

## **City Council Policy Youth Event Funding Program**

Policy Number: 5.3

Legislative History: CD 1997-076; CD 2016-073; CD 2020-130

### 1. Purpose

The purpose of this policy is to establish the guidelines and process for requesting a contribution to offset the cost for youth to participate/compete in special events that bring value and recognition to the youth and the Thornton community.

### 2. Policy

a. The Youth Event Program is a program established by City Council intended to assist youth (individuals and a group of youth) in the K-12 age range requesting a contribution to offset the cost of participating/competing in a youth event. Examples of events include: achievement events, competitions, or tournaments in the fields of academics, arts, sports, leadership, and the performance arts. Funding for this program is established through the annual budget process and is limited to \$300.00 per individual request or \$600.00 for a group. The special event(s) must meet all of the following criteria to be considered for funding.

#### b. Criteria:

1. The request must be submitted in writing on the attached application along with a completed Internal Revenue Service W9 form provided by the City. The application and W9 form must be submitted at least 30 days prior to the event in order to allow sufficient time for City Council to consider the request, and if approved, submitted for disbursement. Any request submitted less than 30 days prior to the event may not be able to be scheduled in time to meet the timeline of the special event.
2. The event is a) educational in nature and associated with a school program provided by a school located in the City; or b) a program sponsored by the City; or c) a program that promotes the City of Thornton on a regional or national level that will bring value to applicant(s) and the Thornton community as a whole.
3. The applicant indicates how funding for this event benefits the Thornton community.
4. The individual, or a majority of the group or organization making the request, must attend a school located in the City (public, private, or homeschooled); or participate in a program sponsored by the City; or be a City resident. A preference will be given to requests from applicants who reside in Thornton.

5. The applicant shows what other resources have been applied for and what resources the applicant is personally providing.
  6. The individual or group making the request will provide written feedback of the event to the City Manager's Office/ Thornton City Council.
  7. The event is not an ongoing program that is the financial responsibility of another government or jurisdiction.
- c. This program is administered by the City Manager's Office (CMO). The applications will be provided to Council for its consideration. A majority approval by Council is required to award funding.
  - d. Requests from Thornton area high schools for "After-Prom" events will be processed administratively by the CMO, up to \$300 per event, and reported to Council. Requests may be submitted directly to the City of Thornton, City Manager's Office, 9500 Civic Center Drive, Thornton, CO 80229 or [citymanager@ThorntonCO.gov](mailto:citymanager@ThorntonCO.gov).

APPLICATION  
CITY OF THORNTON

YOUTH EVENT FUNDING REQUEST FORM

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Daytime Phone Number: \_\_\_\_\_

4. Email address: \_\_\_\_\_

5. The name of the event, date, where and when it is being held.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please indicate if you are a resident; attend a school or are homeschooled in Thornton.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please describe the estimated cost to attend this event, what fundraising you or the group have completed to date to raise the funds necessary to attend, and how you propose to use the requested funding.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Amount Requested: \$ \_\_\_\_\_

9. Please state how the event will bring value to you and the Thornton community as a whole.

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10. Have you received funding from the City of Thornton for this event in the past?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

11. Please indicate how you heard about this program.

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12. If you receive funding from the City, you agree to provide written feedback of the event to the City Manager's Office/Thornton City Council.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_