of or obligations under this Program and Application, whether caused by any act or omission of Applicant or its agents, employees, partners, or subcontractors including the negligence, recklessness, or intentional wrongful conduct of the Applicant or its agents, employees, partners, or subcontractors. This section will survive the termination or expiration of this Program and Application.
3. Upon completion of the event, the Applicant agrees to submit receipts for all event-related purchases that were made using Program funding. Any funds that are not accounted for will need to be paid back to the GCRA. Failure to comply will result in ineligibility for future funding.
4. Certify that all information in the Application, and all information furnished in support of this Application, is true and complete to the best of my/our knowledge and belief. I/we understand that I/we have a continuing obligation to inform the GCRA (in writing) of any changes to the information provided in this Application. I/we understand that the City may request verification of this information. If it is discovered that information was supplied that was intentionally false or misleading, the GCRA can cancel the grant Agreement with no further financial obligation to the Applicant and may, at its discretion, attempt to recover grant funds that have already been disbursed.
5. Nothing in this Agreement shall be interpreted or construed as a waiver of the CITY'S sovereign immunity set forth in section 768.28, Florida Statutes.
6. Venue; Jurisdiction. (a) Each party submits to the jurisdiction of the State of Florida, Alachua County, and the courts thereof and to the jurisdiction of the United States District Court for the Northern District of Florida, for the purposes of any suit, action, or other proceeding relating to this Agreement and agrees not to assert by way of a motion or a defense or otherwise that such action is brought in an inconvenient forum or that the venue of such action is improper or that the subject matter thereof may not be enforced in or by such courts.
7. Governing Law; Construction. The laws of the State of Florida will govern the validity, performance, and enforcement of this Agreement. This Agreement has been negotiated by each party. It shall not be deemed to have been prepared by the CITY or APPLICANT, and each of them shall be deemed to have participated equally in the preparation hereof.
8. Any permits required are the responsibility of the Applicant to acquire.
9. If approved by the City, this Application shall constitute an agreement between the City of Gainesville and the Applicant.
10. The Applicant understands and accepts that GCRA staff will examine the application and be the sole determiner of a completed application. GCRA staff will award points based on meeting the criteria in the application. Applicant accepts that the GCRA board will provide one applicant two points towards the tabulation as called out in Section 3.

**SECTION C: ACKNOWLEDGEMENT AND SIGNATURES**

**By signing this Application the Applicant acknowledges that this Application, if approved by the City, shall serve as an agreement between the City of Gainesville and the Applicant.**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has

produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My commission expires \_\_\_\_\_

**If approved by the City the City Manager will complete the below**

City Manager or designee:

Sign name: \_\_\_\_\_

Print name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Approved as to Form and Legality

By: CITY/GCRA Attorney

STATE OF FLORIDA

Submit completed applications by mail or in-person to:

Gainesville Community Reinvestment Area  
Attn: Community Partnership Grant Program  
2153 SE Hawthorne Road, Suite 223  
Gainesville, FL 32641

**FOR CITY/GCRA USE ONLY: DO NOT WRITE IN THIS SECTION**

Date & Time Complete Application Received: \_\_\_\_\_

Received by (print name): \_\_\_\_\_

Reviewed by (print name): \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Documentation Received:

- Application
- Tax Exempt Status

Requirements met (must have at least two points below)

- Event positively impacts the GCRA Community (required and worth 1 point) Y/N
- Meets each of the following City's Strategic Goals (each goal worth 1 point)
  - Equitable Community Y/N
  - Sustainable Community Y/N
  - Great Place to Live and Experience Y/N
  - Resilient Economy Y/N
  - "Best in Class" Neighbor Services Y/N

Grant Amount Approved:

Denied. Reason:

Date Applicant notified in writing of Approval/Denial:

Additional Documentation Received:

- Receipts for purchases made with grant funds.
- Completed matching pledge form.

Date received:



# City of Gainesville GCRA Community Partnership Grant Program Matching Pledge Form

Program recipients are required to use this form to document all pledged matching grant funds. Once the event is completed, the recipient must confirm that the pledged value was received.

- Receipts for services or merchandise that were approved for the grant activities
- Materials donated are valued at their retail cost.
- Volunteer labor preceding the award of the grant cannot be counted.
- Professional Services must document the value of their contribution on official letterhead and are valued at their customary retail rate.

**Project Name:**

The businesses, individuals, or organizations listed below commit to donating volunteer time, materials, services, or cash for the above project.

To be completed after grant approval and before the event				To be completed after the event	
Name/Address/ Phone	Signature	Description of donation or volunteer role	Value of items or hours	Actual value received (if volunteer show # hours x \$25 to equal total value	Date and Initials of Applicant Certification to Accuracy