



MANAGER'S MEMO ITEM

ITEM: 2005-06 Community Grants Program

WORKSHOP DATE: 5/24/05

PREPARED BY: Susan Brassfield, Grants Coordinator

BID AMOUNT: \$ N.A. **ACCOUNT:** 001.867.0000.5681

BUDGET AMOUNT: \$62,619

PURPOSE: Council approval of grant funding recommendations made by the Community Grants Commission.

BACKGROUND:

Six members of the Community Grants Commission met on May 9, 2005 whereby, they reviewed and discussed the 21 applications that were received for the 2005-06 Community Grants Program. The Commission agreed that 20 of the 21 applications should receive grant funding. The grant requests submitted totaled \$91,613; however, to stay within the grants budget the Commission had to either reduce or not fund grant application requests. As directed by Council, the Community Grants Commission appropriated \$5,000 in Community Grants funding toward Prairie State Games. Due to the funding distinction made by Council to budget \$5,000 for Prairie State Games, this organization was not part of the standard grant review process. Attached please find the recommendations of the Community Grants Commission.

ATTACHMENTS:

- A. Motion
- B. Summary of May 9, 2005 Community Grants Commission Meeting
- C. Mission and History of Downers Grove Community Grants Program

STAFF RECOMMENDATION:

The Community Grants Commission requests Village Council consideration of the recommended grant dollars as listed on the summary attachment of the May 9, 2005 Community Grants Commission Meeting.

REQUESTED COURSE OF ACTION:

Place this item on the June 7, 2005 Village Council Active Agenda for approval by motion.

**Village of Downers Grove
Community Grants Commission
MEETING MINUTES SUMMARY
Ante Room, Village Hall
May 9, 2005**

I. CALL TO ORDER

David Humphreys serving as Co-Chairman called the Community Grants Commission Meeting to order at 10:10 a.m.

Members in attendance: Stan Urban, Chairman, Dave Humphreys, Kathy Nybo, Peggy Barrett, Renata Allelujka, Pat Winter

Absent: None

Staff: Susan Brassfield

Visitors: None.

II. NEW BUSINESS

GRANT APPLICATION RECOMMENDATIONS

The Community Grants Commission met on Saturday, April 30, 2005 from 9:00 a.m. to 4:10 p.m. in the Committee Room to hear presentations and have a question and answer session with 20 organizations that submitted grant applications.

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. – 47th Annual Used Book Sale \$2,000

Assist with the cost of storage, book transport and table rental for the 47th Annual Used Book Sale to be held on June 9, 10, and 11 at Henry Puffer School. More than 40,000 books on every topic have been donated for the sale. This unique cultural event attracts many visitors from several states.

D.G. Choral Society – 2005-06 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 2005-06 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 – 2005-06 Concert Series **\$10,000**

Assist with the cost of advertising for its 2005-06 concert series: Artists Showcase West. The 2005-06 series will feature the following artists: Czech Philharmonic (Chamber Orchestra), Salzburg Hyperion Ensemble, Chicago Chamber Musicians, The Silver Medalist from the Twelfth Van Cliburn International Piano Competition, and Lyric Opera Center for American Artists. 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 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** **\$2,100**

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 October 1, 2005. This event will bring 12-15 high school marching bands from across the state to participate in the competition. This event will create a musical festival atmosphere that will be welcoming to all factions of the community and will draw many out-of-town visitors.

Grove Players – 2005-06 Season **\$4,100**

Assist with the cost of advertising and rental space for the 2005-06 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 – Construction of a new set **\$6,200**

Assist in the costs associated with the design and construction of a new set for the *Nutcracker*. The current set is ten years old and is in need of replacement. Four performances of the *Nutcracker* are presented over two weekends in November of each year at the Tivoli Theatre. 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 – Chapter Two by Neil Simon **\$4,000**

Assist with marketing and publicity for the production entitled “Chapter Two” by Neil Simon, which will be presented in October and November, 2005 at the Masonic building on Curtiss. 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 - *Pinocchio*

\$4,000

Assist with production costs for *Pinocchio*, the show is being produced in conjunction with the Fall Fine Arts Festival. Our Town Productions will offer this family production that will serve a broad age-range of residents and visitors to this community. 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, contribute to the image of the Village of Downers Grove as a community that supports and celebrates the arts, and introduces new events to Downers Grove on a continual basis that serve not only the residents of Downers Grove but also attracts visitors to the community.

West Towns Chorus – 2005 Season

\$2,229

Assist with rental and printing costs for the Spring and Christmas Show. West Town Chorus produces a Spring Show every other year in June at the Tivoli. The show will also include both Jazz and Dixieland Bands. Three Christmas shows are staged in one weekend at the Tivoli Theatre. These shows bring high quality, professional entertainment to downtown Downers Grove while at the same time using local talent such as the First Congregational Church Bell Choir, Trinity Irish Dancers, Affinity String and Brass Ensemble, and Singers from DG Choral Society.

Senior Suburban Orchestra (NEW) – 2005-06 Season

\$2,000

Assist with sheet music rental/purchase and conductor fees for four concerts at Downers Grove residential retirement facilities during the 2005-2006 season. Funds are also being requested to help defray the cost of presenting two workshop/concerts in Downers Grove elementary schools. The Senior Suburban Orchestra was founded in September of 2000 at the suggestion of the Senior Citizens' Coordinator at the Community House of Hinsdale. This organization has 40 members and operates out of Fairview Village. The orchestra is under the musical direction of a paid professional conductor to ensure quality support to those playing in the orchestra and quality performances to the communities served.

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, supplies, and post-event window cleaning for the Halloween Window Painting Event. The Downers Grove Rotary Club has sponsored the Halloween Window Painting event for 38 years. Over 800 children (K through 6th grade) participated in the 2004 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 June 20, 2005 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 – “Barkapalooza” Pet Expo & Walk **\$2,000**

Assist in the cost of advertising for the 12th Annual Barkapalooza Pet Expo & Walk (formally known as STEPS FOR STRAYS). The event will be held at Patriot Park on September 25, 2005 and starts with a blessing for the animals and then the Masters 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 – 8th Annual Y-Games **\$1,200**

Assist with the cost of advertising, brochures, and t-shirts for all participants. The event will take place September 24, 2005. 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 2005 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. 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 12, 2005. The race starts/ends at the Indian Boundary YMCA, winding through the Village of Downers Grove and introducing out-of-towners to the beauty of our Village. Last year’s 5K Run, drew nearly 160 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 **\$3,000**

Assist with the cost of advertising and entertainment for the 30th 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 on the float with Santa and Mrs. Claus. 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 – 7th Annual Storybook Character Parade \$500

Assist with the cost of prizes and a marching band for the 7th Annual Storybook Character Parade that will be held to coincide with the Fine Arts Festival in September, 2005. The Storybook Character Parade is an activity to encourage children to read and then dress up as a book character and parade through a designated route.

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. This organization hopes to make women of Downers Grove aware of their services and philanthropic donations which contribute to the quality of life in Downers Grove.

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. The parade float is intended to raise awareness of Maple Hill as an available alternative for families seeking a pool in Downers Grove.

One grant request was determined as not meeting the criteria or scope of the Downers Grove Community Grants Program.

The grant requests submitted totaled \$91,613; however, to stay within the grants budget of \$57,029 the Commission had to reduce funding requests. Staff recommended \$590 of budgeted grant dollars to be appropriated for administrative expenses.

Martin Tully met with the Village Manager regarding funding of the consultant study for the Performing Arts Center; it was suggested that the Community Grants Commission shouldn’t reserve any funds toward the consultant study because funding will come from other sources.

Council has set aside \$5,000 of Community Grant funds to support Prairie State Games. Prairie State Games is a good tourism event. Years ago, there were two granting programs; Tourism Grants and Community Grants. Tourism grants were geared to bring tourists to Downers Grove whereas, Community Grants are inward looking, directed toward events in the community. The tourism grant program no longer exists; consideration should be given to re-establishing it as a part of the tourism/economic development function. Funding of Prairie State Games changes the structure of the Community Grants Program.

This year we are seeing the results of austerity, of funding being really tight and organizations requesting funding are holding back. Sara Lee moving to Downers Grove will help the Hotel/Motel tax revenue.

Staff received a letter from the American Association of University Women (AAUW) informing the Community Grants Commission that AAUW linked the tourism website to the book sale website as suggested by the Commission at the Saturday presentation meeting.

In a future meeting we need to discuss whether the \$10,000 informal ceiling is valid. The \$10,000 maximum funding level was determined because it originally coincided with the approval level of the Village Manager. Now, the Village Manager has approval for purchases under \$14,999. If it is decided that the restriction should be removed, the Grants Commission will need to inform organizations that apply for future funding of this action.

The Village Manager will schedule a meeting between Council and the Community Grants Commission to provide us with clear direction. A meeting will probably be scheduled within the next 30 days; sometimes these meetings are held on Saturday following *Coffee with Council*. Following the joint meeting with Council, the Commission may want to reword and clarify the guidelines for grant applications as listed in our brochure.

Recommendations made by the Community Grants Commission will be on the May 24th Workshop Agenda; this item will then be placed on the June 7th Village Council Active Agenda. In previous years, the Chairman would give a five minute presentation. Dave Humphreys was designated as Co-Chairman to present before Council the recommendations made by the Grants Commission. Since Council has one new Commissioner, it was decided that Mr. Humphreys should give an overview of the Community Grants Commission.

Details will need to be worked out if Council wants to stop supporting floats through the Community Grants Program. The Grants Commission only started funding floats because the 4th of July parade didn't have any floats. The Grants Commission never had more than seven organizations applying for grants to support the construction of a 4th of July float and these seven organizations never applied at the same time.

Staff to obtain clearance from Legal to provide Council a spreadsheet detailing recommendations made by the Community Grants Commission. This spreadsheet will allow Council to view the recommendations prior to receipt of the Workshop Packet.

The Grants Commission discussed the Open Meetings Act; often times the results of grant awards are in the paper before the official award letter is received by the grantee.

The Grants Commission will need to fill one position. Staff to provide the Community Grants Chairman with the file of applicants requesting to serve on the Community Grants Commission. Staff to initiate the paperwork for the reappointments of Renata Allelujka and Peggy Barrett.

III. APPROVAL OF NOVEMBER 17, 2004 MINUTES

Pat Winter moved to approve the minutes of November 17, 2004. Stan Urban seconded the motion. Minutes approved as read.

IV. ADJOURN

Meeting adjourned at 11:25 AM

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* (attached)

History of Community Grants in Downers Grove

When the Hotel Use Tax was approved in 1990, the Hotel Tax Advisory Board (HTAB) was appointed 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.

Cumings 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, attached.) 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. In 2004, the Municipal Code was amended to annually fund the Community Grants Program at 8% of the previous year's Hotel Tax. The Commission has solicited local businesses to become donors to the Community Grants Program. \$3,608 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 2005-06, \$57,029 is budgeted for grants. This budget restores some of the cuts made in the last three 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. Grant applications submitted to the Commission in 2005 totaled \$91,613.

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 arts events, applications are also submitted by other community-based organizations including 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 the Coordinator for completeness and appropriateness. At a CGC meeting 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 Village Manager and Council for final action. Under the Village Code, grants of up to \$15,000 may be approved by the Village Manager. Larger requests require Council action. It has been the Village Manager's practice to forward the CGC's recommendations as a group to Council for approval during June.

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 Village 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.

Division 15. 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 and shall equal eight percent (8%) of the Downers Grove Hotel Tax generated in the fiscal year preceding the budget year or \$48,000.00, whichever is greater. The amount budgeted shall be exclusive of any donations.

(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 six members appointed for staggered terms of three years each, in addition to a chairperson who shall be a member of the Village Council. 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.

(c) To establish appropriate rules, policies and procedures to implement the Community Grants Program.

