

**VILLAGE OF DOWNERS GROVE**  
**COMMUNITY GRANTS COMMISSION**

**MEETING MINUTES**  
**November 17, 2004**  
**Village Hall Ante Room**

**I. CALL TO ORDER**

Dave Humphreys called the meeting of the Community Grants Commission to order at 10:10 A.M.

Members in attendance: Dave Humphreys, Peggy Barrett, Pat Winter, and Kathy Nybo

Members absent: Stan Urban, Grace Beggs, and Renata Allelujka

Staff in attendance: Susan Brassfield

Visitor: John Frasz representing Walk-In Ministry of Hope, Downers Grove

**II. NEW BUSINESS**

Visitor, Mr. John Frasz provided the Community Grants Commission an overview of Walk-In Ministry of Hope. This non-profit organization helps people who are in trouble; they come in and walk out with help such as food and transportation vouchers, information regarding food pantries, and leads where to go for additional help. Walk-In Ministry of Hope has forty volunteers and they work with clients on a one-to-one basis; they are seeking grant funding to support their mission.

Dave Humphreys provided Mr. Frasz with an overview of the Community Grants Program. This is a fourteen year old program that started out by the State levying a Hotel Tax to be used toward tourism based activities; Downers Grove extended that to support events, especially cultural events. The Community Grants Program supports not-for-profit organizations serving Downers Grove. Community Grants help these groups promote and conduct cultural, civic, and recreational events or projects 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. This program is not available to support social services; these organizations are referred to the Village's Department of Social Services. The next grant deadline will be April 1, 2005 and the key word is: event. The Commission looks at the event and not the cause that the event will support. The earliest that grant funds will be available is June 2005; funds are made available on a reimbursement basis.

Kathy Nybo moved to approve the minutes of November 3, 2004. Peggy Barrett seconded the motion. Minutes approved as read.

The Community Grants Commission reviewed the 2004-05 brochure. A section taken from our current brochure reads:

*Priority will be given to projects that:*

*celebrate and contribute to the cultural arts in our community  
contribute to the positive image of the Village of Downers Grove  
introduce new events or activities to Downers Grove  
demonstrate sound management practices by their sponsor  
indicate sources of funding in addition to the Village grant request  
attract visitors to Downers Grove  
provide activities open to the public  
demonstrate the potential to become financially self-sustaining  
are conducted within the Downers Grove area*

These listed priorities are viewed as having different levels of priority for instance, it is treated as a requirement that the activity must be open to the public, while it is of lesser importance to demonstrate the potential to become financially self-sustaining. The Commission agreed that this list is conclusive and in the right order.

It was suggested that the priority listed as: *are conducted within the Downers Grove area* be revised to read: *take place in the Downers Grove area.*

Regarding the requirement of 501(C)(3) status, if the organization is qualified to become 501(C)(3) and is registered with the State as a not-for-profit, this organization would most likely qualify for a Community Grant.

As taken from our brochure, *Grants are not available to support:*

*Individuals*

*Deficits from previous projects or operating budgets*

*Construction projects*

*Projects with no community service component*

*Fundraising, although community events associated with fundraising may qualify*

*Activities primarily religious or social service in nature*

Regarding the statement: *Grants are not available to support projects with no community service component*, the event or activity must be beneficial not only to the organization, but also to the community at large. When writing an application, the grantee must emphasize community service.

Discussion lead to whether the Community Grants Program should fund floats. The reason the Commission started funding floats is because there weren't enough floats in the 4th of July parade. This can perhaps be more appropriately handled by the Tourism and Events Department. The consensus was that floats would be considered a low priority for the Grants Program, especially in tight budget years.

Dave Humphreys announced that Community Bank of Downers Grove has agreed to support the Community Grants Program in the amount of \$2,500. We want to encourage contributions and we must acknowledge contributions by such means as the Village Corner and Cable. The Commission requests that grantees credit the Village of Downers Grove Community Grants Program in all promotional material and public notices by displaying the Grant Program logo. When making an announcement in the Village Corner regarding benefactors to the Community Grants Program the benefactor's logo could be included for such donations in the range of \$2,500 or above, but not for \$50.00 donations. A specified level whereby logos could be included in acknowledgements will be discussed at a later date. Discussion lead to whether or not donation acknowledgement should be included in the brochure. We can acknowledge donations in the brochure if we eliminate the mailing address section. The mailing section isn't actually required because the brochure is never mailed out individually but rather with a packet of information. Since only Community Bank of Downers Grove and Commissioner Martin Tully have agreed to support the Community Grants Program in 2005-2006 we should also include previous donors followed by the attributed donation year. Staff will contact Stan Urban to determine if he is in favor of acknowledging donations in the brochure.

The Community Grants Commission reviewed the 2004-05 grant application to determine if changes need to be made. The Commission agreed that the application doesn't require any changes other than the respective dates should now read April 1, 2005.

The Commission will go before Council on the December 14<sup>th</sup> Workshop for approval to fund the Community Grants program based on 8% of the Downers Grove Hotel Tax proceeds and with a floor of \$48,000.

The Commission will go forward and request that 8% of the Hotel Tax proceeds received in FY03/04 be used to develop the FY05/06 budget. ( $\$737,633 \times 8\% = \$59,011$ ). The program withholds 1% as administrative costs or \$591; therefore, \$58,421 would be available toward grants. The Commission is hopeful in receiving a total of \$10,000 in donations. If we receive donated money and it isn't budgeted then we can't use it. If we raise \$10,000 then we can grant this money, but if we don't raise this amount we can't grant \$10,000. We don't have a track record for donations. For now, the budget should be submitted as \$58,421 plus \$10,000 in estimated donations or a total of \$68,421 available toward grants. The budget isn't finalized until April, so if we don't reach our goal then we can reduce our donation figure accordingly.

The next required meetings are April 30, 2005, May 9, 2005 and May 11, 2005.

### **III. ADJOURN**

Meeting adjourned at 12:10 P.M.

