

COUNCIL WORKSHOP ITEM

ITEM: 2004-05 Community Grants Program
DATE: 05/03/04
PREPARED BY: Susan Brassfield, Grants Coordinator
PURPOSE: Council approval of grant funding recommendations made by the Community Grants Commission
BID AMOUNT: \$ N/A **ACCOUNT:** 001.867.0000.5681
BUDGET AMOUNT: \$52,063

DISCUSSION:

Five members of the Community Grants Commission met on May 3, 2004 whereby, they reviewed and discussed the 24 applications that were received for the 2004-05 Community Grants Program. The Commission agreed that 21 of the 24 not-for-profit organizations should receive grant funding. The grant requests submitted totaled \$113,203; however, to stay within the grants budget of \$52,063 the Commission had to either reduce or not fund grant application requests. Attached please find the recommendations of the Community Grants Commission.

ATTACHMENT:

1. Summary of May 3, 2004 Community Grants Commission Meeting
2. Description of Downers Grove Community Grants Program

RECOMMENDATION:

Place this matter on the May 25th Workshop for Council consideration; approval by motion is recommended.

**Village of Downers Grove
Community Grants Commission
MEETING MINUTES SUMMARY
Ante Room, Village Hall
May 3, 2004**

I. CALL TO ORDER

Dave Humphreys called the Community Grants Commission Meeting to order at 10:01 a.m.
Members in attendance: Dave Humphreys, Chairman
Ed Bunting, Kathy Nybo, Peggy Barrett, Renata Allelujka
Absent: Grace Beggs, Pat Winter
Staff: Susan Brassfield
Visitors: None.

II. APPROVAL OF NOVEMBER 5, 2003 MINUTES

Since there were no additions or corrections to the Minutes of November 5, 2003 they were accepted as presented.

III. NEW BUSINESS

The budget of \$52,063 has been approved; it was a long process that started last fall. The grant program has been traditionally a cultural arts grants program. This past year, as part of our letter writing campaign, we received \$2,000 in donations that were incorporated into this year's budget. We as a commission are responsible for fund raising. When Community Grants became a full-fledged commission the wording under our charter included the concept of raising funds. Dave Humphreys presented a handout detailing the history as to how we were spending our grant funds for FY1998-1999 through 2003-04. The spreadsheet was broken down by three categories: Cultural Arts, Events/Sports/Floats, and Other. The spreadsheet showed the percentage of the dollar amounts appropriated to the three categories.

GRANT APPLICATION RECOMMENDATIONS

The Community Grants Commission met on Saturday, April 24, 2003 from 9:00 a.m. to 3:35 p.m. in the Committee Room to hear presentations and have a question and answer session with 22 grant applicants.

Criteria discussed in evaluating grants:

Three theatre groups submitted grant proposals; however, each has its own place. All organizations received less funding last year compared to previous years' funding levels because the overall Community Grants budget was reduced. This year we hope to restore grant funding to the level prior to the FY03-04 funding reduction. Just like other parts of community culture the Village needs to support the artistic community; infrastructure is important to the community. We have to be responsive to the needs of the culture climate. We also need to evaluate each organization and make a determination that if they didn't receive Community Grants funding would their event take place. Dave Humphreys presented a brief history of the Community Grants program. Mr. Humphreys stated that the Cummings McNulty report recommended that a

percentage of the Hotel Motel Tax be designated toward Community Grants. Grant applications must meet the scope of the grants program.

The following grants are not in the order as discussed in the meeting; funding recommendations have been categorized by type of activity in order to present like items together.

Cultural activity:

A.A.U.W. – 46th Annual Used Book Sale \$2,000

Assist with the cost of storage, book transport and table rental for the 46th Annual Used Book Sale to be held on June 10, 11, and 12 at Henry Puffer School. More than 30,000 books on every topic have been donated for the sale. This unique cultural event attracts many visitors from several states.

D.G. Choral Society – 2004-05 Concert Season & Outreach Program \$10,000

Assist with the cost of marketing initiatives for the core three-concert Oratorio Series, to provide partial compensation for venue fees involved in performing at the Tivoli Theatre, and to support the Outreach Program in healthcare/retirement facilities in Downers Grove for the 2004-05 Concert Series. This project will bring new singers and audience members into Downers Grove from surrounding communities. Moreover, this project contributes to a positive image of the Village of Downers Grove by presenting high-quality performances of the great choral masterworks.

D.G. Concert Association – 2004-05 Concert Series \$10,000

Assist with the cost of advertising for its 2004-05 concert series: Artists Showcase West. The 2004-05 series will feature the following artists: Lucerne Festival Strings (Chamber Orchestra), Ingrid Marsoner (Pianist from Austria), Amsterdam Loeki Stardust Quarter (Recorders), Vienna Piano Trio, and Debussy Trio (Harp, Flute and Viola). Live classical music performances of world renowned professionals enhance the image of the Village as an attractive and fulfilling place to live, visit, and conduct business. The purpose of this organization is to promote and encourage public interest in the performing arts and this purpose is achieved by presenting to the public, at a reasonable cost, a program of professional artists of international stature.

**D.G.S.H.S. Mustang Band Boosters –
Marching Mustang Music Bowl \$1,000**

Assist with the cost of an announcer, advertising, judges, and trophies. The Marching Mustang Music Bowl is a marching band competition that will be hosted by Downers Grove South High School on September 25, 2004. This event will bring 10 –17 high school marching bands and color guard from across the state to participate in the competition. This year's event will also include one University band from ISU. This event will create a musical festival atmosphere that will be welcoming to all factions of the community. This event will draw many out-of-town visitors.

Grove Players – 2004-05 Season \$3,000

Assist with the cost of advertising and rental space for the 2004-05 Season. The Grove Players perform live stage productions three to four times a year, participate in community events

including "Heritage Festival" and parades. Grove Players also provide actors for Village and Chamber of Commerce special events including "Midnight Madness" and the "Ice Festival." All productions bring theatre-goers into the downtown area. This organization offers live theatre productions at a reasonable price to the residents of Downers Grove and the surrounding communities.

Midwest Ballet Theatre – *Peter Pan*

\$3,200

Assist with the cost of costumes, advertising, rental fees, and props for *Peter Pan* that will be presented at the Tivoli Theater on June 25-27, 2004. Midwest Ballet Theatre's annual fairy tale ballets are performed during Heritage Festival and offers high quality performances for free. These performances have introduced the art of classical ballet to many children in our community and this organization is a vital part of the growing arts in the western suburbs.

New World Repertory Theatre – Performance *Wait Until Dark*

\$3,000

Assist with rental costs and publicity for the play entitled *Wait Until Dark*, which will be presented in October and November, 2004 at the Masonic building on Curtiss. New World Repertory Theater is a relatively new, not-for-profit corporation based in Downers Grove. New World Repertory will present to the community contemporary and classic live theater for adults and shows performed by children. This project will provide the people of Downers Grove with a recreational, cultural, and artistic resource that will inspire community participation. New World Repertory will provide Downers Grove with low cost, high-quality live theater for adults, and offer creative opportunities for the children of the community. A theater will also bring people from the surrounding suburbs into downtown Downers Grove.

Our Town Productions - *A Christmas Carol*

\$3,000

Assist with the promotional costs, costumes and productions costs for *A Christmas Carol*. The goals of Our Town Productions are to provide the community of Downers Grove with a professional performing arts company that reaches a multi-generation audience and to contribute to the image of the Village of Downers Grove as a community that supports and celebrates the arts.

Vox Caelestis – 2004-05 Concert Series

\$1,400

Assist with the cost of contractual services and marketing for their 2004-05 Concert Series in Downers Grove. The 2004-05 Concert Series will include a holiday concert on December 4, 2004, *A Child Is Born*; and a concert held March 12, 2005, *Sing A New Song* (World Premieres of winning compositions from the first Illinois Composers' Competition). These concerts will enhance Downers Grove's reputation as a community where the arts flourish. The mission of Vox Caelestis is to perform sacred and secular musical works for women's chorus at the highest artistic level, in order to enrich the communities it serves.

West Towns Chorus – 2004 West Towns Chorus Christmas Show

\$1,200

Assist with rental, stage, and advertising costs for the Christmas Show at the Tivoli Theatre for three performances held December 10-11, 2004. These shows bring high quality, professional entertainment to downtown Downers Grove.

Recreational activity:

D.G. Kiwanis Club – Easter Egg Hunt

\$600

Assist with the cost of candy and balloons for the annual Easter Egg Hunt. The event will be held in Fishel Park, which will draw people to Downtown Downers Grove.

D.G. Rotary Club – Halloween Window Painting

\$1,000

Assist with the cost of refreshments, printing, and supplies for the Halloween Window Painting Event. The Downers Grove Rotary Club has sponsored the Halloween Window Painting event for over 30 years. Over 800 children (K through 6th grade) participated in 2003's event. In addition to providing a forum for family involvement and bringing families downtown, the Club requests voluntary contributions of canned food items which are given to F.I.S.H.

Squires of Downers Grove – Bob Nelson Jr. Golf Tournament

\$400

Assist in the cost of green fees for the Bob Nelson Jr. Golf Tournament to be held on July 12, 2004 at the Downers Grove Park District Golf Course. The Squires have a players field of 96 participants (24 foursomes) between the ages of 10 to 16. Each foursome is accompanied by a senior golfer acting as a rules official and instructor. The senior golfer does not teach the mechanics of golf rather, instruction is given in golf safety, golf etiquette, sportsmanship, course care, rules, and fair play. This event will attract local youth to play golf at the Downers Grove Park District Golf Course.

West Suburban Humane Society – “Barkalooza” Pet Expo & Walk

\$2,000

Assist in the cost of advertising for the 11th Annual Barkalooza Pet Expo & Walk (formally known as STEPS FOR STRAYS). The event to be held on September 26, 2004, starts with a blessing for the animals and then the Master of Ceremony will kick off the Expo and lead the walkers. The objectives of this event are to make it more of a Downers Grove community event, and to have greater involvement of children and families.

YMCA – 7th Annual Y-Games

\$1,200

Assist with the cost of advertising, brochures, and t-shirts for all participants. The event will take place September 25, 2004. The objective of this project is to provide a minimum of 85 youths ages 8-17 the opportunity to showcase their skating and rock climbing skills. With the addition of new ramps and resurfacing of the blacktop, it will serve to attract a larger number of competitors to the 2004 competition. Y-Games delivers an energetic, fun-filled outlet for skaters and climbers alike, fulfilling the mission of the Grants Program to provide recreational, community-oriented activities for Village residents. Additionally, this event draws out-of-town competitors to the Village. There are limited competitions for teens in these particular sports and Y-Games provides an exciting competition judged by expert skaters.

YMCA – 5K Run

\$900

Assist with the cost of advertising, brochures, t-shirts for all participants, trophies, and official race timing. The event will be held on Sunday, June 6, 2004. The race starts/ends at the Indian Boundary YMCA, winding through the Village of Downers Grove and introducing out-of-townners to the beauty of our Village. Last year's 5K, “The World's Largest Run”, drew nearly

200 runners/walkers. Participants have the option to run or walk, and this event is open to all age groups- from tots to seniors.

Parades:

**DG Downtown Management-
Hospitality Sunday Santa Parade** **\$2,500**

Assist with the cost of advertising for the 29th annual Hospitality Sunday /Santa Parade, a one-day event held annually on the Sunday following Thanksgiving. The highlight of the day is the Santa Parade, which brings Santa and Mrs. Claus to town for the season. Children are invited to ride with Santa and Mrs. Claus and Ronald McDonald and Hamburgler. This civic event is an opportunity for our community to come together in a celebration to begin the holiday season.

D.G. Friends of the Library – 5th Annual Storybook Character Parade **\$500**

Assist with the cost of advertising, books as prizes, and a marching band for the 6th Annual Storybook Character Parade that will be held to coincide with the Fine Arts Festival in September, 2004. The Storybook Character Parade is an activity to encourage children to read and then dress up as a book character and parade through the Downtown. The parade publicizes the D.G. Public Library Children's Summer Reading Program and encourages the use of the Downers Grove Library -all of which draw people downtown.

D.G. Junior Woman's Club – 4th of July Parade Float **\$400**

Assist with the cost of supplies in the construction of a float for the 4th of July parade. By supporting the construction of a float, it will allow the Downers Grove 4th of July parade to continue as one of the best parades in the western suburbs.

Maple Hill Recreation Corporation – 4th of July Float **\$400**

Assist with trailer rental and the cost of supplies in constructing a float for the 4th of July parade. The float will add value to the event by showing additional participation and support for our community.

Civic activity:

D.G. Historical Society – Main Street Cemetery Restoration **\$3,840**

Since 2001, the Downers Grove Historical Society has worked to repair broken monuments, fix crumbling bases of the larger monuments, and replace deteriorated headstones, in order to preserve the cemetery and its history. The focus now is community outreach and this will be in the form of an informational kiosk. This project will support Phase 3 of the Main Street Cemetery Restoration Project. Phase 3 consists of: repair and replacement of monument bases and headstones, the purchase of four new headstones, construction of an informational kiosk, and the cost of printing informational kiosk booklets.

Three grant requests were determined as not meeting the criteria or scope of the Downers Grove Community Grants Program.

The grant requests submitted totaled \$113,203; however, to stay within the grants budget of \$52,063 the Commission had to reduce funding requests. Staff recommended \$523 of budgeted grant dollars to be appropriated for administrative expenses.

The Commission will set forth as policy that when a Community Grants Commission member also serves on the Board of Officers of an organization that submits a grant application, that member will abstain from voting approval for the organization to which he or she serves as an officer.

Dave Humphreys set the motion to approve all grants discussed except the Marching Mustang Music Bowl. Kathy Nybo made the motion to approve the group we discussed and to approve the total. Ed Bunting seconded the motion. Motion passed all in favor. A second motion was set to approve the Marching Mustang Music Bowl. Peggy Barrett made a motion to approve \$1,000 for the Marching Mustang Music Bowl as presented. Ed Bunting seconded the motion. Renata Allelujka abstained her vote; motion passed, all other members were in favor.

IV. OLD BUSINESS

Recommendations made by the Community Grants Commission will be on the May 25th Workshop Agenda with Council vote on June 1, 2004.

The Commission will schedule a meeting in the fall (October 6, 2004) to discuss the solicitation of donations.

In planning for next year's grants presentation review, April 30, 2005 will be the tentative scheduled date. The Commission will tentatively schedule Monday, May 9, 2005 at 10:00 am to evaluate applications and make recommendations. A second date of May 11, 2005, will be used if recommendations can't be finalized on May 9th.

This year again, we have new commission members [3]. Martin Tully has been our Council Liaison.

V. ADJOURN

Meeting adjourned at 11:45am.

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 2-85 through 2-88, *Community Grants Commission*:

2-85. Community Grants Program Established.

There is established the Downers Grove Community Grants Program to provide, on a discretionary basis under the sole discretion of the Downers Grove Village Council, monetary grants to not-for-profit organizations to promote, conduct, sponsor or otherwise advance cultural, recreational, civic or other similar community oriented activities that contribute to the quality of life for Village residents. "Not-for-profit organization" is defined for purposes of the Downers Grove Community Grants Program 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, but shall not include any unit of government or taxing body.

2-86. Funding and Limits.

(a) The Downers Grove Village Council intends to provide funds for the Downers Grove Community Grants Program from a portion of the Downers Grove Hotel Use Tax proceeds and from such other funds as may be received from donations or other sources as determined by the Council. The amount of funds for the Downers Grove Community Grants Program shall be established on an annual basis through the normal budgeting process.

(b) The Community Grants Program is not intended nor shall it impose or create any liability or obligation on the Village to grant any funds or to take any other action. No liability shall be imposed on the Village, its officers, agents or employees, as a result of the existence of the Community Grants Program, or any actions or inactions taken with respect thereto. It is further expressly acknowledged that any grants or other activities undertaken by the Village in relation to this Program shall be within budgetary limitations as may from time to time be set by the Village Council.

2-87. Created.

(a) The Downers Grove Community Grants Commission is hereby created, which Commission shall consist of seven members appointed for staggered terms of three years each. Members shall hold office for their designated terms and until their successors have been appointed. The members, including the designation of chairperson, shall be appointed by the Mayor, subject to confirmation by the Village Council.

(b) The Community Grants Commission shall establish a schedule of regular meetings which shall occur not less than once a month. In addition, special meetings may be called by the chairperson and as otherwise provided by the rules of the Commission. Notice of all meetings shall be provided as mandated in the Illinois Open Meetings Act. A majority of the total members appointed and serving shall constitute a quorum.

2-88. Powers and Duties.

The Commission shall have the following powers and duties:

(a) To evaluate, advise and provide recommendations to the Village Council regarding requests from not-for-profit organizations for funds from Downers Grove Community Grants Program.

(b) To solicit donations and other sources of revenue to supplement Hotel Use Tax funds for the Downers Grove Community Grants Program.

© To establish appropriate rules, policies and procedures to implement the Community Grants Program.

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 grants for "community" events, especially cultural arts events, be funded by 8% of the hotel tax, 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 lesser role in the new Community Grants Program. Cultural events would continue to be the priority, although other activities could be included.

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

In 2001, a new Community Grants Commission was created, assuming the duties of the former Grants Subcommittee. Additionally, the Visitors Bureau function became part of the new Tourism and Events Department.

The Commission has solicited local businesses to become donors to the Community Grants Program. Despite the difficult economic climate, \$2,000 was raised during the past year. These

contributions are included in the grants budget, with the intent of increasing grants to community organizations as opposed to replacing hotel tax funds.

In fiscal 2004-05, \$51,540 is budgeted for grants. This budget restores some of the cuts made in the last two budgets in recognition of difficult economic conditions. (In fiscal 2000-01, \$57,500 was budgeted.) It will allow the grants program to address some of the financial strain placed on local not-for-profit cultural organizations by the economy. The amount represents approximately 6.4% of hotel tax revenues. Grant applications submitted to the Commission in 2004 totaled \$113,203.

Community Grant Program Procedures

The Community Grants Commission (CGC) develops criteria for use as guidelines in the preparation and review of grant requests. While the emphasis is on support for local community cultural 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 long term existence.

Applications are received by the Grants Coordinator from community not-for-profit organizations and are reviewed by her 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, grants of up to \$15,000 may be approved by the Manager. Larger requests require Council action. It has been the Manager's practice to forward the CGC's recommendations to Council for approval.

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

Approximately 1% of the Community Grants budget is reserved by the Commission and Staff for increasing 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 Downers Grove Community Grant in their programs, marketing brochures, and advertisements.

Dave Humphreys
Revised May, 2004