

Village of Cary

Community Event Grant Program



Purpose

The Village of Cary strives to support local non-profits and their special events that add to the quality of life for the residents and businesses within Cary. The mission of the Community Event Grant Program is to fulfill this responsibility by funding non-profit grant requests to provide cultural, recreational and youth/senior services which contribute to the quality of life for the Village of Cary.

Funding

The Village's fiscal year 2017/2018 budget allocates \$15,000 towards the Community Event Grant Program.

Evaluation Criteria

The amount of the grant for community events will be based on the following criteria:

- Another funding source is utilized in addition the Village's grant
- There is a detailed budget and specific event objectives
- There is reasonable potential for the event to become financially self-sustaining
- The event exhibits the potential to promote tourism and draw people to the community
- The non-profit managing the event has made the effort to partner with other community organizations
- The non-profit must have a significant relationship to the Cary community as demonstrated by meeting one of the following:
 - A. Having a membership of which 55% or more reside within the corporate limits of the Village
 - B. Having a charter or other official recognition by a parent, state or national organization that designates it a Cary chapter
 - C. Being one of the taxing bodies serving Village residents
 - D. Tax exempt entities organized to promote economic development and business retention for the Village

Application Process

- Community Event Grant applications are available at the Village Hall and on the Village's website
- Completed applications must be delivered to Village Hall or submitted via email to villagehall@caryillinois.com no later than May 19, 2017 at 5:00 pm.
- Applications will be reviewed and evaluated by the Village's Committee of the Whole/Village Board
- Applicants may be required to present an overview of event to the Committee of the Whole/Village board
- Applicants will be notified of their application status in May/June 2017.
- Distribution of funds to Community Event Grant Program awardees will be coordinated through the Village's Finance Department
- All application expenses shall be borne solely by the organization filing the application
- All applications submitted to the Village shall become the property of the Village and may be retained or disposed of in the Village's discretion.

Application Submittals

- A cover letter signed and dated from an authorized representative of the organization must accompany the application
- Applications must be signed by an authorized representative of the applicant organization
- A copy of the organization's annual budget
- A copy of a letter from the Internal Revenue Service, which formally classifies the applicant organization as exempt from federal income tax
- A detailed line-item budget for the proposed event showing sources of income, anticipated expenses and how the Community Event Grant Program funds will be used
- A list of sponsors for the event
- Any examples of promotional material used to advertise the event

Village of Cary
2017 Community Event Grant Program



The Village of Cary strives to support local non-profits and their special events that add to the quality of life for the residents and businesses within Cary. To that end, the Village is pleased to offer the Community Event Grant Program. Please review the following application carefully and complete all application questions. You may also address the questions in a separate narrative. Ensure you have attached all requested information and forms. Any applications that are not fully complete will be returned. Completed applications must be delivered to Village Hall or submitted via email to villagehall@caryillinois.com no later than May 19, 2017 at 5:00 pm.

1. Event Name: _____

2. Organization Managing Event: _____

3. Location: _____

4. Date(s): _____ Time(s): _____

5. Contact Person: _____

6. Telephone: _____ Email: _____

7. Amount of funds requested: _____

8. Describe your organization: _____

9. Describe the proposed event and its objectives: _____

10. Is this a first year event: _____

11. Describe how the funds will be used. Please be specific: _____

12. Describe how the event will benefit the Village of Cary: _____

13. Describe your efforts to collaborate with other community groups: _____

14. Describe any in-kind services you plan to request from the Village: _____

15. Describe the use of any consultants/contractors for your event: _____

16. Describe the distribution of any event profits: _____

17. If awarded a grant, describe how you may recognize the Village for providing the grant funding: _____

18. Describe the impact to your event if your grant request is denied or reduced: _____

19. Describe how the event will be evaluated: _____

Please attached the following:

- A cover letter signed and dated from an authorized representative of the organization
- A copy of the organization's budget
- A detailed line-item budget for the proposed event showing sources of income and anticipated expenses
- A copy of a letter from the Internal Revenue Service, which formally classifies the applicant organization as exempt from federal income tax
- A list of sponsors for the event
- Any examples of promotional material used to advertise the event

Printed Name of Authorized Person and Title

Signature of Authorized Person

Date

Liability Waiver and Hold Harmless Agreement

In consideration of the _____ and its Members, employees, volunteers or guests, participating in the activity for which the Village issued a community event grant award (the "Activity"), the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the _____ participation in the Activity and hereby waives and releases the Village from any and all claims arising directly or indirectly from the operation of the Activity or the receipt of the grant award.

Applicant shall be solely responsible for payments or other contractual obligations to contractors, suppliers, laborers, material providers, and other persons providing goods and services to applicant. In no way shall the Village of Cary, its officials, agents, employees and volunteers be considered or deemed to be a co-sponsor of the event unless expressly approved in writing by the Village of Cary.

To the fullest extent permitted by law, the _____ hereby agrees to defend, indemnify and hold harmless the Village of Cary, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in any way accrue against the Village of Cary, its officials, agents and employees, as a consequence of the _____ participation, operation or management of the Activity, or which may in any way result therefrom, except to the extent arising from acts or omissions for which the Village of Cary, its agents or employees may be held liable under the laws of the State of Illinois. The _____ shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Cary, its officials, agents and employees, in any such action, the _____ shall at its own expense, satisfy and discharge the same.

The undersigned shall provide the Village of Cary a certificate of insurance reflecting coverage for general liability coverage in amounts which reflect the scale and risk of the Activity and anticipated attendance. The Village of Cary, its officials, agents, employees and volunteers are to be covered as primary, additional insured as respects the _____ participation in the Activity.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the _____.

Agreed this _____ day of _____, 2017

Name of Organization

Printed Name of Authorized Person

Signature of Authorized Person

Title

Community Event Grant Program Agreement

The applicant hereby agrees that:

1. The activities and services for which assistance is requested will be administered by the applicant.
2. The figures, facts and representations in this application, including all attachments, are true and correct to the best of the applicant's knowledge and belief, and do not omit any material fact that would be considered relevant to a reasonable person.
3. The filing of this application with the Village of Cary has been authorized by the governing board of the applicant.
4. The applicant will expend funds received as a result of this application solely for the above-described projects and/or programs.
5. The applicant does not and will not engage in any practices or procedures which discriminate on the basis of race, color, sex, sexual orientation, national origin, age or physical or mental handicap or disability, in violation of federal or state law.
6. Should this grant request be approved, applicant agrees to submit to the Village of Cary an after action report (attached) within 90 days of the event. The after action report includes a financial statement showing actual income, expenses and in-kind contributions.
7. The Village has the right to determine how the funding award shall be used.
8. Grant funds will be returned in whole to the Village if there is any evidence of the misuse of funds.

Agreed this _____ day of _____, 2017

Name of Organization

Printed Name of Authorized Person

Signature of Authorized Person

Title

**Village of Cary
Community Event Grant Program
After Action Report**



Purpose

The purpose of the after action report is to provide the Village of Cary with an opportunity to review the event after its completion. The after action report will serve as a performance evaluation of the event and may assist the Village in making future grant award decisions.

1. Grant Recipient: _____

2. Event Name: _____

3. Grant Amount: _____

Please attached the following:

- Written narrative of the event outlining how you believe the event met its objectives
- Project budget compared to actual expenditures and revenues
- Paid receipts associated with grant award