

Waldo CID Community Event Rebate Program



Powered by the **Waldo Community Improvement District**
7222 Wornall Road Kansas City, MO 64114
816-286-4523 • www.waldokc.org

Helping Promote Your Business and Waldo

Drawing people to the Waldo area is good for our community. The more events we have, the stronger the community, and the more viable the businesses!

In addition to our district events and marketing, the Waldo CID has established a \$10,000 pool of funds to help make other public events in the district successful. The Community Event Rebate Program was created to encourage Waldo establishments in the CID to host events and attract people to Waldo from throughout the entire metropolitan area. To help, eligible events receive matching funds (half of the total cost) **up to \$1,000 per event/year!** So, get creative and help us promote Waldo and your business!

The Nuts & Bolts

Process & Deadlines: Applications must be submitted **at least 60 days** before the event to allow time for review. The application will be reviewed and approved/denied by the Waldo Event Committee Task Force made up of Waldo board members/volunteers. Preference will be given to events with a large reach and which help attract others to Waldo. Notification of approval/denial, and any associated conditions, will be given within 30 days.

After the event, applicants must complete the attached Final Report Form, detailing expenses. The completed form, invoices and receipts, copies of advertising and a W-9 must be submitted within 60 days after the event. Once received, expenses will be verified and the reimbursement will be awarded within 30 days.

Requirements: Applicants must be within the Waldo CID in order to apply. Events can include fairs, walks/races, art shows, pub crawls, anniversaries, block parties, festivals, and other special attractions. The event must be open to the public and promoted metro wide. All city permits/requirements must be met.

Eligible Expenses:

- ✓ Entertainment (bands, performers etc.)
- ✓ Equipment, tent, space rental
- ✓ Decorations
- ✓ Advertising
- ✓ Office supplies, i.e. postage, printing, etc.
- ✓ Promotions/marketing
- ✓ city permit fees

Non-Eligible Expenses:

- × Salaries, event coordinators, etc.
- × food and beverages
- × purchasing equipment/capital investment
- × Expenses incurred prior to application approval

Additional information: Please call (816)286-4523 or Dorna@WaldoKC.org

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Application

Please fill out the following information and return the completed form to the Waldo CID at the address below at least 60 days prior to the event. Feel free to attached additional sheets if needed.

Name of Event: _____

Date and time of event: _____

Location: _____

Name of host business: _____

Partners (if applicable): _____

Contact person: _____

Phone: _____ Email: _____

Address: _____

Describe the event, highlights, and activities that are planned: _____

List the potential items for reimbursement: _____

Breakdown of estimated total cost: _____

Thank you for your application!

Return completed applications to:

Waldo CID

c/o Dorna Edgar Swan

7222 Wornall Rd

Kansas City, MO 64114

(816)286-4523

Dorna@WaldoKC.org



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Final Report Form

Please fill out the following information and return the completed form and required attachments within 60 days after the event to the Waldo CID at the address below. Feel free to attached additional sheets if needed.

Name of Event: _____

Date and time of event: _____

Person completing the report: _____

Phone: _____ Email: _____

Address: _____

Date of final report form submission: _____

Name for rebate check (if different from above): _____

Address (if different from above): _____

How and where did you advertise? _____

About how many people attended your event? _____

What would you do again and what would you change about the event? _____

Required attachments:

- Summary of expenses
- Copies of invoices and receipts for eligible expenses
- Copies of any advertising/promotional materials
- W-9

Thank you for hosting your event and helping promote Waldo!

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Waldo CID

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