The sections that have changed are in bold italic font.

ADDENDUM I

Town-Sanctioned Special Event Grant Program

A) Purpose

It is the purpose of the Town- Sanctioned Special Events Grant Program (hereafter referred to as "Grant Program" or "Grant") to provide funding assistance to Christiansburg based organizations or Town agencies that wish to host a Special Event on Town property. Funding is for the exclusive purpose of offsetting some or all of the cost of Town Services required for the Special Event. The Town of Christiansburg recognizes that such Special Events can enhance the quality of life for citizens of Christiansburg and provide benefits to citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. It is further envisioned that these Special Events can enhance the development of tourism by increasing visitation, expenditures, and overnight stays within the Town.

B) Grant Program Guidelines

Any qualified Christiansburg based organization and/or any Town agency may apply for a Grant according to the following guidelines:

1) ***The Applicant Organization must be a Town agency, a current local organization, or an informal group of existing businesses in good standing with the Town. The Applicant Organization will have been in existence for at least two years.***
2) The Applicant Organization must be the primary Event Organizer of the Special Event. Additionally, the Applicant Organization must be the primary financial administrator and event manager, although they may partner with other organizations and/or companies in administering, organizing and promoting the Event.
3) Grants are for those Special Events that clearly display and contain elements that contribute to the quality of life for the Town of Christiansburg. Examples: historical, cultural, arts, community-spirit, wellness, etc.
4) Priority will be given to those Special Events that are to be held in downtown Christiansburg.
5) Priority will be given to those Special Events which will best promote out-of-town visitors.
6) ***Priority will be given to those Special Events that bring positive recognition and exposure to the Town.***
7) Priority will be given to those Special Events that are expected to be an annual or repeat event; however, a Grant may be approved for a one-time Special Event if such event will significantly impact the quality of life for the citizens of Christiansburg.
8) The Approval Committee will consider such factors as the Applicant Organization's:
    - fiscal stability;
    - track-record in administering Special Events;
    - ability to provide and train the anticipated event staff; and
    - other such factors that provide insight into their ability to effectively administer develop and grow the Special Event.
9) The funds provided through the Grant Program are for reimbursement for Town services only (not for administrative or clerical costs, event production assistance, or to offset the Event's other operating costs). The Town will determine the level of Town services required and/or requested by the applicant in order to safely and effectively administer the Special Event.

10) The maximum amount of any Grant per single Special Event, in a single Town fiscal year is $3,000.00. However, Grants may be approved for less than the maximum $3,000.
11) Grants are provided on a year-to-year basis. The Applicant must apply each year for continued Grant approval.
12) Grants will only be provided to a specific Special Event for a maximum of three years.
13) All efforts will be given to provide Grants to as many Applicant Organizations as possible. To do so, the Approval Committee may limit the number of Grants approved to a specific Applicant Organization during any single fiscal year.
14) The Approval Committee has the sole and final authority in approving Grant Applications.
15) Organizations receiving a Grant may submit an application for other Special Event Grants, but must submit a separate application for each.
16) A Grant Approval Committee will be established by the Town Mayor. The Grant Approval Committee will consist of at least three, and as many as seven, Christiansburg citizens including Town Employees and one Town Council Representative. The Grant Approval Committee will have the sole and final authority in approving Grant Applications. In the event that an Approval Committee member is associated with a Grant Applicant Organization in such a manner as to present a conflict of interest, that Committee member shall withdraw from the approval process during that cycle.

C) Grant Application Procedures & Schedule

Grant Applications must be submitted at least 45 days prior to the event. No Grant Applications submitted less than 45 days prior to the event will be approved. No Applications will be approved for an Event that has already taken place.
The application process is as follows:

1) Complete and deliver the Sanctioned Special Event Grant Application to the Town of Christiansburg;
Town of Christiansburg Town Hall
Attn: Town Mayor
100 East Main Street
Christiansburg VA 24073
(540) 382-6128
2) Complete and include a Town of Christiansburg Special Event Permit Application with the Sanctioned Special Events Grant Application.

- Applicants will receive an acknowledgment of receipt of their Application.
- The Town of Christiansburg will provide a cost estimate of Town services for each Grant Application to the Approval Committee within 30 days from the application deadline.
- Notification by the Approval Committee of either approval or denial of an application will be given within 30 days of the application deadline.

3) Approved Grant funds will be reimbursed directly to the Applicant or off set by the Finance Director upon satisfactory completion of these items:

- The Applicant must be granted a Special Event Permit from the Town.
- The Applicant must meet and adhere to all Town policies, provisions and regulations related to Special Events.

- The Applicant must submit a post-event report to the Approval Committee within 30 days from the end of the Special Event.
- Each Town department will issue invoices for their respective services directly to the Applicant no later than 30 days after the Event.
- The Applicant must pay these invoices within 30 days of receipt.
- The Applicant must submit a reimbursement request for the approved Grant funds.
- The Applicant will receive the total amount of the approved Grant or the total amount of paid Town services, whichever is less. Payment requests must be submitted to the Special Event Coordinator within 90 days from the end of the Special Event.