



# **Community Building Grant**

Fiscal Year

October 1, 2026 – September 30, 2027



**Planning Department**  
1575 Second Street, Fourth Floor  
Sarasota, FL 34236  
(941) 263-6378

## **Community Building Grant**

Fiscal Year 2026-2027

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### **Program Intent**

The purpose of the *Community Building Grant* program is to support community gatherings, celebrations or special events specifically created to enhance the quality of life in City neighborhoods. A sample of eligible funding projects includes: event supplies, entertainment, printing, food and provisions (excluding alcohol and tobacco products), and permitting fees in conjunction with neighborhood events/festivals/celebrations. Salaries/stipends, gift cards, and monetary prizes for or related to an event are not permitted. Applications will be accepted on an ongoing basis (as long as grant funds remain available) and evaluated for funding generally within ten (10) business days of receipt.

### **Eligible Applicants**

Neighborhood Associations, Homeowner/Condo Associations, Business Associations, and Coalitions of Neighborhood Associations located within the City of Sarasota and on record with the Planning Department are eligible to apply for one Community Building Grant per fiscal year.

### **Application Requirements**

An application must be submitted a minimum of fourteen days prior to an event to be accepted and for a Grant Agreement to be signed by the Neighborhood President or designee. All application questions must be thoroughly completed. Proposed event must be free and open to all residents within at least the geographic area represented by the applying association and show a direct benefit to the neighborhood/community. Items purchased with *Community Building Grant* funds shall not be sold at the proposed event.

### **Available Funding**

Maximum amount of *Community Building Grant* award is **\$300.00**, per association/entity application. Association/entity president or designee receiving grants will be required to sign a Grant Agreement before funds may be distributed. All grant funds must be expended prior to September 30, 2027.

### **Disbursement of Funds**

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to Associations. In order to reimburse an Association, the following items must be submitted after the event: 1) Invoice from the Association to the City of Sarasota requesting reimbursement for grant expenses; 2) Vendor receipts marked "paid" and/or credit card receipts 3) Copy of front and back of canceled checks if vendor was paid by check and/or debit card transactions. All vendors receiving direct payment from the City must accept a City of Sarasota credit card and Tax-Exempt Certificate. Associations without a valid checking account will be limited to direct payments to vendors as an implementation option.

### **Performance Reporting**

Grant recipients must produce one (final) Performance Report evaluating the success of the event, within 30 days of the event. These reports should include digital photographs and an event description. Failure to submit a final Performance Report may result in disqualification in future grant cycles. Final report forms will be provided by the Planning Department, who will also monitor and maintain grant files for all projects.

### **Instructions**

Please submit completed application via mail to the City of Sarasota - Planning Department, Attn: Neighborhood Services, 1575 Second St, 4th Fl, Sarasota, FL 34236 or email to [neighborhood.grants@sarasotaf1.gov](mailto:neighborhood.grants@sarasotaf1.gov).



**COMMUNITY BUILDING GRANT**  
**FISCAL YEAR 2026-2027**  
**APPLICATION**

*Must be submitted to Neighborhood Planner a minimum of fourteen days prior to event – Email [neighborhood.grants@sarasotafl.gov](mailto:neighborhood.grants@sarasotafl.gov)*

<b>DATE SUBMITTING APPLICATION</b>	
<b>ASSOCIATION NAME</b>	
<b>TAX ID (if Incorporated)</b>	
<b>PRESIDENT/CHAIR NAME</b>	
<b>PRESIDENT/CHAIR EMAIL &amp; CONTACT #</b>	
<b>ADDITIONAL EVENT CONTACT NAME</b>	
<b>ADDITIONAL EVENT CONTACT EMAIL &amp; CONTACT #</b>	
<b>NAME OF EVENT &amp; BRIEF DESCRIPTION</b> (e.g. Neighborhood social to foster connection among residents, Annual meeting to discuss association goals, Clean-up to enhance pride in our community)	
<b>PROPOSED DATE &amp; TIME OF EVENT (include rain date of applicable)</b>	
<b>EVENT LOCATION</b>	
<b>HOW WILL YOUR ASSOCIATION PROMOTE THE EVENT?</b> (e.g. Yard signs, Social media, Email)	
<b>EXPECTED NUMBER OF ATTENDEES</b>	
<b>WILL THERE BE VOLUNTEERS INVOLVED, IF SO, HOW MANY?</b>	
<b>HOW MUCH FUNDING IS YOUR ASSOCIATION REQUESTING? (up to \$300)</b>	
<b>LIST PROPOSED EXPENSES &amp; AMOUNTS (e.g. Food \$150, Music \$150)</b>	
<b>CHOOSE A or B: A) YOUR ASSOCIATION WILL PAY UPFRONT FOR EXPENSES TO BE REIMBURSED BY CITY AFTER THE EVENT or B) YOUR ASSOCIATION REQUESTS EXPENSES TO BE PAID BY CITY TO VENDORS</b> (Note: Vendors must accept City credit card w/o charging fees & Tax-Exempt certificate)	
<b>ACKNOWLEDGEMENT BY ASSOCIATION THAT THE EVENT IS FREE &amp; OPEN TO ALL RESIDENTS IN THE ASSOCIATION.</b> (Digital signature is acceptable)	

Complete and submit the following Performance Report after event



**COMMUNITY BUILDING GRANT  
FISCAL YEAR 2026-2027**

**PERFORMANCE REPORT**

*(Submit this report after event)*

<b>DATE COMPLETING THIS FORM:</b>	
<b>ASSOCIATION NAME:</b>	
<b>GRANT FUNDED AMOUNT:</b>	
<b>YOUR NAME:</b>	
<b>YOUR EMAIL:</b>	
<b>YOUR POSITION ON BOARD OF DIRECTORS:</b>	
<b>ACCOMPLISHMENTS:</b> Please highlight the grant project accomplishments.	
<b>BUDGET:</b> Please note if all the grant funds were spent (Yes or No). If NO, please explain why.	
<b>ATTENDANCE:</b> Was the event open to all Association residents and approximately how many residents attended?	
<b>OTHER COMMENTS:</b> Feel free to add any other comments regarding the grant project or grant process.	