

DDB Special Events Grant – Staff Checklist

Internal Use Only – CRA / DDB Staff

I. Applicant Intake

Uni Mex - Cinco de Mayo
Taco Fest

- Initial contact made / meeting scheduled (if first-time applicant)

Notes: 3rd year hosting

- Application submitted ≥ 60 days before event / ≥ 90 days before DDB meeting

Notes: _____

II. Required Documents

- Completed application _____
- Budget (includes 20% match & sponsorships) _____
- Event map/layout _____
- Tentative Special Events approval _____
- Event date confirmation _____
- Merchant notification documented email sent 3/18/26
w/ merchant contact info
for the 400-500
Block

III. Eligibility

Community Event

- Attendance ≥ 300 _____
- Request $\leq \$15,000$ _____
- Free & open to public _____
- 20% applicant contribution _____

High Impact Event

- Attendance $\geq 2,000$ _____
- Request $\leq \$30,000$ \$23,760.-
- Free & open to public _____
- 2+ years experience _____
- 20% applicant contribution \$5,940.-
- If $> \$30K$: memo with impact attached

Micro Pop-Up (Pilot)

- Located on 400-500 blocks Cleveland St. _____
- Request $\leq \$5,000$ (mitigation separate) _____
- Max 1 per month

- Not combined with other funding
- Final report due within 30 days

IV. Budget / Expenses

- Eligible expenses: Venue Entertainment Marketing A/V Décor Printing
- Security Insurance City fees*
- City fees only if on ~~public property~~
- No travel or other ineligible costs

Notes: _____

V. Staff Review

- Complete application
- Aligns with downtown activation goals
- Realistic attendance & budget

Notes: asked applicant for vendor fee amount - 3/18/24

VS
3/18/24

VIII. Sign-Off

Assistant Director: _____ Date: _____

Executive Director: _____ Date: _____

VII. Post-Approval / Closeout

- Award letter issued
- W-9 & invoice _____
- Agreement & requirements provided
- Final report submitted within 30 days _____
- Receipts & proof of payment verified
- Reimbursement processed
- File documented in system

Notes: _____