

SPECIAL EVENTS GRANT PROGRAM CHECKLIST



Schedule Pre-Application Meeting by April 5th

The Pre-Application Meeting is designed for event organizers to meet with City staff to discuss all necessary services required to conduct your event successfully in the City of Culver City. It is also an opportunity to evaluate the costs of city services, which will then be reflected in the application grant funding request.

To schedule your meeting, visit the [Mandatory Pre-Application Meeting webpage](#). Enter your organization contact information and select your meeting preference and alternate date/time range. A member of the City staff will contact you to schedule based on availability. Meetings typically last 30 – 45 minutes.



Complete Section I of Application Prior to Your Meeting

The [Special Events Grant Application](#) is comprised of 3 Sections: (I) General Information Event Detail & Experience; (II) City Estimated Costs; and (III) Marketing Plan, Event Budget & Authorizations.

Section I requires some cursory information regarding your organization and event. This information should be submitted 2 business days prior to your pre-application meeting to allow City Staff sufficient time to review.



Attend Pre-Application Meeting By April 11th

Plan to spend 30 – 45 minutes with City Staff to determine needs for your event.



Receive City Estimated Costs by April 17th

City Staff will review and itemize City resources necessary to conduct your event (e.g. permits, licenses, staffing, etc.). This will provide the basis of your grant request.



Finalize Section III of Application By April 27th

The City will return your application to you with Part II completed. You will then be responsible for finalizing your application with your Marketing Plan, Event Budget & Authorizations. Applications must be signed and returned electronically to the City by April 27th.



Observe/Attend City Council on May 14th

A Subcommittee will review all completed applications and make recommendations for Special Events Grant Program Awards, which will be transmitted to the City Council on May 14, 2018.