



City of Burlington

Co-sponsorship Grant Guidelines

PURPOSE & SCOPE

The City of Burlington’s Co-Sponsorship Grant Program is designed to support organizers of activities taking place in a City facility and aim to enhance the overall well-being of the Burlington community.

- An **activity** refers to a special event or project that provides a clear benefit to the Burlington community.
- An activity receiving co-sponsorship support must be free and open to all members of the public. Activities should provide meaningful opportunities that enrich the Burlington community in areas such as arts and culture, recreation, education and awareness, and community well-being.
- The Co-Sponsorship Grant program offers in-kind support such as marketing assistance, access to city-owned supplies, and the waiver of many standard activity-related fees.
- Applications are reviewed by the City’s Co-Sponsorship Review Committee to determine which proposals can be supported. Final decisions regarding the date, time, and location of each co-sponsored activity rest with the City. Co-sponsorship availability is subject to location-specific limits, as outlined below:

Location:	Timeframe:	Limit:	
Burlington Senior Center 1011 Greenleaf Avenue	January-March	Friday, Saturday, Sunday	2 Activities
	April-December	Friday, Saturday, Sunday	4 Activities
	January-December	Monday-Thursday	4 Activities
Maiben House 219 S. Skagit Street	January-December	Monday-Sunday	4 Activities
Maiben Park 1011 Greenleaf Avenue	January-December	Monday-Sunday	5 Activities
Rotary Park 821 S. Section Street	January-December	Monday-Sunday	5 Activities
All other City Parks	January-December	Monday-Sunday	4 Activities

Skagit River Park’s East and West Playfields are not available as an activity location in the Co-Sponsorship Grant Program.

PROGRAM OVERSIGHT and APPLICATION INFORMATION

- The City’s Co-Sponsorship Grant Program is managed by its Parks and Recreation Department. In general, applications are accepted each year through September 30 for activities taking place between January - December the following year.
- At the discretion of the Parks & Recreation Director, an additional application window may be offered if deemed appropriate. If so, the extended period will be announced and remain open for at least seven days.
- Application forms are available online at <https://burlingtonwa.gov> or from the Parks and Recreation business office at 900 E. Fairhaven Avenue.
- Please be sure to contact Burlington’s Parks and Recreation Department should you have any questions about the program or application:
BParks@burlingtonwa.gov or 360-755-9649
- **Completed applications should be submitted to:** BParks@burlingtonWA.gov
or to: Burlington Parks and Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233

CO-SPONSORSHIP BENEFITS

Organizations approved for co-sponsorship may receive the following in-kind support:

- **Waiver of facility rental fees** for City-owned spaces used during the activity.
- **Waiver of Special Event Permit Application fees**, when applicable.
- **Potential waiver of additional fees**, such as those for vendor permits or City staff assistance, based on the Co-Sponsorship Review Committee’s assessment.
- **Promotional support** from the City, which may include use of readerboards, listings in Parks and Recreation newsletters, posts on official social media channels, and a link on the City’s website.
- **Complimentary use of select City-owned equipment**, such as tables, chairs, barricades, and traffic cones—subject to availability.

ACTIVITY ELIGIBILITY

Applicants must clearly show how their proposed activity aligns with the goals of the Co-Sponsorship Grant Program. In addition to meeting all applicable City guidelines, applications must also meet the following criteria:

- The activity must contribute to the overall well-being of the community, be free to attend, and open to the general public.
- The activity must take place at a City-owned facility or in a designated public space.
- All activities must be completed by **December 31** of the year in which the grant is awarded.
- If applying for support for more than one activity, a separate application must be submitted for each. Applicants should also indicate the priority of each submission, ranking them from most to least important.

APPLICANT ELIGIBILITY

The Co-Sponsorship Grant Program is open to public, private, and non-profit organizations, groups or individuals that can demonstrate the capacity to successfully carry out the proposed activity. Eligible applicants may include volunteer groups, neighborhood associations, educational institutions, public agencies, chambers of commerce, and private citizens. Organizations based outside Burlington may apply but must clearly demonstrate how their proposed activity will provide meaningful benefits to the Burlington community to the satisfaction of the Co-Sponsorship Review Committee.

Conditions of Participation

By submitting an application for Co-Sponsorship Grant consideration, applicants agree to the following conditions if awarded co-sponsorship:

- **Planning Coordination:**

The designated activity coordinator must keep the City informed throughout the planning process and, when appropriate, schedule meetings with relevant City staff to ensure coordination.

- **Insurance Requirements:**

Awarded recipients must provide the City with a valid **Certificate of Liability Insurance** and an accompanying **Additional Insured Endorsement form** at least 30 days prior to the activity's start date. These documents must meet the City's minimum insurance requirements and name the **City of Burlington** as an *Additional Insured*.

Minimum liability limits range from **\$1,000,000 - \$2,000,000 per occurrence**, depending on the scope of the activity, and **\$2,000,000 general aggregate**.

- **Special Event Permits:**

If the activity takes place in a City park, affects public use of shared spaces, or impacts roadways, a **Special Event Permit Application** must be completed and will be subject to the City's event review process.

- **Facility Rental Agreements:**

Any required facility rental agreements must be completed once the applicant has been notified of their grant award.

- **Recognition of Support:**

All advertising and promotional materials related to the activity must acknowledge the **City of Burlington as a co-sponsor.**

APPLICATION ELEMENTS

As the application package is developed, please carefully consider the following:

- **Eligibility.**

Applicants must clearly define the service their proposed activity will provide to the Burlington community and explain how it aligns with the purpose of the Co-Sponsorship Grant Program.

- **Scope of Work.**

A detailed scope of work must be included in the application describing the activity and outlining how it will benefit the Burlington community.

- **Facility Use.**

The activity's use of a City facility is subject to a date and time that the facility is available and works best with the facility's schedule.

- **Permit.**

Awarded applicants will be required to submit the appropriate Facility Rental Application and/or Special Event Application for each awarded activity. The application is then subject to City departmental review before a permit is issued for the activity. The review process will consider the activity's potential impact to the City, specification of facility use guidelines, define limits of City liability, and other customary considerations.

- **Monitoring and Reporting.**

As a contractual condition, each co-sponsored activity will be monitored for progress and consistency with original goals. City staff will be available for assistance as needed throughout the process.

- **Contact Person.**

Each application must include a designated contact person who will serve as the main point of communication with the City throughout the planning and execution of the activity.

SELECTION PROCESS

- **Applications will be accepted through September 30 for activities scheduled to take place between January 1 and December 31 the following year.**
- City staff will make every reasonable effort to notify interested and potential applicants about the grant opportunity and eligibility requirements.
- At the discretion of the Parks & Recreation Director, an additional application window may be opened if deemed necessary. If so, this extended period will be publicly announced and remain open for a minimum of seven days.
- Once the application period has closed, the City's Co-Sponsorship Review Committee will review all submissions to ensure they are complete and meet eligibility criteria. Final determinations will be made within 60 days of the application deadline.
- Before a co-sponsored activity can take place, two key steps are required:
 1. Approval by the Review Committee of the Co-Sponsorship Grant Application
 2. Approval of the applicable Permit following departmental review by the City to ensure compliance with relevant policies and operational requirements.

EVALUATION CRITERIA

City staff will screen applications to determine that they meet the following threshold criteria:

- **Eligibility.** Is the project presented eligible? If not, can it be easily adjusted to qualify?
- **Duration.** Can the project be completed by December 31?
- **Organized Support.** Does the group have an adequate support group in place to coordinate the event?
- **Application Package.** Is the application package complete? Has the applicant answered all questions and supplied all necessary supporting documentation?
- **Competitive Ranking.** Applications that meet the threshold criteria will then be scored and ranked based on the criteria below. Activities will be awarded in their ranked order.
 1. **Is the Proposed Site Appropriate for the Activity?**
Staff will evaluate with Yes or No
 2. **Community Benefit: Appeal & Support. (7 Points)**
Does the activity benefit the community and meet the City's goals of inclusion and honoring all sectors of the public, (i.e. age, gender, race, religion)?
 3. **Organized Support. (5 Points)**
What resources does the applicant have in place to help coordinate the activity?

4. **Partnerships. (4 Points)**

What collaborating partnerships are in place? Has the applicant clearly identified those partnerships?

5. **Clarity. (3 Points)**

Does the applicant present a clear, well defined description of the activity?

6. **Scale of Project. (3 Points)**

Is the project of such a scale that the applicant can be reasonably expected to complete it within the required timeframe?

7. **Self-Evaluation. (3 Points)**

Does the applicant's scope of work provide for an adequate method of evaluating the effects of the proposed project upon completion?

CO-SPONSORSHIP APPLICATION PROCESS

1. **Submit Your Application**

Completed applications must be submitted during the open application period to:

Burlington Parks & Recreation

900 E. Fairhaven Avenue

Burlington, WA 98233

Or by email: BParks@burlingtonwa.gov

2. **Application Review**

Once eligibility is confirmed, the Co-Sponsorship Review Committee will assess and score each application.

3. **Notification of Decision**

All applicants will receive a decision from the Review Committee within 60 days after the close of the application period.

4. **Permit Requirements**

Any additional permits required for your activity must be submitted promptly, following all relevant guidelines.

5. **Insurance Documentation**

Approved applicants must provide valid proof of insurance that meets or exceeds the City's minimum requirements no later than 30 days before the scheduled activity.

6. **Post-Event Reporting**

A final report summarizing the activity's community impact must be submitted within 60-days following the conclusion of the activity.