



# ROUTE 66 COMMISSION SPECIAL EVENT MATCHING GRANT PROGRAM POLICIES

**By Executive order**, the Tulsa Route 66 Commission was formed to advocate heritage tourism, historic preservation, and economic development along Tulsa's Route 66 alignments.

## THE GOAL OF THE SPECIAL EVENT GRANT PROGRAM:

Encourage heritage tourism and economic development through special Route 66 events activated by property or business owners on Tulsa's Route 66 alignments within the Route 66 Overlay District or defined downtown alignments. To accomplish these goals, a 50% matching grant program is designed for first time events or for existing events that demonstrate an increase in capacity.

**Please note:** Prioritizing grant opportunities for as many unique businesses as possible will result in a higher rate of business participation, greater diversity, and stronger branding for Route 66. To meet these priorities, only one application from each unique business may be awarded annually. In addition, if an event has existed, the applicant must highlight how the event will grow in scope and how the grant will only be utilized to expand the event from its established format and budget. All grantees who are awarded funds must complete an event report upon completion of their event.

## ELIGIBILITY GUIDELINES

- Events must be free and open to the public.
- Events must be designed to build awareness of or drive traffic to Route 66 in Tulsa.
- Events must adhere to the City of Tulsa's special event permitting rules and guidelines, and all applicable local, state, or federal rules, ordinances, statutes, and guidelines.
- Events must take place and be visible on Route 66 within the "Route 66 Overlay District" as established in the Tulsa zoning code map.
- If private space is proposed for the event and the applicant is the lessee, the application must include the property owner's signature.
- If public space is proposed for the event, permission from the City of Tulsa and approval by the Tulsa City Council must be obtained through the Special Event Coordinator.

All event grant applications will be scored using the Route 66 Special Event Grant Scoring Sheet that measures if an applicant's proposed event meets the goals of our grant program (i.e., to encourage heritage tourism and economic development), its estimated impact on sales tax revenue and local industry, and if it meets all eligibility guidelines listed above.

**Eligible expenses contributing to the eligible match include:** event equipment rentals, audio-visual equipment rental, entertainment vendors, porta-johns, decorations, permit and application fees, event insurance, capital marketing costs, security and/or emergency personnel, promotional shirts for volunteers or event staff.

**Pre-existing events** are eligible if event capacity is being expanded by implementing a new innovation, technology, or idea. Only costs related to the expanded program will be eligible expenses for calculating the grant match.



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**Ineligible expenses include:** design fees, promotion development fees, personnel wages (other than security), travel expenses and venue rental if the applicant's venue is the event location.

**Ineligible events include:** annual store sales, marathons and/or runs, virtual events, weapons sales events, events with sexually oriented vendors or vendors selling artistic representations of sexual conduct as defined by section 95.220 of the Tulsa Zoning Code, and the promotion or activities of medical marijuana events. As a non-governmental entity administering public funds, we must remain impartial and cannot fund political or social issues events as funding could be interpreted as an endorsement; therefore, political, or social issues events are ineligible. Events that do not adhere to current city ordinances and state statutes, regulations, the grant program's goals, or events that promote discrimination, hate speech, and violence will be ineligible.

## APPLICANT MATCH

The applicant must provide not less than 50% of the eligible costs of the event's budget. In-kind expenses or donations do not qualify as a percentage of the eligible costs or match. The City's match will be 50% of the applicant's eligible cost of the event up to a maximum of \$5,000. The Grant is reimbursed to the applicant upon completion of the event as detailed below.

**Please Note:** Funds for up to five maximum grants (\$25,000.00) are allocated for the inauguration of the grant program; applications will be accepted until those funds are obligated.

### Grant Applications Are Processed As Outlined Below:

- Submit the following to the project manager for review: (1) Event Permit(s) (2) 100% complete Event Site Plan documents (3) final line-item budget with cost quotes from suppliers, (4) certificate of liability insurance with City of Tulsa listed as an additional insured, (5) the applicant's completed W-9 and Supplier Registration Forms.
- The Tulsa Route 66 Commission makes a recommendation to the mayor; the mayor's approval is evidenced by a grant contract signed by the applicant and the mayor.
- The applicant receives "Notice to Proceed" from City of Tulsa project manager. No eligible budget expenditures should begin prior to receiving the Notice to Proceed (aside from required permitting fees required for this application).
- The event is held according to approved application, permits, site plan and budget.

## RECOGNITION OF SPONSORSHIP BY ROUTE 66 COMMISSION:

- "Sponsored by the Tulsa Route 66 Commission" and/or the Tulsa Route 66 Commission logo must be included in all event promotions and marketing collateral.

### Event Commencement

- Events must not commence until the application has been approved by the Mayor, City of Tulsa as evidenced by a signed contract between the applicant and the Mayor and a Notice to Proceed has been issued to the applicant by the City of Tulsa project manager.
- The City is not responsible for any of the Applicant's costs including preparation of the application, permitting fees, design or any other costs incurred regardless of whether the application is submitted, accepted, or rejected.

### Post Event Process to Invoice for the Grant Reimbursement:

- Upon completion and approval by the project manager of all completed event work, the applicant submits (1) receipts from each supplier vendor of paid eligible event costs with zero balance due indicated, (2) completed event report, and (3) an invoice to the City of Tulsa for the grant contract amount; the Contract Number must appear on all invoices. The City of Tulsa has no obligation beyond the contracted grant amount and scope.



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#### **Applicant Understands and Agrees:**

- Grant funds are reimbursed following completion of the event per grant scope and submission of event report and all other required documentation.
- The application timeline is open ended until available funds are obligated.
- Applicant shall defend and indemnify the City against all claims, including legal fees and costs, resulting from, or related to the event.

**FOR QUESTIONS, PLEASE CONTACT THE APPROPRIATE PERSON BELOW. TO SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS, PLEASE SUBMIT TO REBECCA SURBER-CANTU.**

#### **Rebecca Surber-Cantu, Planner (Project Manager)**

Tulsa Planning Office

175 East 2nd Street, Suite 480 Tulsa, OK 74103

[route66@cityoftulsa.org](mailto:route66@cityoftulsa.org) | (918) 596-7619

#### **Skipper Bain, City of Tulsa Special Event Coordinator**

175 East 2nd Street, Suite 590 Tulsa, OK 74103

[sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org) | (918) 596-5636

To submit your special event permit requests, please use the City of Tulsa's permitting self service portal.

#### **GRANT APPROVAL – POSSIBLE TIMELINE:**

To manage expectations, the approval process for the Tulsa Route 66 Special Event Grant Program is listed below with estimates on approval timeframes. Some approval time frames may run concurrently.

##### **For an event on private property:**

- City of Tulsa Special Events Office Permit Approval – 45 days
- Special Event Permit timeline can overlap.
- Tulsa Route 66 Commission Review and Recommendation – 30 days
- Mayor's Office Approval – 15 days
- Recommended Timeframe to Apply: 4 – 5 months before your proposed event

##### **For an event on public property:**

- City of Tulsa Special Events Office Permit Approval – 90 days
- Tulsa Route 66 Commission Review and Recommendation – 30 days
- Mayor's Office Approval – 15 days
- Recommended Timeframe to Apply: 5 – 8 months before your proposed event

##### **For an event involving a road closure:**

- City of Tulsa Special Events Office Permit Approval – 90 days
- Tulsa Route 66 Commission Review and Recommendation – 30 days
- Tulsa City Council Approval of Road Closure – 30 days
- Mayor's Office Approval – 30 days
- Recommended Timeframe to Apply: 8 months – 1 year before your proposed event



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