

COMMUNITY EVENT SUBSIDY EVALUATION SCORE SHEET

Event Name: _____

Organization: _____

Event Date(s): _____

Reviewer: _____

SECTION 1 – PUBLIC ACCESSIBILITY (20 POINTS MAX)

Criteria	Points
Free and open to the public	20
Free with registration required	15
Participation fee less than \$50	10
Participation fee greater than \$50	5
Private or invitation-only event	0

Score Awarded: _____ / 20

Comments: _____

SECTION 2 – ORGANIZATIONAL ELIGIBILITY (15 POINTS MAX)

Criteria	Points
Manhattan Beach nonprofit organization	15
Regional nonprofit organization	10
Manhattan Beach resident group/organization	5
Commercial organization	0

Score Awarded: _____ / 15

Comments: _____

SECTION 3 – TARGET AUDIENCE (15 POINTS MAX)

Criteria	Points
Primarily serves Manhattan Beach residents	15
Significant resident participation anticipated	10
General public/regional audience	5
Primarily non-resident audience	0

Score Awarded: _____ / 15

Comments: _____

SECTION 4 – COMMUNITY BENEFIT (40 POINTS MAX)

Evaluate the event's contribution to community life, recreation, culture, education, civic engagement, health, tourism, economic vitality, or other public benefits.

Rating	Points
Exceptional community benefit	40
Significant community benefit	30
Moderate community benefit	20
Limited community benefit	10
Minimal community benefit	0–5

Score Awarded: _____ / 40

Comments: _____

SECTION 5 – CITY RESOURCE IMPACT (10 POINTS MAX)

Evaluate staffing requirements, public safety impacts, traffic control needs, facility impacts, and operational complexity.

Criteria	Points
Minimal City resources required	10
Moderate City resources required	5
Significant City resources required	0

Score Awarded: _____ / 10

Comments: _____

TOTAL SCORE

Category	Points
Organizational Eligibility	_____ / 15
Public Accessibility	_____ / 20
Target Audience	_____ / 15
Community Benefit	_____ / 40
City Resource Impact	_____ / 10
TOTAL	_____ / 100

SUBSIDY DETERMINATION

Event Category

- ☐ City-Sponsored Event
- ☐ Nonprofit Community Event
- ☐ Nonprofit Fundraiser
- ☐ Resident Organization Event
- ☐ Commercial Event
- ☐ Other: _____

Maximum Eligible Subsidy for Category

_____ %

Scoring Adjustment

Score	Eligible Subsidy Level
85–100	Up to 100% of maximum subsidy
70–84	Up to 75% of maximum subsidy
55–69	Up to 50% of maximum subsidy
Below 55	Up to 25% of maximum subsidy or no subsidy

Recommended Subsidy (attach cost estimate)

Approved Subsidy Amount: \$ _____

Approved Services: _____

☐ Approve as Requested

☐ Approve with Modifications

☐ Deny Request

Comments: _____

Reviewer Signature: _____

Date: _____