



## **City of Ottawa Special Events Request for Funds Policy**

### **Policy Purpose**

The City of Ottawa recognizes the importance of special events in promoting community engagement, cultural enrichment, and economic development. To support these endeavors, the Special Events Committee has established the Ottawa Special Events Request for Funds form, allowing event organizers to seek financial support for their special events. This policy outlines the guidelines and procedures for submitting and reviewing requests for funds.

### **1. Submission of Requests**

Event organizers must submit their requests for funds to the Special Events Committee in a timely manner to allow for proper review.

The Special Events Committee holds monthly meetings on the first Thursday of every month to review requests for funds. **Event organizers must ensure that their requests are submitted a minimum of 7 days before the next Committee meeting to allow for adequate review time.**

### **2. Review Process**

The Special Events Committee will review all submitted applications and may request additional information or clarification if necessary.

### **3. Notification of Approval**

The Special Events Committee will inform event organizers of the approval status of their request. If approved, the committee will outline the amount of funds allocated. In some cases, event organizers may be required to appear before the Special Events Committee to discuss their event and answer any questions related to their request.

### **5. Funding Disbursement**

Event organizers will only be reimbursed for the amount approved by the Special Events committee. The committee will not cover any additional costs incurred.

#### **To apply for reimbursement, event organizers must provide the following documents:**

- Invoice
- Proof of payment
- Payee information (name and address to make the reimbursement check payable to)

Reimbursement documentation, including all required materials, must be submitted to the Special Events Committee within **30 days after the event date**. Late submissions may result in a delay or denial of reimbursement.

### **6. Compliance**

Event organizers receiving funds are responsible for ensuring that the allocated funds are used exclusively for the purposes specified in their request.

### **Revisions to the Policy**

This policy may be subject to periodic review and revision to ensure that it remains current and effective. Any changes will be communicated to event organizers in a timely manner.

# **OTTAWA SPECIAL EVENTS REQUEST FOR FUNDS**

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**Sponsor/Organizers:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**The Ottawa Special Events Committee has funds available to help with expenses for various City and special events in our community. Please carefully consider the expenditures that may be incurred for your event when requesting funding. The Special Events Committee (SEC) will then review your application.**

**TOTAL AMOUNT BEING REQUESTED FROM S.E.C.\* : \$** \_\_\_\_\_

**Please itemize how this money would be spent:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Event Representative Signature**

**Requests for funds may require an appearance before the Committee to discuss your event and answer questions pertaining to your request.**

**\*(The S.E.C. will only reimburse funds for the amount approved by the S.E.C. For budgetary purposes, no payments from S.E.C. funds for additional costs or over expenditures will be made.)**

**- PLEASE USE BACK OF PAGE FOR ANY ADDITIONAL INFORMATION -**