

City of Scottsdale
FY 2025/26 Community Event Funding Program
Application

Events are an important component of Scottsdale's overall image and its product. They help increase national and international visibility for Scottsdale as a desirable tourist destination.

The Community Event Funding Program supports events that are locally significant, enhance quality of life, and provide something to do for visitors who are already here.

The maximum funding amount is \$30,000. **Event producers must provide a detailed event total budget along with the application.**

***Qualifications:** All qualifications must be met in order to be eligible for funding.

- Provides educational, recreational, cultural, historical, or social opportunities accessible to a significant number of local residents and visitors.
- Supports at least one tourism drivers: art and culture, culinary, golf, sports, and recreation or western.
- Attendance must exceed 3,000. The city will utilize a geofencing application to verify.
- Non-discriminatory in nature and provides reasonable accommodations for those with special needs.
- The event must be held primarily within the corporate limits of the City of Scottsdale
- Enhances Scottsdale's status and aligns with Scottsdale's brand image.
- Funding application is received a minimum of 90 days prior to start of event.
- Has obtained all necessary city and governmental permits. Active event permit must be approved before disbursement of funds.
- Open to the general public.

Ineligibility: The following types of events are not eligible for funding:

- Conferences, corporate meetings, symposiums, trade shows, or expos.
- Events (or events attached to other events) that receive funding support from other bed tax programs.
- Events not lasting a minimum of 6 hours.
- Events that happen in a normal course of business
- Fundraising projects or events that are mainly fundraisers.
- Neighborhood block parties.
- Static exhibits.
- Virtual events or events with a virtual component.
- The funds cannot be used for public relations agency fees, talent appearing at the event or influencers.

Questions, Application and Approval Process

- Applications:
 - Read application documents entirely. Only apply if event meets qualifications.
 - Fill out application. Application must be signed. Incomplete submissions will not be accepted.

- Submission must include a detailed event total budget along with the application.
- Submit application via email to the City of Scottsdale Tourism & Events Department.
- Approval:
 - Applications will be reviewed by City of Scottsdale staff for eligibility, accuracy, and possible recommendation.
 - Recommendations are approved by the Tourism Development Commission.
- Questions and Applications should be submitted to:
City of Scottsdale Tourism & Events Department
Attention: Holli Shannon HShannon@scottsdaleaz.gov

Funding Criteria:

- Funding may be awarded as outlined, based on the criteria below. Producers may apply for up to \$30,000 maximum for operational and/or marketing and advertising expenses.
- Total funds provided cannot be more than 25% of the entire event budget.
- **Submission must include a detailed event total budget along with the application.**

Add items from each category to determine the maximum amount of funding for which your event is eligible.

Category 1: Unique Attendance*	
3,000 – 10,000	\$2,500
10,001 – 15,000	\$5,000
15,001+	\$7,500
Category 2: Event Days	
1 day	\$1,000
2 days	\$2,500
3+ days	\$5,000
Category 3: Event Years in Scottsdale	
2 – 10 years	\$1,000
11 – 20 years	\$2,500
21 – 30 years	\$5,000
31 - 40 years	\$10,000
40+ years	\$15,000
Category 4: Seasonality (bonus for events between July and September)	
1 day	\$1,000
2 days	\$2,000
3+ days	\$2,500

*Unique Attendance - for multiple-day events only count the person attending one time.

Funds Disbursed:

The approved funding will be provided post-event once all contract requirements have been fulfilled.

Approved Use of Funds

- Event marketing, promotion, or advertising
- City staff, such as police for parking and traffic control
- City refuse collection not normally scheduled.
- Direct event production costs
- Fees for use of public property

Responsibility of Event Producer:

- Comply with all City of Scottsdale application, permit, insurance and approval requirements and processes for special events.
- Review, sign and adhere to all requirements as outlined in the Event Agreement.

Final Notes: The City of Scottsdale and the Scottsdale tourism industry are eager to support quality events that contribute to our strong tourism image, have growth potential, and provide measurable return to the City of Scottsdale and the industry:

- This communication is an invitation to apply and should not be interpreted as approval of City funding for the event.
- Actual funding amount and specific uses must be specifically authorized by the city.
- Application is not a legally binding agreement.

The marketing and other benefits associated with this request for funding must provide the city direct consideration substantially equal to the city's proposed expenditure.

Event producing organizations that are based in Arizona must be registered with the Arizona Corporation Commission before executing a contract with the City for funding

COMMUNITY EVENT FUNDING APPLICATION

APPLICANT INFORMATION

Application Date:	Legal Description (LLC, Non-Profit, Corporation, etc.)
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Organization Name:

Business Address:

City:	State:	Zip Code:
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Event Contact Person:

Contact Phone:	Email:
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Event Producer Qualifications:

EVENT INFORMATION

Event Name:

Event Website:

Event Date(s):	Event Time(s):	Years in Scottsdale:
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Event Address:

City:	State:	ZIP Code:
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Admission Cost:	Projected attendance:	Attendance tracking method:
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Total Expense Budget (includes marketing):	Marketing Budget:	Estimated Revenue:
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Brief description of event. (Sustainability, impact of business and community):

COMMUNITY EVENT FUNDING APPLICATION

Does your event have a charitable component? If so, please explain.

If you have previously received funding from the City of Scottsdale, list years and amounts below (list only up to last three years).

Year	Amount

How will this event benefit residents, local businesses, and the City of Scottsdale:

FUNDING REQUEST

City of Scottsdale cannot be the full funding source for an event. The contract requires that the producer perform other activities with no reimbursement from the City to conduct the event as promised to the City. Details about fully reimbursable and non-reimbursable activity are in the Event Agreement and should be reviewed carefully.

Complete the funding criteria worksheet below to determine maximum funding amount allowed. Once the total funding amount is determined, list how those funds will be used in the expense worksheet (see next page). **Applicants must supply a detailed event budget along with the application in order to be deemed complete.**

FUNDING CRITERIA WORKSHEET

Category 1: Unique Attendance

	3,000 – 10,000	\$2,500
	10,001 – 15,000	\$5,000
	15,001+	\$7,500
Total funding allowed from Category 1		

Category 2: Event Days

	1 day	\$1,000
	2 days	\$2,500
	3+ days	\$5,000
Total funding allowed from Category 2		

COMMUNITY EVENT FUNDING APPLICATION

Category 3: Event Years in Scottsdale

	2 – 10 years	\$1,000
	11 – 20 years	\$2,500
	21 – 30 years	\$5,000
	31 - 40 years	\$10,000
	40+ years	\$15,000

Total funding allowed from Category 3

Category 4: Seasonality (bonus for events between July-September)

	1 day	\$1,000
	2 days	\$2,000
	3+ days	\$2,500

Total funding allowed from Category 4

TOTAL FUNDING REQUEST allowed from Categories 1 - 4

The City's Tourism Development Commission has developed the Approved Uses, listed in categories A-E below, for any funds that are granted.

- A. Event marketing, promotion, or advertising
- B. City staff, such as police for parking and traffic control
- C. City refuse collection not normally scheduled
- D. Direct event production costs
- E. Fees for use of public property

The marketing funds can be categorized by the following:

Approved Use of Funds

- Traditional advertising (print, television, out-of-home, radio)
- Digital advertising
- Social Media advertising
- Mail

EXPENSE WORKSHEET

Category (listed above)	Item	Market/Demographics	Type	Amount
<i>Example: A. Event Marketing</i>	<i>Sports Magazine</i>	<i>National/Adults 35-53</i>	<i>Print</i>	<i>\$5,000</i>

COMMUNITY EVENT FUNDING APPLICATION				
Planned expenses for city reimbursement:				
SUBMISSION INFO				
I authorize the verification of the information provided on this form.				
Signature of applicant (Required):			Date:	
Name				