

TNT Sector Funds Event Requirements

Event Requirements:

1) Forms:

- 1) **Project Proposal form:** The event organizer is required to submit a project proposal form
- 2) **Budget**
- 3) **“Agreement to Accept advanced funds for TNT projects”, signed and dated with your fiscal agent.**
Events should be planned using a fiscal agent that is a 501(c)3. A 501(c)3 is a Federal Internal Revenue Service determination of the charitable purpose of the organization.
- 4) **You are required to** submit Receipts for all funds, or return funds not backed by receipts.
Proposal, budget and Acceptance forms are located further in this document

2) Insurance: When planning an event with a fiscal agent, gain agreement that the fiscal agent will insure the event under their liability insurance policy for \$2 million aggregate and \$1 million per occurrence.

In the case of NOT using a fiscal agent or the fiscal agent not providing insurance, the TNT sector will be responsible for the cost of the additional insurance policy to be acquired from the TNT Citywide coordinator. Normally that cost is between \$150 and \$400 per event, plus approx. \$100 for Terrorism coverage if needed.

Events require the sectors to be responsible for following up on the police and other city notifications, proper expenditure of funds, safety at the event, securing certificates of insurance from vendors for liability insurance having \$2 million aggregate, \$1 million per occurrence, and retaining receipts for the City TNT.

Events are usually held on city property, in which case, the city has to be notified and certificates of insurance will be required by the city.

3) Documentation: TNT requests images of the event to share with the TNT group in which it was funded as well as through social media and it’s webpage.

The sector person(s) responsible for the project must sign below and date. Signing means the persons will follow the project guidelines:

Person(s) Responsible _____ Date _____



Project Title: _____
 Area: _____

Agreement to Accept Advanced Funds for TNT Projects

The advancement of TNT funds for projects will only be given in advance when there is a non-for-profit organization willing to take responsibility for the allocation of funds.

Memorandum of Understanding

Between:

_____ And
 Funded/project/Group/ Organization

_____ Fiscal Sponsor Federal ID Number: _____

(Non-profit fiscal sponsor)

Fiscal Sponsorship beginning date: _____ Insurance Provider _____

Custom Made Special Project Completion Date: _____ or Event Date: _____

Fiscal Sponsor’s Role

The role of the fiscal sponsor is to receive and disburse funds for the project in a timely manner and to maintain prudent and accurate records of all transactions. It is expected that the fiscal sponsor or responsible party **submit a final report to TNT after the completion of the event/project**. This report should include a copy of all receipts.

The role of the proposer is to request funds from the Fiscal sponsor in a timely manner in order to conduct the activities described in the project proposal to the TNT sector which was approved by the sector.

Items to be agreed upon:

- General Timeline for use of funds including date of event when applicable: receipts and return of unused funds to be given to TNT Board within 30 days of project completion and within the same quarter the funds were given to the sector. Line Items within budget (budget to be attached to this document)
- The final receipts and financial reports must be submitted to the TNT Board by May 31st.
- Chain of command, within groups including organizations/groups, including decision-making authority regarding use of funds.

ANY MONEY NOT USED MUST BE RETURNED TO TNT

Date: _____

Printed name of Project Coordinator _____

Project Coordinator Phone# _____ Email _____

Signature of Project Coordinator _____

Printed Name and Title of Fiscal Sponsor Signature _____

Signature of Fiscal Sponsor _____

Fiscal Sponsor Address _____

Fiscal Sponsor Email Address _____ Phone: _____

Below is TNT's is a planning guide to assist event planners.

Event criteria for entertainment, food and music

1. Event organizer will contract with performers during the event.
2. Event organizer will have volunteers doing _____
3. Event organizer will contract with Food Vendors
4. Event organizer will contract with City of Syracuse for any police presence for crowd control
5. Event organizer will contract with musical organization to provide music during the event
6. Event organizer will contract with Syracuse Parks & Rec. Department for stage. SP&R will set up and take down.
7. Insurance related items:
 - a. The TNT Coordinator will need to contact the insurance agent on current liability policy to add this event for coverage. There will be an additional charge. Based on earlier estimates this could be about \$200 to \$400. The City of Syracuse will be named as an additional insured for events held on city property. The cost of the events liability insurance will come from the sector's funds.
 - b. TNT Sector should include insurance requirements for all hired groups and the food vendors and require certificates of insurance. Each group/vendor should have General Liability limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and should be naming TNT as an additional insured on their policies and show this on the certificate.
 - c. Event organizer should also check with all food vendors to be sure that they have a Health Dept. Certificate.
 - d. Event organizer/TNT Sector should decide if they would have a rain date. If so, need to determine how to notify public. Also need to determine the cost outlay to see if they are willing/able to assume the loss or want to purchase a special event policy with coverage for cancellation due to weather.
 - e. Event organizer/TNT Sector needs to check the area for safety to be sure that all electrical cords are covered so that no one can trip, If crafters are included, Event organizer needs to be sure that there is adequate space between the crafter's areas to avoid falls especially if tents are set up as the tent stakes and ropes can extend out into walkways if there is not adequate space.
 - f. TNT sectors will be responsible for following up on the event so it meets criteria.
 - g. TNT sectors will submit a Proposal, Agreement to Accept Advanced funds (in the case of advanced funds), a budget and an event description to the City Board for approval.