

## Independence Day Parade Microgrant Information

With the goal of encouraging community participation in the Independence Day Parade, the City of New Albany will reimburse parade entry costs for New Albany non-profit groups and neighborhoods (must reside within the 222 tax district).

### Microgrant Amounts

- Up to \$1,000 of supply costs for floats\*
- Up to \$500 of supply costs for walking groups, bike brigades, etc.\*

\*Receipts must accompany your request to receive reimbursement.

Please note that basic flatbeds with hay bales are not considered floats and are only eligible for up to \$500 in reimbursement.

**If you are uncertain if a purchase is a reimbursable expense, please contact the Community Programs team BEFORE spending money.**

[communityevents@newalbanyohio.org](mailto:communityevents@newalbanyohio.org) / 614-855-6226

### Microgrant Application

Complete the online Independence Day Microgrant Application. Applications will be processed in the order they are received. Total grants awarded will not exceed \$5,000. Once the funds are exhausted, applications will no longer be accepted.

### Qualifying Costs

The City of New Albany will reimburse parade entry costs that meet the following criteria:

1. **FLOATS** – A float is defined as an entry where there has been a deliberate and meaningful attempt at building or assembling. **Examples of reimbursable items include:** flatbed rental, structures, tissue paper pomps, chicken wire, artwork, moving parts, etc. that collectively represent a theme or image.
  - a) An entry is not a float if it is predominantly a vehicle for carrying people. Examples include vehicles (with or without a trailer) with hay bales and basic signs or banners identifying the group, etc.
2. **OTHER ENTRIES** – Walking groups, bike brigades, stroller flotillas, roller skaters, etc. are welcome and encouraged. **Examples of reimbursable items include:** streamers, pinwheels, rosettes/ribbons, tinsel, balloons, etc.

### Non-Reimbursable Items

1. Any food or beverage item.
2. Supplies not related to the parade entry.
3. Giveaways to hand out during the parade.

### Procedures for Reimbursement

1. Select one person to serve as the financial liaison with the City. The City will only reimburse expenses to one person per parade entry. This person needs to complete and return two forms: the City's Vendor Information Form and a W-9. We cannot reimburse



any expenses until these forms have been received and processed by the City's Finance Department.

2. Purchase all items using our tax-exempt form. The City of New Albany is a tax-exempt entity, and we cannot reimburse tax. If you have questions about purchasing with the tax exemption form, please call the Community Programs team for support.
3. Collect and keep all original receipts. If you purchase items online, please print the electronic receipt. Please note that we cannot reimburse expenses that do not have an original receipt.
4. After you have made all necessary purchases, complete the Independence Day Parade Microgrant Reimbursement Form, attach all receipts and return to the City of New Albany at 99 W. Main Street. Please submit all receipts at the same time. The City will only accept one Microgrant Reimbursement Form per parade entry, so make sure that all eligible receipts are attached at the time of submittal.

#### Important Deadlines

- **May 1** – Microgrant Applications open online at <https://newalbanyohio.org/programs-and-events/independence-day-2025/>. Applications will be processed in the order they are received. Total grants awarded will not exceed \$5,000. Once the funds are exhausted, applications will no longer be accepted.
- **June 13** – Vendor Information Forms and W-9s due to City of New Albany.
- **July 31** – Microgrant Reimbursement Forms and receipts due to City of New Albany by 5 p.m. **Receipts received after July 31 will not be reimbursed.**