



PINE STREETS GRANT PROGRAM GUIDELINES

In a continued effort to support our City of Los Alamitos based restaurants, the City of Los Alamitos Economic Development Division will be offering a grant up to \$5,000 per participating restaurant for their commitment at the upcoming Celebrate Los Al event on **Saturday, September 13** at Pine Street. The conditions of appropriate event-related expenses and approval for their awarded grant will be contingent on the following guidelines below marking eligibility:

Event Related Expenses

- **Personnel costs** with verification of employment and detailed labor hours dedicated for the event only (not to exceed 8 hours). Exclusions will be anything unrelated to the event.
- **Supply costs** includes any of the following:
 - Food supplies with a “taste” from the menu serving a minimum of 1,000 people. A “taste” is defined as a serving of approximately 3 ounces.
 - Additional food supplies must include sufficient quantities of plates, napkins, and utensils.
- **Marketing Costs** includes any of the following intended to be used at the event:
 - Vinyl banners with 2' x 10' dimensions for canopy display with bronze grommets at each corner.
 - Business cards, flyers, menu, coupons, and pop-up banners.
 - **Intended for City of Los Alamitos businesses only**

Grant will not cover any additional items and all purchases are subject to City Staff approval.

Participation Guidelines

- Must hold an active City of Los Alamitos Business License with no outstanding code violations.
- Must be a permanent establishment in the City of Los Alamitos and under the four main categorical restaurant types: quick service, fast casual, casual dining, and fine dining. Subject to City Personnel discretion.
- Must submit the Grant Application in order to become a participant of the program.
- Participating restaurants will have a specific allotted time period before the date of the event and after the event to submit Reimbursement Forms for all appropriate expenses, along with the sales report or receipts with line items. The described items must be submitted during the allotted time period to secure their reimbursement.
- Must be available for the entirety of the event, including set-up and tear down.
- Minors must be accompanied by an adult and only restaurant staff may be in the space provided.
- Additional guidelines may be found on the Pine strEATS Grant Application.