



DESTINATION PANAMA CITY
(PCCDC)

EVENT ASSISTANCE GRANT PROGRAM APPLICATION

I. APPLICATION INFORMATION:

1. Organization Name: _____
2. Organization Contact: _____
3. Contact Email: _____
4. Contact Phone: _____
5. Address: _____
6. Organization Type:
 - Private
 - Non-Profit (501c3) or (501c6)
 - Other
7. Tax ID#: _____

II. EVENT INFORMATION

1. Event Name: _____
2. Event Date(s): _____
3. Event Location: _____
4. Amount of Financial Assistance Requested: _____
5. Type of In-Kind Assistance Requested:
 - Graphic Design
 - Postage
 - Printing
 - Media Placement
6. Has the Location / Facility been secured: _____
7. Facility Name: _____
8. Facility Contact: _____
9. Type of Event: (Check all that apply)
 - Arts (Music, Performance & Visual Arts)
 - Cultural / Holiday
 - Culinary

- Sports
- Groups (Reunions, Conferences, Seminars)

10. Event History:

- New Event
- Recurring Event
 - i. How many years: _____
 - ii. Has your event received DPC prior funding? _____

11. Attached Documents:

- Event Budget
- Detailed Media Budget
- Letters of Community Support
- Letters of Lodging Partnership Agreement
- List of Sponsors, Type & Amount of Sponsorship
- Event Schedule
- IRS Form W9

III. ECONOMIC IMPACT

1. Total Expected Participants

- a. Adult - Visitor _____
- b. Adult - Local _____
- c. Youth - Visitor _____
- d. Youth - Local _____

2. Total Expected Spectators

- a. Adult - Visitor _____
- b. Adult - Local _____
- c. Youth - Visitor _____
- d. Youth - Local _____

3. Projected Length of Stay _____

4. Projected Number of Rooms _____

5. Projected Room Night Cost _____

IV. SIGNATURES & ACKNOWLEDGEMENTS

APPLICANT SIGNATURE / DISCLAIMER

We, the undersigned certify that we have read and understand the Destination Panama City (PCCDC), Event Grant Assistant Program Policy and have been appointed by our organizations as an Authorized Agent.

Authorized Signature, Applicant	Title	Date
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Authorized Signature, Applicant	Title	Date
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Destination Panama City will contact the applicant organization with any questions and notify them of a final decision or board recommendation.

All events occurring within the city limits of Panama City must have a Panama City Special Events Permit. This document can be found at: <https://www.pcgov.org/documentcenter/view/1809>

Each organization awarded a grant, must sign a Memorandum of Understanding that includes reporting requirements, reimbursement processes, brand guidelines and standards for marketing purposes, and a volunteer hour agreement.

It should be understood that Tourist Development Taxes are statutorily purposed. In regards to events, the following excerpt from Florida Statute 125.0104 shall be applied in considering all grant applications: "Promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists."

Applications can be mailed or emailed to:

Jennifer M. Vigil
President & CEO
Destination Panama City
1000 Beck Avenue
Panama City, FL 32401

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