



“Party Block” Sponsorship Overview

The Metropolitan Redevelopment Agency (MRA) offers \$500 grants to help businesses, nonprofits, and neighborhood groups host block parties in designated Metropolitan Redevelopment (MR) Areas. These street parties are meant to bring neighbors together, celebrate local creativity, and activate public space.

Block parties are community-led events held on city streets—temporarily closed to traffic—to create a safe and welcoming environment for everyone. Think music, games, food trucks, art, and more!

Program Basics

- **Grant Amount:** \$500 per event
- **Eligibility:** Events must be located within an MR Area
 - » [Check MR Area Eligibility](#)
- Applications must be submitted at least **60 days** before the event date
- **Rolling Applications:** Open until funds are depleted
- **Annual Limit:** Up to two (2) awards per applicant per fiscal year
- **Priority:** Given to new applicants and locations with active businesses
- **Free Access:** Events must offer free entry or free activities
- **Branding:** MRA logo must be included on all print and digital marketing
 - » [Download the MRA Logo \(PNG\)](#)
 - » [Download the MRA Logo - Reversed \(PNG\)](#)

[View the Party Block Flyer \(PDF - Exhibit A\)](#)

What the Grant Can Cover

- Permits
- Insurance
- Social media ads
- Entertainment (like a DJ or games)
- Food vendors (like an ice cream truck), and
- Other event-related costs

Application Requirements

- All applications must be submitted online and include:
- Online application form
- Draft event flyer (with date, time, and location)
- Petition of support with at least 70% approval from neighbors or businesses on the block
- Proposed event budget
- [Modified W-9 form \(via DocuSign\)](#)

[View the Petition of Support \(PDF - Exhibit B\)](#)

[View Step-by-Step W-9 Instructions \(PDF - Exhibit C\)](#)

Note: Applications will not be accepted via mail, email, or in person. Incomplete applications will not be reviewed or scored.

How Applications Are Scored

A review committee will evaluate each application based on:

- Strength and clarity of the proposal
- Artistic or creative expression
- Community engagement and inclusiveness
- Contribution to area beautification
- Whether the property generates gross receipts

After You Apply

- You'll receive an email notification once your application is approved or denied.
- Approved applicants must sign a **Sponsorship Agreement** with MRA.
- Events must comply with the terms of the agreement.

If You're Awarded

1. Sign the **Sponsorship Agreement** with MRA.
2. Submit your approved **City of Albuquerque Event Permit**.
3. Submit an **invoice** to receive your \$500 sponsorship.
4. Host your event and **take photos**.
 - » [View Suggested Content Collection Checklist \(PDF - Exhibit D\)](#)
5. Submit event photos to close out and remain in good standing.

Planning Your Block Party

Logistics to Consider:

- Event insurance
- Security staff or volunteers
- Perimeter fencing
- Lighting and power (generators if needed)
- Trash collection
- Portable toilets and hand washing stations
- Seating, signage, and any required accessibility accommodations
- Entertainment (music, performers, games)
- Event flyer with the time, date, and location

Secure the Required Permits:

Block parties require a Special Event Permit from the City. Additional permits may be needed depending on your event:

- Food vendors must have a valid New Mexico Health & Environment food permit
- Alcohol vendors must obtain a Public Celebration Permit
- Amplified sound and tents or canopies may require separate permits
 - » For help with permitting, contact Bree Ortiz at bortiz@cabq.gov, or visit [Special Event Permitting – City of Albuquerque](#).

Promote Your Event:

You are responsible for creating and distributing your event flyer ahead of time. Make sure to share your block party details on neighborhood bulletin boards, websites, and social media platforms to spread the word.

Day-Of Responsibilities

As the event organizer, you are responsible for:

- Ensuring safety and accessibility for attendees
- Coordinating setup and cleanup
- Managing any hired vendors, entertainment, or volunteers

Frequently Asked Questions

I'm not in an eligible Metropolitan Redevelopment (MR) Area. Can I still apply?

No. [Check MR Area Eligibility.](#)

Who determines which MR Areas are eligible?

MR Areas are selected based on available funding and the goals of the program. The Albuquerque City Council designates MR Areas and allocates funding for programs like the Party Block Boutique Grant.

Why isn't my area in an MR Area?

MR Areas are parts of the city that have experienced long-term disinvestment, which has affected residents' quality of life and made private development more difficult without public support. These areas are evaluated through a formal assessment process, and if they meet specific criteria, the City Council may designate them as MR Areas.

Who is responsible for selecting vendors, entertainment, and planning the event?

If your event is awarded funding, you—as the applicant—are fully responsible for choosing all contractors, vendors, entertainment, and event logistics. You must also ensure all planning tasks and deadlines are met.

What permits or insurance are required for my event?

Awarded applicants must coordinate directly with the City's Arts and Culture Department to obtain any necessary permits and insurance. For help with permitting, contact Bree Ortiz at bortiz@cabq.gov, or visit online: [Special Event Permitting – City of Albuquerque](#). Please note that you will not be awarded the sponsorship money without an event permit.

What if my event costs more than the \$500 sponsorship?

The \$500 grant may not cover all event expenses. Any additional costs or overages are the full responsibility of the applicant.

Can I apply for an event that already happened?

No. Party Block sponsorships are only available for upcoming events. Funding cannot be used for events that have already taken place.



For additional questions, please contact:
Mara Salcido, Redevelopment Project Manager
msalcido@cabq.gov

* PARTY BLOCK

SPONSORSHIP

The Metropolitan Redevelopment Agency (MRA) is offering \$500 grants to help businesses, nonprofits, and neighborhood groups turn their street into a celebration—music, games, food trucks, art, and more!

- Ready to party? Apply anytime—just give us at least 60 days' notice before your event.
- Grants are awarded on a rolling basis while funds last.
- Events must take place within a designated Metropolitan Redevelopment (MR) Area—[Is my block eligible?](#)

Rally your neighbors, plan something awesome, and let's make it happen.

SCAN
to apply and
learn more!



TURN THE BLOCK INTO A PARTY

Questions? Contact Mara Salcido, Redevelopment Project Manager
msalcido@cabq.gov



Petition **IN FAVOR** of Block Party

Event/Festival Name: _____

Event/Festival Date: _____

Street Closure Dates and Times: _____

Street(s) Affected by Closure: _____



>> We are seeking signatures from PROPERTY AND BUSINESS OWNERS who may be impacted by temporary street closures for the event noted above. Your feedback is important, and positive comments are encouraged. If this event will not impact your operations, please note that in the comments.

#	Business/Property Name	Business/Property Street Address	Business/Property Owner Name and Title	Phone Number/ Email	Signature	Comments
1						
2						
3						
4						
5						
6						

Street Closure Dates and Times: _____

Petition **IN FAVOR** of Block Party

Street(s) Affected by Closure: _____

#	Business/Property Name	Business/Property Street Address	Business/Property Owner Name and Title	Phone Number/ Email	Signature	Comments
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Street Closure Dates and Times: _____

Petition **IN FAVOR** of Block Party

Street(s) Affected by Closure: _____

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#	Business/Property Name	Business/Property Street Address	Business/Property Owner Name and Title	Phone Number/ Email	Signature	Comments
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						

Street Closure Dates and Times: _____

Petition **IN FAVOR** of Block Party

Street(s) Affected by Closure: _____

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#	Business/Property Name	Business/Property Street Address	Business/Property Owner Name and Title	Phone Number/ Email	Signature	Comments
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						



CITY OF ALBUQUERQUE MODIFIED W-9 INSTRUCTIONS STEP-BY-STEP

To register as a supplier with the City of Albuquerque, you must complete the City's modified W-9 form using the instructions below. This version of the form is required for entry into our procurement system.

Please follow the steps outlined below carefully.

STEP 1:

Scan the QR code or click on the link below to access the Modified W-9 Form on DocuSign.



← **SCAN**
or
CLICK → [DocuSign Modified W-9](#)

STEP 2:

City of Albuquerque Begin Signing help

PowerForm Signer Information

This link allows you to send an electronically signed W9 to the City of Albuquerque's Supplier Setup.

Please enter your name and email to begin the signing process.

Supplier

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

City of Albuquerque Department Contact

Name: *

Email: *

1 INSERT YOUR **FULL NAME** AND EMAIL ADDRESS HERE

2 INSERT Name: Sarah Supple Email: ssupple@cabq.gov

3 CLICK HERE

Begin Signing

STEP 3:

1

CLICK HERE

City of Albuquerque

Please read the [Electronic Record and Signature Disclosure](#).

☐ I agree to use electronic records and signatures. *

Change Language - English (US) ▼

Other Options ▼

Continue

2

CLICK HERE

STEP 4:

SELECT A TAX CLASSIFICATION

DocuSign Envelope ID: 1DE5827F-8D70-40E7-86DE-D6556C8D24EE

ONE ALBUQUERQUE City of Albuquerque

Request for Supplier Information

Substitute Form W9
Department of Finance and Administrative Services

SECTION 1: CONTACT INFORMATION AND TAXPAYER IDENTIFICATION NUMBER

NAME (as shown on your income tax return). Name is required on this line. Do not leave this line blank.

BUSINESS NAME (if separate entity name. If different from above)

PRIMARY ADDRESS (number, street, and apt or suite no.)

CITY, STATE, and ZIP CODE

PHONE

REMITTANCE ADDRESS (number, street, and apt or suite no.)

REMITTANCE CITY, STATE, and ZIP CODE

EMAIL ADDRESS

SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER New Mexico CRS TAX ID (if applicable)

TAX CLASSIFICATION (check only one)

☐ INDIVIDUAL/SOLE PROPRIETOR or single-member LLC ☐ C CORPORATION ☐ S CORPORATION

☐ PARTNERSHIP ☐ TRUST/ESTATE

☐ LIMITED LIABILITY COMPANY-- Enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership)

Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ 501(C)(3) NON-PROFIT ORGANIZATION ☐ OTHER (SEE INSTRUCTIONS)

EXEMPTIONS (codes apply to certain entities, not individuals; see instructions)

EXEMPT PAYEE CODE (if any)

EXEMPTION FROM FATCA REPORTING CODE (if any)

SECTION 2: BUSINESS DEMOGRAPHICS (CHECK ALL THAT APPLY)

☐ Local Business - Headquartered and maintains its principal office and place of business within the Greater Albuquerque Metropolitan Area (City of Albuquerque or Bernalillo County).

☐ Doing Business Locally - Either not headquartered or does not maintain its principal office and place of business here, but maintains a storefront in the Greater Albuquerque Metropolitan Area and employs one or more City of Albuquerque or Bernalillo County residents.

☐ Woman Owned Business - At least 51% owned and controlled by one or more women, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more women.

☐ Minority Business Enterprise (MBE) Owned - At least 51% owned and controlled by one or more racial/ethnic minorities or, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more racial/ethnic minorities. Please specify the race/ethnicity of minority owners (question to the right).

☐ LGBTQ+ Owned Business - At least 51% owned and controlled by one or more LGBTQ+ individuals, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more LGBTQ+ individuals.

☐ None of the Above Categories Apply

If your business is MBE-owned, please specify the race/ethnicity of minority owner(s). Check all that apply:

☐ Hispanic American ☐ Native American ☐ Black or African American ☐ Asian-Indian American ☐ Asian-Pacific American

SECTION 3: PURCHASE ORDERS (COMPLETE ONLY IF YOU ACCEPT POs)

ELECTRONIC POs AND INVOICES (select one)

☐ Transcepta (preferred method)

☐ Email

PO CONTACT INFORMATION

FULL NAME

EMAIL ADDRESS

SECTION 4: CERTIFICATION

NAME AS SHOWN ON YOUR INCOME TAX RETURN MUST BE EXACTLY AS LISTED WITH THE IRS.

PRIMARY ADDRESS IS YOUR PHYSICAL LOCATION.

REMITTANCE ADDRESS IS YOUR MAILING ADDRESS.

PLEASE FILL OUT THE ENTIRE ADDRESS IN BOTH SECTIONS, EVEN IF IT IS THE SAME.

INSERT SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER

STEP 5:

Substitute Form W9
Department of Finance and Administrative Services

SECTION 1: CONTACT INFORMATION AND TAXPAYER IDENTIFICATION NUMBER

NAME (as shown on your income tax return). Name is required on this line. Do not leave this line blank.

BUSINESS NAME (if separate entity name. If different from above)

PRIMARY ADDRESS (number, street, and apt or suite no.)

CITY, STATE, and ZIP CODE

PHONE

REMITTANCE ADDRESS (number, street, and apt or suite no.)

REMITTANCE CITY, STATE, and ZIP CODE

EMAIL ADDRESS

SOCIAL SECURITY NUMBER OR EMPLOYER IDENTIFICATION NUMBER New Mexico CRS TAX ID (if applicable)

TAX CLASSIFICATION (check only one)

☐ INDIVIDUAL/SOLE PROPRIETOR or single-member LLC ☐ C CORPORATION ☐ S CORPORATION

☐ PARTNERSHIP ☐ TRUST/ESTATE

☐ LIMITED LIABILITY COMPANY-- Enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership)

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☐ None of the Above Categories Apply

If your business is MBE-owned, please specify the race/ethnicity of minority owner(s). Check all that apply:

☐ Hispanic American ☐ Native American ☐ Black or African American ☐ Asian-Indian American ☐ Asian-Pacific American

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ELECTRONIC POs AND INVOICES (select one)

☐ Transcepta (preferred method)

☐ Email

PO CONTACT INFORMATION

FULL NAME

EMAIL ADDRESS

SECTION 4: CERTIFICATION

Finish

CLICK FINISH WHEN FORM IS COMPLETE!



Content Collection Checklist

Please gather and submit the following materials to help the City showcase your event and its impact on the community.

Photos (5–10 images)

Capture a variety of moments that highlight the energy and engagement of your event:

- Wide shot of the block party space (before and during the event)
- Community members enjoying activities (games, music, food, etc.)
- Candid interactions (neighbors talking, kids playing, volunteers helping)
- Portrait of a key organizer or partner
- Close-up details of booths, signage, decorations, or unique elements
- One or two images with extra space (for future social media text overlays)

Video (Optional but encouraged)

Consider capturing the excitement and spirit of your event with:

- A 10–30 second horizontal video clip (pan the party, performances, etc.)
- A short testimonial from an organizer, participant, or neighbor
- “Why was this block party meaningful to you or your neighborhood?”

Time-lapse or walk-through (if feasible)

Quote/Testimonial

Provide 1–2 short quotes (1–2 sentences each) that highlight the block party’s impact.

Please include:

- Full name
- Title or affiliation (e.g., neighborhood group, business owner, resident)
- Permission to publish

Logos & Branding (if applicable)

If applicable, include:

- High-quality PNG logo of your organization (transparent background preferred)
- Any branding guidelines or colors to follow for future promotion

Event Info

Please share:

- Event name & brief description (1–2 sentences)
- Date of the block party
- Any notable stats (e.g., # of attendees, # of vendors or partners, activities offered)
- Social media handles or hashtags we can use to tag you

Submission Format

Upload all materials to [MRA's SharePoint Folder](https://sfftp.cabq.gov/f/fbd1605d2d7e0fc5) (https://sfftp.cabq.gov/f/fbd1605d2d7e0fc5)

Name files clearly (e.g., “BlockParty_YourOrg_Photo1.jpg”)