

## **Celebrate Kirkland Parade Float Mini Grant Program – this year only!**

To celebrate the 25th anniversary of the Celebrate Kirkland Parade, the City of Kirkland is offering up to twenty \$500 mini-grants for eligible organizations and businesses to create a parade float that highlights the parade's theme "Where We Come Together" and celebrates diversity, equity, inclusion and belonging in Kirkland.

This mini grant is intended to help cover the cost of materials and decorations for organizations who otherwise would not be able to create a parade float. We can't wait to see your creativity and community spirit as you parade down the streets of Kirkland with a festive and fun float display!

### **Eligibility Requirements**

Eligible to apply:

- Nonprofit organizations
- Cultural groups
- Women or BIPOC-owned small businesses with 50 employees or less

The applicant organization must operate in Kirkland and/or have a strong connection to the Kirkland community. Elected officials, individuals running for office, groups promoting ballot measures or initiatives, and for-profit businesses with more than fifty employees are not eligible.

### **Float Requirements**

The parade float must:

- Be a decorated platform built on or towed behind a vehicle
- Integrate diversity, equity, inclusion and belonging into the float design or decorations
- Incorporate the 25th Anniversary of the parade into the float
- Adhere to the City's [parade and float guidelines](#)

Here are some inspiration links for creating a great parade float! Floats can be simple and low cost, or you can go all out!

- [Build a parade float for your business - video](#)
- [How to build a float](#)

### **Application Deadline and Review**

- Grant applications will be reviewed by City staff and awarded on a rolling basis, starting with the first reviews on April 30, 2024, and continuing until all grants are awarded or by May 31, 2024.
- Grand funds will be dispersed after July 4, 2024.

*More information on next page*

### **Evaluation Criteria**

- Grant application is complete, with all responses clearly described and illustrated
- Float design creativity
- Reflection of the parade's theme "Where We Come Together" and diversity, equity, inclusion and belonging
- Reflection of the 25th anniversary of the Celebrate Kirkland Parade
  
- Stated need for the mini grant

### **If awarded a mini grant, the applicant organization must:**

- Submit a [parade application](#) and adhere to the [parade guidelines](#).
- Add the City of Kirkland as additionally insured for \$1 million per occurrence and \$2 million aggregate on certificate of insurance.
  - Include in the insurance certificate box description: City of Kirkland, 123 5th Ave, Kirkland, WA 98033 and
  - Include an endorsement letter from your insurance broker, also with the City of Kirkland, 123 5th Ave, Kirkland, WA 98033 typed into the endorsement letter.
- Submit a W-9 for payment processing.
- Participate in the Celebrate Kirkland parade on July 4, 2024, by creating and showcasing a float.
- Submit a photo of your float on July 4, 2024, to grant processors, in lieu of receipts.
- Strongly encouraged: Arrive by 11 am at the staging area on July 4 for consideration for an award from our judges.

Note: Grant recipients may receive a 1099 at the end of 2024 if the organization gets more than \$600 in payments from the City in combination with grant funding or other business purposes.

### **Questions?**

- Visit our webpage at [www.kirklandwa.gov/CelebrateKirkland](http://www.kirklandwa.gov/CelebrateKirkland) for details about the parade.
- Questions? Call us at 425-587-3330 or email [CelebrateKirkland@kirklandwa.gov](mailto:CelebrateKirkland@kirklandwa.gov)