



## **City of Mukilteo**

### **Co-Sponsorship Facility Use Grant Program**

**Administered by the Recreation and Cultural Services Division**

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#### **Program Overview**

The **City of Mukilteo Co-Sponsorship Facility Use Grant Program** provides in-kind support—such as free use of City facilities—for special events that enhance community well-being and are open to the public. The program aims to empower local organizations that contribute to the cultural, recreational, educational, or economic vitality of Mukilteo. Special Events in City of Mukilteo Parks which will include Beer or Wine Garden, must obtain Co-Sponsorship status.

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#### **Who Can Apply**

Eligible applicants include:

- Nonprofit organizations (must submit proof of IRS designation)
- Public agencies
- Private businesses and chambers of commerce
- Volunteer groups, neighborhood associations, and educational institutions

**Note:** With limited exceptions, organizations must be based in Mukilteo. Groups located outside city limits must clearly demonstrate a direct benefit to the Mukilteo community.

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#### **What Is Co-Sponsorship?**

Awarded “co-sponsorship” means that the City will waive facility rental fees for qualified events. Eligible locations include:

- **Rosehill Community Center**
- **City parks and picnic shelters**
- **Public roadways** (for approved special events)

Events must take place within the calendar year of the award and meet all permitting and insurance requirements.

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## Application Priorities & Conditions

- Events must be open to the public and completed by **December 31** of the award year.
- Organizations submitting multiple applications must:
  - Submit **separate applications** for each project.
  - **Rank** each project by priority.
- Awarded events must **recognize the City of Mukilteo** as a co-sponsor in all promotional materials (subject to City approval).

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## Available Facility Use (Annual Limits)

### Rosehill Community Center – Point Elliott Room

- *6 total weekend events (Fri–Sun):*
  - 1 event in January
  - 1 event in February
  - 4 events any time of year
- *10 weekday events (Mon–Thurs)*

### Rosehill Classrooms

- *8 weekend events (Fri–Sun)*
- *Weekday use (Mon–Thurs):* Up to 20 total hours per applicant

### Lighthouse Park

- 4 co-sponsored events per year

### All Other City Parks

- 4 co-sponsored events per year

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## City Support May Include

- **Facility rental fee waivers**
- **Available equipment**, such as:
  - Tables and chairs (for use at Rosehill)
  - Portable sound system (if available)

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## How to Apply

Applicants must complete the official application form, including:

**1. Project Title**

**2. Organization Details:**

- Name, type (public agency, nonprofit, etc.)
- Address and contact information
- Number of Staff and Volunteers
- Names and titles of two board members

**3. Event Details:**

- Purpose and summary of event
- City facility requested (dates, times, duration)
- Description of community benefits
- Partnering organizations (if applicable)
- Start and end dates

**4. Budget Overview:**

- Expenses (venue, speakers, tech, promotion, etc.)
- Revenue sources (donations, sales, in-kind support)

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## Applicant Certification

By submitting the application, you agree to the following:

- Present your application proposal to the Review Committee.
- The event must align with City co-sponsorship policies and be held on dates approved by the City.
- You will enter into a formal agreement if selected.
- You will acknowledge City support in marketing materials.
- You will complete any required **permit or facility rental forms**.
- You will provide proof of **general liability insurance**:
  - Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate
  - City of Mukilteo must be listed as **additional insured**
- A **post-event report** will be submitted within 90 days of the event.
- The City reserves the right to monitor the event and review outcomes.

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## Selection Process

### 1. Public Notification

City staff will promote the open application period.

### 2. Application Review

- Staff will screen submissions for completeness and eligibility.
- Prior award winners must have a post event report on file. Return applications without a post event report may not be eligible.

### 3. Interviews

Qualified applicants will be invited to present their proposal to the Review Committee. Please refer to the attached scoring rubric when preparing your presentation.

### 4. Recommendation & Approval

The Review Committee will make recommendations to the City Council, which makes the final decision.

### 5. Event Planning & Permitting

Approved applicants will work with staff to complete any permits, finalize event logistics, and sign the co-sponsorship agreement.

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## Need Help?

City staff are available to help you prepare your application or answer any questions.

 **Call:** 425-263-8180

 **Email:** [ddahl@mukilteowa.gov](mailto:ddahl@mukilteowa.gov)

## City of Mukilteo Special Event Grant – Scoring Rubric

Category	Criteria	Points
<b>Project Summary</b> <b>Part A</b> <b>Mission, Vision, and Goal</b>	Evaluates how clearly and effectively the application communicates the mission, vision, and goals of the public event, activity, or program.	<b>0 Points:</b> No clear mission, vision, or goals presented. <b>1 Point:</b> Basic mission, vision, or goals stated but lacks clarity or detail. <b>2 Points:</b> Clear mission, vision, and goals with some alignment to community interests. <b>3 Points:</b> Strong, well-articulated mission, vision, and goals that align directly with public benefit.
<b>Project Summary</b> <b>Part B</b> <b>Rationale for Recommendation</b>	Assesses the justification for recommending this application over others.	<b>0 Points:</b> No rationale provided or lacks relevance. <b>1 Point:</b> Weak rationale with minimal justification. <b>2 Points:</b> Reasonable rationale that supports recommendation. <b>3 Points:</b> Compelling and well-supported rationale that distinguishes the application.
<b>Direct Enhancement of Well-being</b>	Measures how well the application explains the impact on the general well-being of the Mukilteo community.	<b>0 Points:</b> No description of impact on well-being. <b>1 Point:</b> Limited or vague explanation of impact. <b>2 Points:</b> Clear description with identifiable community benefits. <b>3 Points:</b> Strong, detailed description demonstrating significant community enhancement.
<b>Enhancement of Opportunities</b>	Evaluates how the event or program will improve opportunities in key areas (culture and arts, recreation, education, youth/adult development, or community safety).	<b>0 Points:</b> No mention of enhanced opportunities. <b>1 Point:</b> General or indirect reference to enhancement. <b>2 Points:</b> Clear explanation of how one or more areas will be enhanced. <b>3 Points:</b> Comprehensive and specific plan to enhance multiple opportunity areas.