

FUNDING ANNOUNCEMENT

CITY OF VALLEJO

Special Event Sponsorship Program Application
Opens January 13, 2025

Application Deadline: March 23, 2025, at 12:00
PM PDT

Funding Period: July 1, 2025–June 30, 2026



RESOURCES:

Application Link: https://cityofvallejo.formstack.com/forms/sesp_grant_application

Applications Q&A Calls: January 29, 2025, at 2:00 PM [ZOOM LINK](#)

SPECIAL EVENT SPONSORSHIP PROGRAM OVERVIEW AND GOALS

The Special Events Sponsorship Program (SESP) offers financial assistance to support large-scale special events in the City of Vallejo. The program aims to foster successful high-impact community events. These events include festivals, parades, and community celebrations that require the services of the Police Department, Fire Department, and/or the Public Works Division on the day(s) of the event. SESP awards are made once a year through a competitive application and review process.

The SESP awards are meant to partially offset the cost of city services by providing financial support for events. Event producers may request up to 25% of the anticipated total event budget or 100% of the anticipated cost of city services, whichever is higher. Award amounts may be less than the amount requested.

The program is not intended to support events where the primary purpose is fundraising for a cause. To be considered for sponsorship, event organizers must meet all eligibility criteria and apply to the program. **Eligibility Criteria:**

- Have a principal place of business, as well as an address, in Vallejo.
- Proof of 501(c)3 nonprofit status, IRS Letter of Determination
- In good standing with the California Secretary of State, **Active Status**
- Registered with the CA Attorney General office, **Current Status**
- Proof of General Liability Insurance, including SAMS coverage when working with minors
- Current Vallejo Business License
- The event must occur in Vallejo no later than December 31, 2026.

The final amount allocated for the sponsorship program will be announced following the adoption of the City's 2025–26 budget in June 2025.

ADMINISTRATION

The Vallejo City Manager's Office administers the Special Event Sponsorship Program. All applications received on time will be reviewed by a committee composed by 3 members of the community and 2 staff members. For detailed information regarding the program, including eligibility, fund use restrictions, evaluation criteria, application instructions and checklist, contact specialevents@cityofvallejo.net or call 707-648-8616.