

Special Event Fee Waiver Grant Policy

The City of Hermosa Beach hosts a variety of special events that attract thousands of visitors each year. These events must be consistent with the city's Special Event Policy Guide Mission Statement:

Hermosa Beach strives to offer a safe and enjoyable environment for special events to take place in a way that balances resident and visitor needs. Special events in Hermosa Beach are celebrated for being community-friendly, enhancing local beach culture and offering a myriad of benefits to the local community. The City of Hermosa Beach works collaboratively with event operators in an efficient and clear manner to process and carry out permits in compliance with this policy.

In an effort to support qualifying organizations, the City provides special event fee waiver grant opportunities to assist in its success by relieving the financial burden associated with the cost of the City's special event fees. The Special Event Fee Waiver Grant Policy is intended for those events required to complete the annual application filing, review, and approval process. Events and organizations that qualify for a long-term agreement are not bound to the terms of this policy.

Grant Funding Limits

The Parks, Recreation and Community Resources Advisory Commission ("Commission") awards grant funding for qualified organizations that have received approval to hold their event in the City of Hermosa Beach. The annual award limit of the Special Event Fee Waiver Grant is approved by the City Council each fall for the upcoming calendar year. For the 2019 calendar year, the annual maximum of grant funding available is **\$20,000** to qualified organizations. Grants will be awarded up to a maximum of \$2,500 per event or a 50% reduction of indirect City special event fees, whichever is the lesser amount.

Awards may only be used toward indirect special event fees charged by the City; direct costs (i.e. application processing fee, inspections, staff time, Police or Fire services, etc.) are not eligible for consideration of this grant and organizations are required to pay those in full. A fee worksheet is included in the Fee Waiver Grant Application that further outlines those fees eligible under this grant. The minimum amount of requested special event fee waiver grants must total at least \$250. Fee waivers will not be considered for events taking place between Memorial Day and Labor Day (peak season).

Eligibility

In order to be eligible to apply for a Special Event Fee Waiver Grant, the special event must have been successfully approved through its applicable approval process as outlined in the Special Event Policy Guide. Following approval of a special event, a completed Special Event Fee Waiver Grant Application is required to be submitted to the Community Resources Department at least 60 days prior to the. Following a review to ensure the completeness of the application, the request will be included on an upcoming meeting of the Commission for its formal review and determination of grant award.

Fee waivers may be granted when the Commission determines that the event is of significant value to the community or to a significant portion of its residents and provides a measurable community benefit. In addition, the organization producing the event must meet at least 1 (one) of the following criteria:

- 1) An organization that has a demonstrated community benefit to Hermosa Beach.
- 2) Hermosa Beach business that is not delinquent on city permits or fees.
- 3) Organizations that are producing returning events to the City of Hermosa Beach and can demonstrate:

- a. A community benefit (must complete the Community Benefit form); or
- b. A positive economic impact as a result of the event (must complete the Economic Impact Report with previous years' event details).

Activities specifically prohibited from receiving a fee waiver grant include those events that:

- Promote, advocate or advance a political or religious message or belief.
- Projects or organizations who have unsatisfactorily fulfilled its obligations from previous Special Event Fee Waiver Grant awards.

Grant Approval

The five (5) member Commission is tasked with reviewing and determining the level of Special Event Fee Waiver Grant award at one of their regular meetings held on the first Tuesday of each month beginning at 7:00pm. Consideration will include careful review of:

- Special Event Fee Waiver Grant Application.
- Community Benefit Form (if required).
- Economic Impact Report (if required).
- Successful fulfillment of previously awarded grant obligations.

In addition, the Commission will consider the following evaluation criteria:

- Whether the event serves, involves, and/or promotes Hermosa Beach, its residents, schools, and/or businesses.
- Whether the event delivers substantive and measurable economic and community benefits to the City.
- Whether the event enhances the quality of life to the Hermosa Beach community; offering recreational, cultural, social, and or and/or educational activities of interest to the community.

The Commission's decision to deny grant funding for specific events is appealable by the City Council. The City Council will not consider additional fee waiver considerations in addition to the maximum award amounts allowable through the Special Event Fee Waiver Grant program.

Grant Obligations

Organization receiving grant funding through the Special Event Fee Waiver Grant program will be required to complete the following:

- Submission of a Grant Final Report within 30-days following the event.
- A formal presentation to the Parks, Recreation and Community Resources Advisory Commission at one of its regular meeting no more than 60-days following the event. The presentation shall include discussion of:
 - Number of attendees.
 - Beneficiary of funds raised by the event (if applicable).
 - Overview of event budget and financial outlook.

Grant Disqualification

Failure to complete these requirements in accordance with this policy shall automatically disqualify the organization from submitting a future request to receive a Special Event Fee Waiver Grant for the remainder of the current calendar year plus one additional year.

If any information submitted as part of the Special Event Fee Waiver Grant is found to be fraudulent, event approvals already granted for the remainder of the calendar year will be automatically revoked. While the organization will be permitted to reapply for approval of event(s) in the following calendar year, it will no longer be eligible to apply for Special Event Fee Waiver Grants.