



## Fort Lauderdale Beach Business Improvement District (BBID)

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### REIMBURSABLE GRANT FUNDING APPLICATION FY 2025 (October 1, 2024 – September 30, 2025)

#### GENERAL INFORMATION

1. Name of Event:

2. Registered Business Name:

3. Fictitious name, if applicable:

4. Company Address:

5. Amount requested from BBID:

6. Indicate what the amount will be used for:

7. Indicate business structure of the company:

Sole Proprietorship

Partnership

C-Corporation

S-Corporation

Limited Liability Corporation LLC

Other, please specify:

8. Provide your contact information:

Name:

Office phone:

Cell phone:

E-mail:

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#### SECTION 1: EVENT TYPE

9. Describe the event. Explain how the event is designed to attract visitors and if there is a specific audience or target group. Include how the event aligns with local and regional tourism strategies to brand Fort Lauderdale Beach as a world-class destination.

Two horizontal grey bars and a large vertical grey box, serving as a placeholder for the applicant's response to question 9.

10. Indicate the location of the event. Provide address and attach location map or site plan.

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#### SECTION 2: ECONOMIC IMPACT AND ORGANIZATIONAL CAPABILITIES

11. List all dates associated with the event:

a. Set-up date(s):

b. Event date(s)  
and hours:

c. Breakdown  
date(s):

12. Is this the first year for the event on Fort Lauderdale Beach?      Yes      No

13. If the event has been held before, list the dates for prior events:

14. Define what measurable outcomes you will use to evaluate the success of the event.

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15. Explain in detail the positive economic impact the proposed event/project will have for the BBID and businesses located within its boundaries. Indicate how it is consistent with the legislative determinations of special benefit found in [Ordinance C-06-34](#), Section 1.04 (A) (2), by increasing the number of visitors to the BBID.

[Empty text area for response to question 15]

### SECTION 3: ADVERTISING, MARKETING, AND PROMOTION

16. Provide a detailed description of marketing activities that explains how the proposed event will be included in marketing, promotions and advertisements. Include or attach illustrations, content, estimated market reach, and schedule of activities.

[Empty text area for response to question 16]

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17. Describe the sponsorship levels you offer and indicate which level this request aligns with.

18. Describe how the BBID's sponsorship will be included in the advertising and marketing efforts for the event. Provide proofs where applicable and check mark the box next to the term if you agree.

BBID logo will be included in all advertising and marketing efforts for the event in locations and in proportion to other sponsors at similar sponsorship levels including radio, TV, print, on line, on-site banners, and stage announcements etc.

BBID review and approval of associated media, marketing, and advertising to ensure accuracy.

Opportunity for a 10' x 10' activation area for the event. For recipients receiving more than \$50,000 in annual funding. It is BBID's responsibility to provide décor and staffing for the activation area.

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#### SECTION 4: BUDGET AND FINANCIALS

19. Complete the event budget:

Applicant Organization:		
Name of Event:		
<b>BBID Funding Request</b>		
Budget does not have to balance. It can show a profit or a loss		
<b>Revenue</b>		<b>Projected \$ Amount</b>
Ticket Sales		
Other Sponsorships/Fundraising/Donations (not including the BBID Request)		
Concession/Vendor Revenue		
Other (specify):		
<b>Total Revenue</b>		
<b>Percent of Revenue Covered by BBID</b>		
<b>Expenses</b>		<b>Projected \$ Amount</b>
Venue		
Entertainment/Performers/Presenters		
Permits & Licenses		
Staff		
Security		
Catering		
City Services (Public Safety, Parking, City Staffing etc)		
Advertising/Promotions		
Photography/Videography		
Displays, Décor, Supplies & Swag		
Cleaning & Sanitation		
Equipment Rental		
Taxes & Fees		
Ticketing/Access		
Signage		
Office Expenses		
Other (specify):		
Other (specify):		
<b>Total Expenditures</b>		
<b>Percent of Expenses Covered by BBID</b>		
<b>Net Profit/Loss</b>		

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20. When does your fiscal year end:

21. Indicate documents you are attaching to this application:

Company/organization's prior year's financial statement

Profit & Loss from prior year's event (required if this is not the inaugural event)

### SECTION 5: EQUITY, DIVERSITY, AND INCLUSION

22. Describe how this event includes elements of diversity, equity, and inclusion (DEI).

### SECTION 6: OTHER IMPORTANT CONSIDERATIONS

23. Describe if there are other important considerations or factors about the event that are not included in previous sections of the application.

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#### BBID Sponsorship Terms

Applicant shall mark the boxes below to acknowledge agreement with the following terms:

I will request the BBID logo in the appropriate format for marketing purposes. A BBID representative will provide logo and manage usage.

I will conduct a PowerPoint presentation detailing the event to the BBID Advisory Committee at the request of the Committee.

I am a registered vendor with the City of Fort Lauderdale, or I will complete a new vendor registration form if funding is approved.

The City has a completed W-9 form, or I will complete the W-9 if funding is approved.

If the BBID Advisory Committee recommends approval of funding I will attend the scheduled City Commission meeting where this item will be reviewed to answer questions the Commission may have.

If the BBID Advisory Committee recommends approval of funding, I will submit an executed Grant Participation Agreement via email and two originals to the City of Fort Lauderdale. (See Instructions for Grant Application, page 2 for address)

I understand that all funding is reimbursements, and as such if approved, I will provide a final invoice within 90 days of the event along with supporting documents for expenses detailed in question 6.

If the City Commission approves BBID funding and after an event is completed, I will provide a post-event financial recap and financial reports to the BBID Advisory Committee upon request from the Committee. The financial statements and a detailed profit & loss statement shall be prepared in accordance with generally accepted accounting principles.



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**Prior to signing the application, please check the following to acknowledge completion:**

Legal name and place of business match Sunbiz.org

**BBID Funding History**  
*(for BBID staff use only)*

Location or site map is attached to the application

Proofs of how the BBID logo will be used are attached

Company/organization's prior year's financial statement is attached (if available)

Prior year's P&L for event is attached (if available)

I am the authorized representative to sign BBID application and City Agreement

*or*

I am not authorized to sign BBID application or City Agreement

*Note: Only the authorized representative of the company applying for the grant funds may sign this application. If the applicant does not have the authority to sign a binding agreement, the applicant shall provide the name and title of the individual authorized to sign a grant participation agreement on behalf of the company with the City of Fort Lauderdale.*

Provide name and title of the individual authorized to execute a Grant Participation Agreement with the City. If person signing the agreement of behalf of the company is not listed as authorized signer, a Corporate Resolution will needed to execute the agreement.

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Applicant Full Name (print) and Title

Applicant Signature

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Company Name

Date Signed

**Contact information for inquiries:**

City of Fort Lauderdale

Daphnee Sainvil, Public Affairs Division Manager

Phone: 954.828.6075

Email: [DSainvil@fortlauderdale.gov](mailto:DSainvil@fortlauderdale.gov)