

**City of Mukilteo  
Co-sponsorship Special Event Grant Guidelines**

**~ Purpose ~**

The purpose of the City of Mukilteo Co-sponsorship Grant Program, administered by the City of Mukilteo, Recreation and Cultural Services Division, is to support groups who promote a special event activity that enhances the general well-being of the community and are open to the public.

The program is open to public or private entities based in Mukilteo with the demonstrated capacity to accomplish the proposed project. This includes volunteer groups, neighborhood associations, educational organizations, public agencies, chamber of commerce and private business.

With limited exceptions, organizations/businesses must be based in Mukilteo. Organizations outside the City must demonstrate, to the satisfaction of the city, the benefits and necessity of the service provided and the direct benefit to the community of Mukilteo.

- For the purposes of this grant program, co-sponsorship consists of applying for use of a city facility i.e., the Rosehill Community Center, Picnic Shelters and/or use of a city park or roadway for a special event at no charge. (Excluding damage deposit, etc. fees)
- All projects must be completed by December 31 of the year in which the co-sponsorship grant is awarded.
- If an applicant has more than one program/activity in mind, each project must have its own independent, complete application package and the applicant must rank the projects from most important to least important.
- Applicants awarded co-sponsorship must acknowledge support from the City of Mukilteo as a co-sponsor of the activity in appropriate publicity, such as, brochures, programs, and advertising of all forms, subject to City approval.

**~ Process ~**

Each year the city will review the applications and select the awardee(s). The city has the final say on the awarded day, date, time, and location for facility use.

Each program/activity award is counted as one slot. The total number of slots available for facilities are limited as follows:

- **Point Elliott Room (up to Eight (8) hours)** at the Rosehill Community Center
  - Friday, Saturday, or Sunday
    - A maximum annual total of six (6) slots occurring on a as follows:
      - One (1) award slot in January
      - One (1) award slot in February
      - Four (4) award slots within the months March – December, with a maximum of one slot each month.
  - Monday – Thursday
    - A maximum annual total of ten (10) slots any time of year

- **Classrooms (up to six (6) hours)** at the Rosehill Community Center
  - Friday, Saturday, or Sunday
    - A maximum of eight (8) slots
  - Monday – Thursday
    - A maximum annual cumulative of twenty (20) hours during the award year.
- **Lighthouse Park (up to Eight (8) hours)**
  - A maximum of four (4) slots during the award year.
- **All other City Parks (up to Eight (8) hours)**
  - A maximum of four (4) slots during the award year.

**~ City Event Co-sponsorship Benefits Include ~**

- Rental fees will be waived for the city facility being used (excluding deposits, administrative fees, banquet / insurance fees, etc.)
- Possible use of City equipment **if available, such as:**
  - Tables and Chairs within the Community Center
  - Portable LCD Projector
  - Barricades (only if available to be determined by the Public Works Dept.)
  - Portable Sound System (if available)

**~ Application ~  
(Applications are accepted online only and will ask for the following)**

**Project Title: (Event Title)**

**Is the Project/Activity/Event open to the Public? Yes or No**

**Name of Your Organization:**

Your organization must be a public or non-profit entity (IRS designation) and provide a copy of your official IRS designation letter. With limited exceptions, your organization must be based in Mukilteo; pursuant to Mukilteo Municipal Code Chapter 5.04. Those not located within the City limits must demonstrate the benefits and necessity of the service to the community.

**Contact Person and Title:**

This will be the person that the City will directly communicate with, and whose name will be on the Grant Agreement if your project is approved by the City Council.

**Contact person phone and email address:**

**Organization Address:**

Street Address                      City                      State                      ZIP Code  
This should be the address of your organization.

**Type of Organization**

- Public Agency



- Private Company
- Non-profit

**Organization is based in Mukilteo pursuant to Mukilteo Municipal Code Chapter 5.04 Yes or No**

**What City facilities are you seeking use of?**

**Which month would you prefer to hold your program/activity/event?**

**Do you have a specific date in mind for your program/activity/event?**

**Is your organization a previous co-sponsorship grant recipient? Yes or No?**

**Did you submit a Post event report after your most recent event?**

**Project Summary:**

What is the Mission, Vision and Goal of this project? If you requested a co-sponsorship grant last year for the same project, what will you do differently this time? We have limited awards, why should your project be recommended over others?

**Please describe how this activity/program will enhance the general well-being of the community.**

**Please describe how this activity/program enhance opportunities in areas such as culture and arts, recreation, education, youth development, youth or adult activities, and or community safety.**

**Application Certification**

I understand that the City of Mukilteo has placed limitations on the use of Co-Sponsorship Special Event Grants and certify that the requested facility will be used only for the purposes described in this application or as approved by the City Council. I understand use of city facilities is subject to audit by the State of Washington. I have read and understand the criteria by which our application will be evaluated and understand that if our application is selected, we will be required to enter into a binding agreement with the city to ensure completion of the project. I also agree to abide by the City of Mukilteo's Non-Discrimination Policy and understand that reports or incidents of discrimination may result in loss of grant award and future consideration of a City Co-sponsorship or grant.

Each project selected for co-sponsorship will be required to complete an appropriate permit application or building rental application. The application is then subject to city department review before a permit is issued for the event. The review process will cover such areas as definition of eligible costs to the city, specification of facility/park use procedures, limits of City liability, and other usual and customary requirements.

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

I agree to submit a final post event report within 90 days after the project is completed. For illustration, a post event report typically includes: Executive Summary, Location, Street Closures, Parking, Attendance, Vendors, Utilities, Sanitation, Security, Medical, Fire, Marketing, Animals, Equipment, Signage, Set up, Tear down, Alcohol, Entertainment, Misc (event specific).



Organizations will need to indemnify, hold harmless and list the City of Mukilteo as an additional insured for commercial and general liability insurance, \$1,000,000 per occurrence, \$2,000,000 general aggregate, or higher depending on the activity. The City cannot process an agreement that does not meet basic insurance requirements.

You must check all boxes for us to process your application.

#### **~ What Next ~**

When the application solicitation period opens, City staff will employ every reasonable opportunity to inform the public. City staff will be available to provide assistance as applicants prepare their requests. When the solicitation period closes, City staff will review applications for completeness, threshold criteria and eligibility. The City's Committee will evaluate applications and make recommendations to the City Council. The City Council will make the final decision on project approval. Staff will consult approved awardees to develop contracts within the program/activity scope. The project approval process requires four key steps: A detailed and complete application. Recommendation by the Selection Committee, City Council approval of the recommendation and; execution of the permit.

The City of Mukilteo's Recreation and Cultural Services Division administers this program and staff will provide assistance with any grant proposals. Please call 425.263.8180 or email [ddahl@mukiltowa.gov](mailto:ddahl@mukiltowa.gov) for assistance.