



Office of Special Events
Street Closure Grant Program Guidelines

The City of Edmond Special Event Grant Program supports events for expenses related to street closures.

The City of Edmond recognizes the significant community benefits that result from special events and the need to ensure the safe and efficient operation of these events. These events provide family activities and funding for the community's nonprofit agencies as well as cultural enrichment, economic vitality, and community pride.

OVERVIEW

- The Special Events Committee will review applications year-round on a case-by-case basis.
- It is recommended that applicants apply 90 days or more prior to the scheduled event date.

All grant applications are reviewed by the Special Events Office and approved by the Special Events Committee

GUIDELINES:

- The Street Closure and Event must take place within City of Edmond city limits.
- Grants will be awarded on a reimbursement basis and subject to city's receipt of a final invoice for street closure services and W9.
- Completion of the event should take less than twelve months after being approved for funding.
- Priority will be given to events that contribute to economic development to the City of Edmond, as well as enhance the area's character and culture.
- This is not a source of permanent funding. The Special Events Committee reserves the right to deny funding requests from year to year for any reason including past event performance.
- Submission of an application does not guarantee funding. The Committee Reserves the right to approve full, partial, or none of the grant amount requested.
- Grants are awarded with the expectation that that the recipient will comply with all local, state, & federal anti-discrimination laws.



Street Closure Grant Application

City of Edmond Office of Special Events

EVENT INFORMATION:

Name of Applicant _____

Contact Phone Number _____ Contact Email _____

Name of Organization _____

Event Name _____

Type of Event _____

Event Date(s) _____

Brief Description of Event

Do you intend to make a profit from the event? Yes No

If yes, how will the event proceeds be invested?

Is this a recurring event? Yes No

If yes, please provide information about the success of this event in the past.

How is this event providing a unique experience to the businesses, visitors, and residents of Edmond?

How will the event enhance the area's character and culture?

TRAFFIC CONTRACTOR:

Name of Pre-Qualified Company _____

Price Quoted _____

Grant Amount Requested _____

Please submit this application and supplemental documentation by the following methods:

Email: SpecialEvents@EdmondOK.Gov

Office Location: City First Building
24 E. First Street
Edmond, OK 73034

Mailing Address: City of Edmond
Attn: Special Events
P.O. BOX 2970
Edmond, OK 73083

Supplemental Documentation Checklist:

Quote from Pre-Qualified Company

IRS W-9 Tax Form

By signing below, I agree that all the information provided in and attached to this grant application is accurate.

X _____ Date _____
Signature of Applicant

FOR CITY OFFICE USE ONLY:

Amount Requested: _____

Amount Approved: _____

X _____ Date _____
Signature of City Staff