



DESTINATION PANAMA CITY (PCCDC)

EVENT ASSISTANCE GRANT PROGRAM APPLICATION

Destination Panama City understands the economic and intrinsic importance of special events. In order to fully support events, it is imperative that event coordinators submit all necessary documents, interim reports, and final reports to be eligible for financial assistance.

I. EVENT INFORMATION

1. Event Name: _____
2. Event Date(s): _____
3. Event Location: _____
4. Event Description: _____

5. Type of Event:

- ☐ Arts (Music, Performance, Visual Arts)
- ☐ Cultural/Holiday
- ☐ Culinary
- ☐ Sports

6. Event History:

- ☐ New Event
- ☐ Recurring Event: How many years? ____ Has event received prior DPC funding? ____

7. Has the Location/Facility been secured? _____

8. Facility Name: _____

9. Facility Contact: Name _____ Phone _____

10. Attached Documents:

- ☐ Event Budget (Must have revenue and expenses)
- ☐ Detailed Media Budget
- ☐ Letters of Community Support
- ☐ Letters of Lodging Partnership Agreement
- ☐ List of Sponsors, Type & Amount of Sponsorship
- ☐ Event Schedule
- ☐ IRS Form W9

II. APPLICATION INFORMATION

1. Organization Name: _____
2. Organization Contact: _____
3. Contact Email: _____
4. Contact Phone: _____
5. Address: _____
6. Organization Type:
 - ☐ Private
 - ☐ Non-Profit (S01c3) or (S01c6)
 - ☐ Other
7. Tax ID: _____

III. GRANT REQUEST

Financial assistance is reimbursement based and it must be indicated in your budget which items would be grant financed.

1. Amount of Financial Assistance Requested: _____
2. Type of In-Kind Assistance Requested (be specific): _____

IV. ECONOMIC IMPACT

Please use your best estimates for attendance and participation. These numbers influence the event impact calculation, your event insurance, and certain logistics related to sanitation and restroom facility requirements. Participants are defined as persons helping to execute the event, (volunteers, performers, paid staff, parade entries, etc.). Spectators are defined as individuals attending the event that are not involved in the execution of the event.

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 _____

V. SIGNATURES & ACKNOWLEDGEMENTS

APPLICANT SIGNATURE/DISCLAIMER

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

Authorized Signature, Applicant	Title	Date
Authorized Signature, Applicant	Title	Date

ADDITIONAL DISCLOSURES

- *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://panamacity.gov/693/apply-for-Special-Event>*
- *Each organization awarded a grant must sign a Memorandum of Understanding that includes reporting requirements, reimbursement processes, brand guidelines 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.

SEND APPLICATIONS TO:

Destination Panama City
Attn: Jennifer M. Vigil, President & CEO
101 W. Beach Drive
Panama City, FL 32401
Jennifer@DestinationPanamaCity.com