

**VILLAGE OF DOWNERS GROVE  
COUNCIL ACTION SUMMARY**

**INITIATED:** Village Manager                      **DATE:** June 5, 2001  
(Name)

**RECOMMENDATION FROM:** Community Grants Committee                      **FILE REF:** \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

**STEPS NEEDED TO IMPLEMENT ACTION:**

- Ordinance
- Resolution
- Motion
- Other

Motion to approve the following grants of Hotel Use Tax receipts to be used for expenses as identified by the applicant in the budget submittal, as approved by the Community Grants Committee and the Community Events Commission. These grants are to be paid on a reimbursement basis upon submittal of paid receipts.

AAUW - Book Sale Support	3,200
DG Choral Society Season	10,000
DG Concert Association Season	10,000
DG Downtown Management - Founders Day & Hospitality Sunday	3,200
DG Downtown Management - Fine Arts Festival	4,500
DG Friends of the Library Storybook Parade	300
DG Historical Society Cemetery Project	3,300
DG Junior Women's Club - July 4th Float	325
DG Kiwanis - Easter Egg Hunt	800
DG Roadrunners - July 4th Float	500
DG Rotary Club - Halloween Window Painting	1,250
DG Swim & Racquet Club - July 4th Float	500
Grove Players - Season Advertising	3,000
Knights of Columbus - Float & Flags	950
Maple Hill Recreation - July 4th Float	500
Midwest Ballet Nutcracker Costumes	2,000
Our Town Productions	3,000
VOX Caelestis	2,000
West Suburban Humane Society - Walkathon	4,900
Indian Boundary YMCA - 5K	1,500
Indian Boundary YMCA- Y-Games	1,200
Administrative Costs	575
	\$ 57,500

**SUMMARY OF ITEM:**

The Community Grants Committee, at their meeting of May 7, 2001, unanimously recommended approval of the above described grants.

**RECORD OF ACTION TAKEN:**

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# 2001-2002 COMMUNITY GRANTS

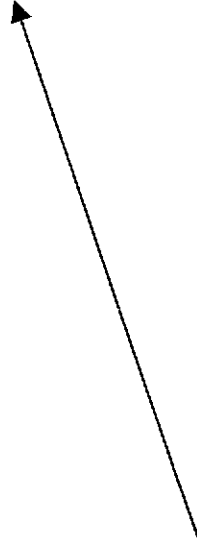
NAME OF ORGANIZATION	AMOUNT REQUESTED	AMOUNT SUGGESTED	AMOUNT GRANTED
A.A.U.W.	\$ 3,325.00	\$ 3,200.00	
DG CHORAL	\$ 10,700.00	\$ 10,000.00	
DG CONCERT	\$ 10,000.00	\$ 10,000.00	
DG DOWNTOWN MGMT HOSPITALITY DAY/FOUNDER	\$ 3,200.00	\$ 3,200.00	
DG DOWNTOWN MGMT FINE ARTS FESTIVAL	\$ 4,500.00	\$ 4,500.00	
DG FRIENDS OF LIBRARY	\$ 300.00	\$ 300.00	
DG HISTORICAL SOCIETY	\$ 9,500.00	\$ 3,300.00	
DG JR WOMAN'S CLUB	\$ 325.00	\$ 325.00	
DG KIWANIS	\$ 800.00	\$ 800.00	
DG ROADRUNNERS	\$ 750.00	\$ 500.00	
DG ROTARY CLUB	\$ 1,250.00	\$ 1,250.00	
DG SWIM & RACQUET	\$ 750.00	\$ 500.00	
GROVE PLAYERS	\$ 6,000.00	\$ 3,000.00	
KNIGHT OF COLUMBUS	\$ 1,200.00	\$ 950.00	
MAPLE HILL RECREATION	\$ 500.00	\$ 500.00	
MIDWEST BALLET	\$ 2,000.00	\$ 2,000.00	

# 2001-2002 COMMUNITY GRANTS

NAME OF ORGANIZATION	AMOUNT REQUESTED	AMOUNT SUGGESTED	AMOUNT GRANTED
OUR TOWN PRODUCTIONS	\$ 9,110.00	\$ 3,000.00	
VOX CAELESTIS	\$ 3,000.00	\$ 2,000.00	
WEST SUBURBAN HUMANE	\$ 9,820.00	\$ 4,900.00	
YMCA - 5K RUN	\$ 2,015.00	\$ 1,500.00	
YMCA - Y-GAMES	\$ 1,210.00	\$ 1,200.00	
<b>TOTALS</b>	<b>\$ 80,255.00</b>	<b>\$ 56,925.00</b>	

\$ 575.00  
\$ 57,500.00

\$575.00 of the total \$57,500.00 Grant Monies will be used for Administrative Costs



**Village of Downers Grove**  
Community Events Commission  
**Community Grants Committee**  
**Summary**

Ante Room, Village Hall

May 7, 2001

Convened: 10:10 A.M.    Adjourned: 11:45 A.M.

Community Grants Committee: Dave Humphreys, Chairman  
Grace Beggs, Ed Bunting, Kathy Nybo, Pat Winter  
Staff: Jenny Bielawski, Mary Scalzetti

The Community Grants Committee met on Saturday, April 28, 2001 from 9:00 am to 3:00 pm in the Committee Room to hear presentations and have a question and answer session with 21 grant applicants. The Committee met again on Monday morning, May 7, 2001 to review and make recommendations regarding these applications.

Ms. Beggs motioned and Mr. Bunting second and the Committee voted unanimously to approve the following 21 grants:

**A.A.U.W. - 43<sup>rd</sup> Annual Used Book Sale, June, 2001** **\$3,200.00**

Assist with rental of storage and sale sites, book transport and tables. This sale held in June, attracts Downers Grove, Chicagoland and out of state residents, who arrive two hours prior to the sale hoping to discover and purchase, treasures, surprises, favorites and bargains at affordable prices.

**DG Choral Society Season - 2001-2002** **\$10,000.00**

Assist with the continuation of paid advertising for their core Oratorio Series and membership campaign in newspapers that cover the entire metropolitan region, mailings to targeted audiences for each concert, support for their community Outreach Program; and supplemental moneys for payment to the Tivoli Theatre for concert hall rental. First of three year grant request, May, 2001 through April, 2002.

**DG Concert Association - Artist Showcase West** **\$10,000.00**

Assist to support marketing and operating expenses for its concert series, which presents to the public, at a reasonable cost, a program of performances by outstanding professional talent in the sphere of music and dance. Second of three year grant request, 2001-2002.

**DG Downtown Management - Hospitality Day & Founders, 2001-2002** **\$3,200.00**

Assist with payment of marching bands and other attractions to help create a parade and event we can all enjoy and be proud of. Hospitality Day held in November and Founders in May.

<b>DG Downtown Management - Fine Arts Festival, 2001</b>	<b>\$4,500.00</b>
Assist with promoting the Fine Arts Festival. Once again the DG Downtown Management Corporation and the DG Junior Woman's Club will work together on this wonderful event held in September.	
<b>DG Friends of the Library - Storybook Parade, 2001</b>	<b>\$300.00</b>
Assist with additional resources to support their activity, held in September which allows to provide a more attractive event with additional features and prizes that the Friends of the Library alone are not fully able to support.	
<b>DG Historical Society - Cemetery Project, 2001</b>	<b>\$3,300.00</b>
Assist with activities necessary for the restoration, continuing preservation, and appropriate maintenance and protection of this historic landmark. The Committee has suggested the Historical Society to contact Ms. Brassfield, Grants Coordinator for The Village of Downers Grove to seek additional funding through the Corporate Grants Fund.	
<b>DG Junior Woman's Club - (New) 4<sup>th</sup> of July Parade Float, 2001</b>	<b>\$325.00</b>
Assist to promote their club's community involvement by participating in the Village of Downers Grove 4 <sup>th</sup> of July Parade for 2001. Funds would be allocated for the creation of the float.	
<b>DG Kiwanis Breakfast Club - (New) Annual Easter Egg Hunt, 2002</b>	<b>\$800.00</b>
Assist with defraying the cost of this popular event, held the Saturday before Easter, which DG Kiwanis Breakfast Club has been the sole sponsor for over the last ten years.	
<b>DG Roadrunners Soccer Club - 4<sup>th</sup> of July Parade Float, 2001</b>	<b>\$500.00</b>
Assist with leasing a float to include a tow car, driver, 8- foot yellow roadrunner, soccer net, soccer ball and back drop with club banner.	
<b>DG Rotary Club - Halloween Window Painting, 2001</b>	<b>\$1,250.00</b>
Assist with costs related to this popular children's event, held in October including ads, printing of registration forms, supplies and awards for participants.	
<b>DG Swim &amp; Racquet Club - 4<sup>th</sup> of July Parade Float, 2001</b>	<b>\$500.00</b>
Assist with leasing a float to include a tow car, driver, 8-foot dolphin and back drop with team logo.	
<b>Grove Players - 2001 - 2002 Theatre Season Advertising</b>	<b>\$3,000.00</b>
Assist with funding for the purpose of audience growth and retention by allocating funds for additional advertising and marketing, including a very successful season brochure.	
<b>Knights of Columbus - 4<sup>th</sup> of July Parade Float, 2001</b>	<b>\$950.00</b>
Assist with costs and expenses for the American Parade Float and 4,000 American Flags for participation in the 4 <sup>th</sup> of July Parade.	

*2000 Members - Grace Beggs, Ed Bunting, Dave Humphreys, Kathy Nybo, Pat Winter  
Staff - Jenny Bielawski, Mary Scalzetti*

<b>Maple Hill Recreation - 4<sup>th</sup> of July Parade Float, 2001</b>	<b>\$500.00</b>
Assist with costs to build their own float, therefore allowing the children of their pool to feel they are a part of the community.	
<b>Midwest Ballet Theatre - Nutcracker 2001</b>	<b>\$2,000.00</b>
Assist with funding to support their annual production of the Nutcracker, specifically to continue their ongoing replenishment of costumes for this event held in November.	
<b>Our Town Productions - (New) 2001</b>	<b>\$3,000.00</b>
Assist with promotional costs for the children and family theatre productions for the remainder of the 2001 season which includes a summer production of Hansel & Gretel and a winter production of The Elves and The Shoemaker and sponsorship of an Old-Time, Live Radio Show	
<b>Vox Caelestis - (New) 2001 Concert – with Muriel Anderson</b>	<b>\$2,000.00</b>
Assist with funding for costs & expenses (instrumentalist fees, recording fees, etc.) to hold this concert at the Immanuel Lutheran Church on Carpenter Street, here in Downers Grove, on December 1, 2001.	
<b>West Suburban Humane Society - 8<sup>th</sup> Annual Walk-a-thon, 2001</b>	<b>\$4,900.00</b>
Assist with costs to additionally increase their advertising campaign which would build a much larger attendance base for this community event held in Patriots Park for families and pets.	
<b>YMCA - (New) World's Largest Run, 2001</b>	<b>\$1500.00</b>
Assist with costs for critical pre-event advertising, t-shirts for all participants, trophies, official race timing, course certification, radio rental and portable toilet rental for this new event held on June 2, 2001.	
<b>YMCA - Y-Games, September 29, 2001</b>	<b>\$1200.00</b>
Assist with costs to increase participation and spectator attendance through pre-event advertising, brochures and t-shirts for all participants. In September 2000, the Y-Games drew 95 competitors, a 40% increase from 1999. Y-Games will be promoted similarly to their 2000 event, by targeting skate stores, skate clubs, etc., to make their September 29, 2001 a success.	

Several other grants were determined not to meet the criteria of the Downers Grove Community Grants Program and some were referred to other agencies within the Village.

The Committee agreed to forward camera-ready artwork logo and guidelines to all recommended grant recipients. The Committee also agreed if budgeted funds are available later in the year, either from being reserved by the Community Grants Committee, or from unclaimed awards, the Community Grants Committee can recommend additional grants to the Manager or Council for approval. Staff recommended a one- percent of budgeted grant dollars be set aside for administrative expenses, and the Committee agreed.

The Grants Committee will meet in the fall to update the grant forms and prepare for the 2002-2003 budget request.

# **Village of Downers Grove Community Grants Program**

## **Mission**

To provide grants to Downers Grove area not-for-profit organizations to promote and conduct cultural, recreational, civic, or other similar community-oriented activities that contribute to the quality of life for Village residents, thereby enhancing Downers Grove as an attractive and fulfilling place to live, visit, and conduct business.

## **Applicable Village Code (Section 2-77(e), *Community Events Commission, Powers and Duties*)**

To review and evaluate requests from not-for-profit organizations for funds from the hotel use tax to promote and conduct cultural, recreational, civic or other similar community oriented activities that contribute to the quality of life for Village residents, and to make recommendations to the Village Council concerning those requests. "Not-for-profit organization" is defined for purposes of this section as:

An organization registered as not-for-profit with the Illinois Secretary of State or an entity affiliated therewith; or an organization qualified as tax exempt pursuant to the Internal Revenue Code or an entity affiliated therewith. "Not-for-profit organization" shall not include any unit of local government or other taxing body.

The commission shall establish rules, regulations, and guidelines for the evaluation and funding of such requests. Any recommendation to approve or deny a funding request of \$10,000.00 or less shall be forwarded to the Village Manager, or the Manager's designee, for final decision. Any recommendation to approve or deny a funding request of more than \$10,000.00 shall be forwarded to the Village Council for final decision.

## **History of Community Grants in Downers Grove**

When the Hotel Use Tax was approved in 1990, the Hotel Tax Advisory Board (HTAB) was formed to advise Council on uses for the revenues. Since the tax proceeds were originally targeted for tourism and community events, the HTAB recommended that a portion of the funds be given in the form of grants to events which would bring visitors to the Village. The first such grants were recommended by the HTAB and approved by Council in 1991, funding such events as the Pro-Criterium Bicycle Race, the Highland Games, and the Downers Grove Concert Association series.

The Visitors Advisory Board (VAB), successor to the HTAB, continued the practice of recommending tourism grants, including such events as business meetings (e.g., the FBI Academy Associates and the National Wild Turkey Federation), and tourism events (e.g., Grove Players, DG Choral Society Concerts, DG Fine Arts Festival).

In 1994, partially as a result of a tourism strategic planning study by the Comings McNulty organization, a new organizational structure was created by Council. The Visitors Bureau and Economic Development Department were established together with their respective citizen commissions. The VAB was abolished. Council decided that the hotel tax would fund these new departments, continue to pay staff overtime expenses for community events, and fund a "community" grants program.

Comings McNulty had suggested that "community" events, which contribute to the quality of life for Village residents, should be funded separately from "tourism" events, which primarily attract visitors from outside the Village. They recommended that the "community" events be funded by a grants program administered by the Community Events Commission.

Council gave the new Visitors Bureau responsibility for funding tourism grants (e.g., the Pro-Criterium Race), and charged the Community Events Commission with the responsibility of reviewing applications for community grant funds and making recommendations to Council.

Thus, the Community Grants Program was born, or more accurately, reborn. Under the revised program, a portion of the hotel tax funds were to be used by not-for-profit, non-government groups "to promote and conduct cultural, recreational, civic or other similar community oriented activities that contribute to the quality of life for Village residents...." (See Village Code, above.) Visitor attraction, while a major goal of the Visitors Bureau's tourism grant program, was intended to play a relatively minor role in the new Community Grants Program.

The Community Events Commission created a subcommittee of commissioners (named the Community Grants Committee) in 1994 to review community grant applications and make recommendations to Council.

In fiscal 2001-2002, \$57,500 is budgeted for the Community Grants Program, the same amount as was budgeted in fiscal 2000-2001. This represents approximately 6% of hotel tax revenues. Grant applications submitted to the committee in 2001 exceeded \$136,000.

### **Community Grant Program Procedures**

The Community Grants Committee (CGC) develops criteria for use as guidelines in the preparation and review of grant requests. The emphasis is on support for local community-wide events. Applications are submitted by a wide range of community-based organizations including cultural, civic, historical and recreational groups. While it is generally hoped that projects will move toward self sufficiency, it is understood that many worthwhile organizations across the country — even major cultural treasures such as the Chicago Symphony Orchestra — depend heavily on government and community support for their continued existence.

Applications are received by the Community Events Office from community not-for-profit organizations and are reviewed by staff for completeness and appropriateness. At a CGC meeting, usually at the end of April, organizations are invited to meet with the CGC to discuss their applications.

At a subsequent meeting, the CGC makes its determinations, and forwards its recommendations to the Manager and Council for final action. Under the Village Code, funding requests of up to \$10,000 may be approved by the Manager. Larger requests require Council action. It has been the Manager's practice to forward the CGC's recommendations, together with his own, to Council for approval.

If budgeted funds are available later in the year, either from being reserved by the CGC, or from unclaimed awards, the CGC can recommend additional grants to the Manager or Council for approval.

In order to encourage long-range planning by organizations, multiple-year grants can be approved by CGC. However, re-application must be made each year, and these re-applications are subject to the complete approval process, as well as the availability of funds which are budgeted annually. In practice, such re-applications have been approved except where the organization has not followed through on its commitments

Up to 1% of the Community Grants budget can be used by the Committee and Staff for advertising to increase public awareness of the program, and for administrative supplies.

Payments are made to organizations on a reimbursement basis upon presentation of paid receipts. Before the final payment is made, a Project Evaluation Form must be completed by the group. Organizations are required to acknowledge the receipt of a Community Grant in their programs, marketing brochures, and advertisements.

Dave Humphreys  
May 11, 1999  
Revised May 23, 2000  
Revised May 7, 2001