

2020 Special Event Partnership Funding Getting Started

Thank you for your interest in applying for 2020 Special Event Partnership Funding consideration. To access the application and other information, go to www.rscva.com/what-we-do/special-events-funding/.

Explanatory Support Document

Before completing a submission, events are strongly encouraged to download the document entitled "**Application Explanations**" which is available on the funding webpage. The intent of this *how-to* guide is to assist applicants to improve the content and consistency of their submissions:

- Provides definitions of key terminology affiliated with the funding program
- Details the desired information to include in supplemental documents

Preparing the Application | Save and Continue Option

Submissions will only be accepted electronically using the official online application. If an applicant is interested in requesting funding for multiple events, a separate application and corresponding supporting documents must be completed for each one.

For convenience, events can prepare their submission in multiple sessions. To save current work for future editing, scroll to the bottom of the application and press "**Save and Continue Later**." A message window provides a link for future access (**copy the link before closing the session**). There is also an option to receive the link electronically by providing an email address. Tip: Check your Spam folder. The email link comes from info@renotahoeusa.com and expires in 30 days. **The RSCVA does not receive a copy of these links, so keep it in a safe place for future access.**

The image shows a sequence of two screenshots. The top screenshot shows a blue 'Submit' button and a blue 'Save and Continue Later' button, with the latter circled in red. A large black arrow points down to the second screenshot. The second screenshot is a light blue message box containing the following text: 'Please use the following link to return to your form from any computer.', a long URL, 'This link will expire after 30 days.', and 'Enter your email address to send the link by email.' Below this text is an input field for 'email address' and a blue 'SEND LINK' button, both of which are circled in red.

*The Save and Continue button only saves the application, not attached documents. Documents can only be attached when the event is ready to hit submit, otherwise, the docs will not be saved.



In order to best prepare for the application, below is the list of things you should have handy for easy submission. **We also highly suggest that you read through the entirety of the application before beginning to fill out the fields.**

- List of event sponsors
- The 2020 event budget
- Any room block or additional information reported by hotel partners
- The 2019 Profit & Loss Statement
- 2020 marketing plan
- 2019 Earned Media Value or Advertising Value Equivalency (if available)

Accepted File Formats for Supplemental Attachments

Unless indicated, all questions must be answered, and all required supporting documents must be submitted to be considered by the funding review panel. Attachments to the application can be provided in various file formats (jpg, pdf, doc, docx, png, xls, xlsx).

NOTE: Due to incompatibility with the RSCVA's website operating system, Mac files (ie: Pages, Numbers) cannot be accepted. For information on Mac file conversions, see the links below.

<https://support.apple.com/en-us/HT207970>

<https://www.howtogeek.com/237947/how-to-convert-pages-files-so-they-open-in-microsoft-word/>

Submitting the Application

Once the event has finalized their application and supporting documents and is ready to submit their information, press "**Submit**" at the bottom of the application. At that point, the application will no longer be accessible for future edits or modifications. A "Partnership Funding Thank You" message, verifying your submission, should now be visible on your screen. **Print this page as your confirmation.**

If the "Thank You" page does not pop-up, then the submission was not successfully transmitted. The applicant should contact the RSCVA Events & Digital Marketing Manager prior to the final deadline to report the issue. Do not wait until after the application deadline to make an inquiry as submissions can no longer be accepted.

The RSCVA Events and Digital Manager will meet with an event representative at any time to discuss the Partnership Funding program as well as the submission process.



2020 Special Event Partnership Funding Program Overview

The Reno-Sparks Convention & Visitors Authority (RSCVA) facilitates a Special Event Partnership Funding program for annual special events. Submissions are accepted once a year for events that take place in the subsequent calendar year. The program is a marketing opportunity, providing financial resources that enable events to broaden their advertising and promotional efforts (to potential out-of-market visitors) that would otherwise not be possible. Partnership Funding is not intended to supplement event production expenses or to augment net income.

The event's use of RSCVA funding dollars in their advertising and promotional efforts must positively feature the communities of Reno, Sparks, Incline Village/Crystal Bay and Washoe County as an attractive place to live, work and play. Event messages should support the RSCVA's branding efforts, not contradict them, and should never convey a negative parody of the destination, even if unintentional.

Relating to the Partnership Funding program, special events are defined as:

An organized annual event that generates overnight visitors for two or more Washoe County lodging properties, as well as out-of-area marketing exposure, and is of interest to the general public. Historically these events have included, but are not limited to: festivals, fairs, community events and certain sporting events. Qualified events must reinforce the RSCVA's branding message, provide the RSCVA with a sustainable and appealing destination message, and attract overnight visitors.

The RSCVA is funded by transient lodging taxes and surcharges generated when paid lodging is utilized in Washoe County. Therefore, Partnership Funding is earmarked for events that occur in Washoe County and have a history of, or the potential for, attracting overnight visitors to Washoe County. [Communities in Washoe County Zip Code Map](#).

If an event occurs outside of Washoe County, it *may* be considered if the venue is close to Washoe County and in a location without significant commercial lodging. The event must also promote Washoe County as the primary bed base and generate significant room nights in Washoe County.

The RSCVA supports special events because they positively impact our community in many ways:

- **Room Nights:** Events motivate travelers to visit the destination, thereby generating new incremental room nights at desirable rates for Washoe County lodging properties.
- **Destination Awareness:** Events can generate awareness and positive perception for the destination because of their out-of-market advertising, social media and promotional efforts.
- **Repeat Visitation:** Visitors who come to the destination and have an enjoyable experience at an event may be more likely to return in the future.
- **RSCVA Messaging:** Events enhance the RSCVA's destination branding and communications to promote Reno Tahoe.
- **Economic Impact:** Out-of-market spectators and participants who travel to the destination because of an event contribute to the financial vitality of Washoe County.

The goals of RSCVA Special Event Partnership Funding include:



- Support new events that have the potential to grow and be future Legacy events for the destination.
- Provide financial resources for events to implement, or increase, their out-of-market promotional and marketing efforts to attract potential visitors.
- Assist special events to grow and realize their full potential in room nights, attendance and brand awareness.
- Enhance the positioning of the communities of Reno, Sparks, Incline Village/Crystal Bay and Washoe County as a more attractive place to live, work and play.
- Extend the events season and fill holes in the annual calendar of major special events.

Eligibility:

The RSCVA reserves the right to determine the funding criteria and whether an event qualifies for Partnership Funding consideration. If an event is uncertain about preparing an application for submission, please consult the Events & Digital Marketing Manager. The following guidelines may assist in determining eligibility for, or compatibility with, the funding program:

- Only the principal producing entity of a special event can apply for funding consideration. Likewise, only one producing organization will be considered for funding on behalf of any single event.
- Venues do not qualify for funding consideration, even if their intent is to provide supplemental marketing support for one or more events taking place at their facility. However, if a venue is the principal producing entity of a specific event, they may apply for consideration.
- The event currently promotes, or desires to promote, to potential out-of-market, overnight visitors (spectators and/or participants) and is not an activity primarily for local area residents.
- The event can generate overnight visitors for Washoe County lodging entities.
- The event is fundamentally not a conference, meeting, trade show, workshop, expo or isolated performance.
- The RSCVA will not be the sole/primary revenue source for the event and is not dependent upon receipt of RSCVA Partnership Funding to occur.
- A funding request cannot exceed 25% of an event's overall cash operating budget. In-kind goods or services extended to an event by suppliers and partners do not qualify towards determining the 25% limit.
- The funding request should reasonably equate to the cost of the new marketing initiatives that the event wishes to implement with receipt of funding. Awarded funds are to be used for advertising, marketing and promotional efforts and not event operations.
- The event is/will occur annually in Washoe County and does not intend to be held one-time only. There is no limit regarding the number of consecutive years that the event can/will occur in the destination. The event is definite, not tentative.
- The event must have a spectator component, promote activities to the public (spectators) and does not require the public to purchase a membership or pay annual dues to attend. Spectator ticket or activity participation fees are acceptable.
- The event will secure partnerships with at least two Washoe County lodging properties as the event must benefit more than a single lodging entity. Partnerships can be in the form of cash/in-kind sponsorship, room block, special room rate, venue location or marketing/promotional assistance. The



event will acknowledge their lodging partners on their website. Funding requests of \$999 or less require only a single property partner.

Application Deadlines:

This is the final deadline to accept applications. To avoid the possibility of a late submission due to computer malfunctions or transmission errors, consider submitting the application prior to the deadline. Submission does not imply that Partnership Funding will be awarded. The completed application and all required supplemental documents must be submitted by the deadline to be considered by the review panel.

**Final Submission Deadline:
2:00 p.m. (Pacific time)
Tuesday, November 26, 2019**

If the event occurs immediately before (or after) the application deadline, information from the previous year can be provided in lieu of the current year's information, where applicable.

Partnership Funding Timeline, Insurance, Payment Schedule:

November 26, 2019 (2:00 p.m. PT):	Final Deadline for Application Submission
December 2019:	Preparation of submission materials for the review panel
early January 2020:	Review panel evaluates all applications
late January 2020:	Funding panel recommendations presented to RSCVA Board of Directors for consideration and possible approval
2020 (ongoing):	Contracts prepared for 2020 funding recipients (Feb-Jun)

If Partnership Funding is approved, the event will be required to sign an RSCVA contract agreeing to the terms and conditions of the partnership, issue a General Liability Insurance Policy naming the RSCVA (\$1,000,000 per occurrence and \$2,000,000 general aggregate) and provide an Additional Insured Endorsement.

Funding awards will be disbursed in two installments. A partial payment of 50% will be made upon receipt of the signed contract, verification of event's marketing plan and confirmation of two or more Washoe County lodging partners/sponsors. The remaining 50% payment will be made after the event takes place, subject to completion of contractual agreements and a post-event report.

Evaluation Procedure and Considerations:

Failure to submit all the required information by the final application deadline will result in disqualification from consideration. Applying does not imply that Partnership Funding will be awarded.

All applications will be evaluated by a panel consisting of RSCVA Staff. Funding recommendations will be based on the information that is provided in the application and supplemental documents, how an event compares to other category applicants, the amount of funding available, the total number of applicants and the destination's current situation analysis. Events will only be compared against other events in their respective category (Emerging, Established, and Legacy). Since applicants do not attend the evaluation session, it is imperative that their application and supplemental materials communicate clear, complete and accurate information. The funding allocation recommendations will be presented to the RSCVA Board of Directors for review and possible approval.



Recommendations are based on qualitative, rather than quantitative, analysis and include the following considerations:

- **Application:**

Is the application complete; were all questions answered and required information provided? Was the submitted information reasonable, viable and compelling?

- **Event Dates:**

Does the event occur in a "need" period or during an already busy visitor season? Would its absence adversely affect lodging occupancy? Is the event definite or tentative pending assessment by the producing organization regarding its viability or outcome of the funding awards?

- **Annual Occurrence:**

Is there a term limit regarding the number of years that event can/will be held in the destination? Will the event be held annually? Does it have potential for growth and long-term sustainability?

- **Attendance:**

What is the projected attendance, including participants (if applicable) and spectators? What percentage is estimated to be locals versus out-of-market visitors? Can the event expand upon their current attendance? Are there capacity constraints?

- **Room Nights:**

What are room night projections? Is there a potential for growth in overnight stays with additional marketing efforts? Is the funding request reasonable when compared to the room nights that can potentially be generated?

- **Uniqueness, Appeal and Positive Alignment**

Is the event unique and/or iconic to the destination? Are there similar events in primary visitor markets? Would the event appeal to potential visitors? Does the event align with the RSCVA's mission? Does it positively highlight the communities of Reno, Sparks, Incline Village, Crystal Bay and/or Washoe County?

- **Washoe County Affiliation:**

Does the event occur in Washoe County or demonstrate the ability to generate room nights in the County? If event occurs outside of Washoe County or takes place in multiple locations (both in and out of the County), does it generate significant room nights and promote Washoe County as the primary bed base?

- **Out-of-Market Awareness:**

Can the event generate out-of-market awareness for the destination that increases the likelihood of attracting overnight visitors? Awareness can be in the form of traditional advertising, social media, web-based efforts or earned media value. Does it support Reno Tahoe branding and messaging?

- **Financial:**

Is the event financially stable? Is the funding request less than 25% of the event's cash operating budget? Is the event dependent on RSCVA funding to occur? In the case of a new event, does it have a realistic plan to sustain through "year one" such as revenue and expense projections, marketing plan, estimated attendance and room nights?

- **Funding Use:**

Does RSCVA funding make a difference? Did the event clearly demonstrate how RSCVA Partnership Funding would be used to augment their marketing, advertising and promotional efforts? Would a reduced award, or no award, negatively impact event's ability to maintain or grow their promotional efforts?



- **Lodging Partnerships:**

Will the event establish partnerships with at least two Washoe County lodging properties in the form of room block, sponsorships, venues or marketing support? Are current lodging partners acknowledged and promoted on event's website?

- **Television or Webcast Affiliation:**

Will the event be aired on network TV, cable TV or Webcast as a scheduled broadcast? Is the broadcast professionally produced and does it positively highlight the destination? What is the potential viewership and who is the audience?

- **Sponsor Amenities:**

Will the event extend sponsorship amenities to the RSCVA that support its mission and/or strategic objectives. Do the potential amenities offer an opportunity for the RSCVA to broaden its own marketing, sales or promotional efforts to a new audience?

- **Facility/Venue:**

Does the event take place in an RSCVA facility? If so, does it currently receive facility concessions?

- **Event Producer/Promoter:**

Does the event have professional management? Is it produced by paid staff or by volunteers?

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