



## **KPFD *EventFund***

Regional Tournaments & Events Fund  
Guidelines and Instructions

### • **OVERVIEW**

The Kitsap Public Facilities District (KPFD) uses Washington State sales tax rebates to build, improve and operate sports, recreation, entertainment and conference facilities in Kitsap County. The KPFD also expands local recreational options and stimulates economic development by assisting local organizations host regional sports tournaments and special events at venues developed with KPFD-managed funds.

### • **EventFund PURPOSE**

For the third consecutive year, the KPFD is making funds available through the KPFD ***EventFund*** to support Kitsap County-based organizations that want to host, produce and/or market local and regional sports tournaments or special events at KPFD qualified venues.

### • ***EventFund* GUIDELINES**

The KPFD Board of Directors accepts applications and makes fund allocations from the KPFD ***EventFund*** twice a year. Round I is held in January and Round II is held in June. Fund award decisions are competitive and range from \$1,000 to \$5,000.

Applicants must be a Kitsap County-based organization requesting funds to producing or hosting regional sports tournaments and events hosted at one of the following three venues developed with KPFD-managed funds.

- *Kitsap Conference Center at Bremerton Harborside*
- *Kitsap Fairgrounds and Events Center*
- *Facilities within North Kitsap Regional Event Center*

KPFD ***EventFund*** primarily supports programs that stimulate economic activity by drawing out-of-county participants, families and tournament enthusiasts to Kitsap County, while also providing entertaining and healthful recreational opportunities for Kitsap County residents.

The applicant organization's mission, local community affiliations, memberships, as well as a written statement about the proposed tournament or event are required as part of the application.

Awards must be used for the purpose stated in the proposal and in accord with the event plan, budget and time line.

Organizations may apply for KPFD **EventFund** for a specific activity or event for up to three years. To be considered for additional year funding, the event follow-up reporting requirement must be complete.

The KPFD is committed to the development of successful events in Kitsap County. To that end, we encourage applicants to contact the KPFD staff prior to submitting an application for funding. We are pleased to discuss project ideas, help develop a realistic event budget or assist as you prioritize the organizational details of the event.

We also are available to review the funding proposal. These services are available as time permits until one week prior to the application deadline.

Allocation of KPFD **EventFunds** is based on a number of factors including, but not limited to, projected number of participants, projected audience size, potential for future growth of the tournament or event, uniqueness or duplication of programming within the Kitsap County area, and demonstration of the need of the organization. Additional community support, matching funds and the potential for long-term sustainability are also important and are considered a strong positive for receiving an allocation from the KPFD **EventFund**.

**KPFD *EventFund* prioritizes support for programs and events that:**

- \* Draw a large number of participants and audience members from a geographic area beyond Kitsap County.
- \* Encourage over-night stays in Kitsap County area hotels, motels, B & B's and campgrounds, especially during off-season months.
- \* Demonstrate collaborative efforts among teams, schools, businesses and government agencies.
- \* Leverage KPFD allocation with funds from other sources.
- \* Encourage use of volunteers.
- \* Enhance participation opportunities for children and youth.

**KPFD requires KPFD *EventFund* recipients submit a brief after-event report that includes:**

- \* A brief narrative highlighting an overall evaluation of the event.
- \* The strengths and weaknesses of the event.
- \* Number of participants; the demographics of the participants (i.e. age, county and state of residence.)
- \* Number of spectators/audience; the demographics of this group(i.e. age, county and state of residence.)
- \* Estimated number of overnight stays in Kitsap County associated with the event.
- \* Financial report comparing the event budget with the actual revenue and costs.
- \* Future plans for the event/tournament.

Please Note: the KPFD Board of Directors occasionally may revise this policy to maintain flexibility and to reflect community needs.

**• 2009 *EventFund* TIMELINE**

**KPFD *EventFund* - ROUND I - January 2009 Cycle**

December 8, 2008: Applications Available  
January 9, 2009: Application Submission Deadline *\*(see below)*  
January 26, 2009: Proposal Presentations & Funding Decision – Round I  
February 2, 2009: Award Notification - Round I

***\*Applications may be submitted to KPFD in two ways:***

- 1) Mailing: Applications may be mailed to Kitsap Public Facilities District, 9657 NW Levin Road, Suite 260, Silverdale, 98383.
- 2) Email: Application may be attached to an email and submitted to [execdirector@kitsap-pfd.org](mailto:execdirector@kitsap-pfd.org). A confirmation will be sent within one week that application has been received.

**PLEASE NOTE: Late applications will not be accepted**

## **KPFD EventFund - ROUND II - June 2009 Cycle**

April 13, 2009:	Applications Available
June 5, 2009:	Application Submission Deadline <i>*(see above)</i>
June 22, 2009:	Proposal Presentations & Funding Decision – Round II
June 29, 2009:	Award Notification - Round II

### **• APPLICATION INSTRUCTIONS**

**NOTE:** *There is no application form. Please use your own stationary or plain paper.*

#### **PART I - APPLICATION INFORMATION** *(limit one side of one page)*

- a. Name of organization
- b. Name(s) of primary organizer and contact person
- c. Organizational governance structure (nonprofit; government/parks program etc.)
- d. If this is a nonprofit group, list Board of Directors and affiliations
- e. Geographic area and population served
- f. Role of volunteers in your organization
- g. If this is a collaborative project, describe lead organization and its relation to others involved.

#### **PART 2 - PROGRAM DESCRIPTION** *(limit 2 pages, one-side each)*

- a. Project goals, objectives, timeline and anticipated impact.
- b. Describe how will you monitor and measure the success of this activity,
- c. Number and type of people, including volunteers and staff, who will participate in and benefit from this activity.
- d. List potential and actual sources of support for this activity.
- e. Explain plans for sustaining this activity in future years.

#### **PART 3 - PROGRAM BUDGET:** *(limit each summary to one side of one page)*

- a. Summary of proposed activity revenue and expense budget. Please note status (committed or requested) of each revenue source.
- b. If available, a summary of actual activity revenue and expense statement from current or prior year (include names of businesses or agencies, not necessary list names of individual donors.)

**PART 4 - DOCUMENTATION OF SUPPORT FROM COLLABORATING AGENCIES:**

*(no limitation on number of letters)*

- a. If the activity for which you seek funds is being accomplished in collaboration with other teams, groups or agencies, include letters of commitment or other documentation of support from these partners.

**PART 5 - ADDITIONAL INFORMATION:**

Please address anything else about this program that is relevant to this application.

**• DELIVERY INSTRUCTIONS**

KPFD **EventFund** - Round I applications must be received by email or hard copy at the KPFD office no later than 5 PM on January 9, 2009.

KPFD **EventFund** - Round II applications must be received by email or hard copy at the KPFD office no later than 5 PM, on June 5, 2009.

Applications may be submitted to KPFD in two ways:

- 1) Mailing: Applications may be mailed to Kitsap Public Facilities District, 9657 NW Levin Road, Suite 260, Silverdale, 98383.
- 2) Email: Application may be attached to an email and submitted to [execdirector@kitsap-pfd.org](mailto:execdirector@kitsap-pfd.org). A confirmation will be sent within one week that application has been received.

**PLEASE NOTE: Late applications will not be accepted**

If you have any questions, please send an email to [execdirector@kitsap-pfd.org](mailto:execdirector@kitsap-pfd.org) or call (360) 698-1885. TDD (360) 337-7275 or, toll free at 1-900-816-2782.

***Thank you for your interest in applying for the KPFD EventFund.***