

## PURPOSE

The purpose of the City of Burlington Co-sponsorship Grant Program is to support groups who promote new or existing activities that enhance the general well-being of the community.

- The term **activity** refers to a project or event that benefits the Burlington community and is free of charge and open to the general public.
- The grant is for “no fee” use of a city facility (i.e. Burlington’s Community Center, a covered picnic shelter or a City park for the activity).
- The City Co-sponsorship Review Committee evaluates grant applications to determine which can be accommodated. The City has final determination on the date, time and location of the co-sponsored activity. The co-sponsorship limits for each location are as follows:

### **Burlington Community Center at 1011 Greenleaf Avenue**

- Activities taking place on a Friday, Saturday, Sunday  
January - February: 2 total | March-December: 4 total co-sponsored activities
- Activities taking place on a Monday, Tuesday, Wednesday, Thursday:  
January-December: 6 total co-sponsored activities

### **Maiben House at 219 S. Skagit Street**

- Activities taking place January-December: 4 total co-sponsored activities

### **All other City Parks** (excluding Skagit River Park’s main complex)

- Activities taking place January-December: 12 total co-sponsored activities

The City of Burlington Parks and Recreation Department oversees this program. **Applications will be accepted through Monday, October 17, 2022 for activities taking place January 1 through December 31 of 2023.** At the Parks & Recreation Director's discretion, an additional application period may be opened when deemed prudent. The additional application period will be open & advertised for a minimum timeframe of 7-days. Application forms are available online from the Parks and Recreation business office located at 900 E. Fairhaven Avenue or **online at: <https://burlingtonwa.gov/>**. Please feel free to visit the department for any assistance that might be needed in preparing the grant application or contact them at (360) 755-9649 or [bparks@burlingtonwa.gov](mailto:bparks@burlingtonwa.gov).

## CO-SPONSORSHIP BENEFITS

- Facility rental fees will be waived.
- Special Event Permit Application fees may be waived when applicable.
- Fees for City staff assistance *may be* waived based on the Co-sponsorship Review Committee’s determination.
- City can assist with advertising the co-sponsored activity which may include: use of city readerboard, listing in the Parks and Recreation Department’s recreation newsletters, FaceBook, and link on the city website.
- Complimentary use of some City-owned equipment (subject to availability) such as: tables & chairs, barricades, and cones.

## BASIC REQUIREMENTS

The applicant must clearly demonstrate that the proposed activity is in compliance with the purpose of the Co-sponsorship Grant Program. In addition to adhering to all applicable City guidelines, applications must satisfy the following criteria:

- The activity must enhance the general well-being of the community, entry to the event must be free of charge, and the event must be open to the general public.
- The activity must take place in a City facility or open space.
- The activity must be completed by December 31 of the year for which the co-sponsorship grant is awarded.
- Applicants submitting an application for more than one activity must complete separate applications for each activity. The applicant must indicate their ranking of each activity from most important to least important.

## APPLICANT ELIGIBILITY

The grant program is open to applications from public, private and non-profit entities which have demonstrated the capacity to accomplish the proposed activity. This includes volunteer groups, neighborhood associations, educational organizations, public agencies, chambers of commerce and private businesses. Applicants based elsewhere must demonstrate to the satisfaction of the Co-sponsorship Review Committee the benefits of the activity for the Burlington community.

Applicants electing to apply for the Co-sponsorship Grant program are indicating agreement to the following conditions:

- The activity coordinator must keep the City informed of their planning process and, when deemed necessary, coordinate regular meetings with appropriate City staff.
- If the activity is occurring in a City park, or impacts public use or roadways in some way, the City's Special Event Permit Application must be completed and is subject to the special event review process.
- Any applicable facility rental agreements must be completed once applicant has been notified of co-sponsorship grant award.
- Awarded applicants must submit to the City at least 30-days prior to the activity date a valid Certificate of Liability Insurance and a policy Endorsement page which meet the City's minimum requirements. Both documents must name the City of Burlington at 833 S. Spruce Street in Burlington, WA 98233 as an "Additional Insured". The General Liability insurance shall be written with limits no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
- Applicants awarded co-sponsorship must acknowledge support from the City of Burlington as a co-sponsor of the activity in all forms of advertising.

## APPLICATION ELEMENTS

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

- **Eligibility.** Applicants are required to concisely define the service that will be provided to the community through the proposed activity and to demonstrate how it will meet the purposes of the grant. Essential to this process is establishing that the activity will be in compliance with City ordinances and other requirements governing the use of city facilities.
- **Scope of Work.** Applicants are required to submit a scope of work that explains how the community will benefit from the activity.
- **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-sponsorship 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.** Applicants must designate a person to act as the primary contact for the activity. During the life of a funded activity, this individual will be the principal representative in dealings with the City.

## SELECTION PROCESS

**Applications will be accepted through Monday, October 17 for activities taking place January 1 through December 31 2023.** City staff will employ every reasonable method to inform interested and potential applicants of the granting process and its eligibility criteria. At the Parks & Recreation Director's discretion, an additional application period may be opened when deemed prudent. The additional application period will be open & advertised for a minimum timeframe of 7-days. When the application period closes, the City's Co-sponsorship Review Committee will evaluate applications received for completeness and eligibility. The committee's final determination regarding activity approval will be made within 60-days of the application period's end. The activity approval process requires two key steps: (1) Co-sponsorship Review Committee's approval of the activity and (2) the execution of the activity *permit* pending the City's departmental review process.

## EVALUATION CRITERIA

- **Threshold:** 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 in Place.** 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 of the questions and supplied all of the necessary supporting documentation and copies?
- **Competitive Ranking:** Applications that meet the threshold criteria will then be scored and ranked based on the criteria below. Projects will be awarded in their rank order.
  - **Is the Proposed Site Appropriate for the Activity?** Staff will evaluate with Yes or No
  - **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)?
  - **Organized Support. (5 Points)** What resources does the applicant have in place to help coordinate the activity?
  - **Partnerships. (4 Points)** What collaborating partnerships are in place? Has the applicant clearly identified those partnerships?
  - **Clarity. (3 Points)** Does the applicant present a clear, well defined description of the activity?
  - **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?
  - **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?

## EXAMPLES OF ACTIVITIES THAT MAY BE FUNDED

- An activity that is open to the public and offers enhanced opportunities in areas such as culture & arts, recreation, youth or adult activities/services or community safety.
- An activity that promotes the Burlington community.

## CO-SPONSORSHIP PROCESS

1. Application is submitted during application period to: Burlington Parks & Recreation  
900 E. Fairhaven Avenue  
Burlington WA 98233  
Or [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov)
2. Once eligibility is determined, Co-sponsorship Review Committee evaluates and scores the activity application.
3. All applicants will be contacted with Co-sponsorship Review Committee’s determination within 60-days of the application period’s conclusion.
4. City staff will send an acknowledgement letter or email to awarded applicants outlining sponsorship benefits and permits needed.
5. Any other permit documents required must be submitted by the awarded applicant in a timely manner in accordance with permit guidelines.
6. Awarded applicants must submit to the City valid insurance documentation meeting or exceeding the City’s minimum requirements at least 30-days prior to activity date.
7. A final report evaluating the activity’s effects upon the community is due to the City within 60-days of the activity’s conclusion.