

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JANUARY 8, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
2008 Community Grants Program	Resolution Ordinance ✓ Motion Discussion Only	Judy Buttny Finance Director

SYNOPSIS

A motion is requested authorizing approval of the award of the following grants as recommended by the Community Grants Commission:

Name of Organization	Name of Event/Activity for 2008	2008 Recommended
D.G.H.S. Mustang Band Boosters	Marching Mustang Music Bowl	\$6,500
D.G. Kiwanis Club	Annual Easter Egg Hunt	\$700
D.G. Concert Association	Concert Series: Artists Showcase West	\$11,000
D.G. Area American Assoc. of Women	Used Book Sale	\$3,350
New World Repertory Theatre	Inspector Calls & The Emperors New Clothes	\$6,000
The West Towns Chorus	2008 Five Concert Series	\$6,230
D.G. Downtown Management	Hospitality Sunday & Santa Parade	\$3,500
D.G. Friends of the Library	9 th Annual Storybook Character Parade	\$500
D.G. Rotary Club	Halloween Window Painting	\$2,000
Grove Players	2008 Production & Audience Development Campaign	\$7,920
D.G. Area Newcomers Club (NEW)	Justin Roberts Children's Concert	\$1,500
West Suburban Humane Society	Barkapalooza Walkathon and Pet Expo	\$3,000
Midwest Ballet Theatre	Nutcracker Guest Artists and Costumes	\$7,000
D.G. Choral Society	2008 Concert Season & Outreach	\$15,000
Senior Suburban Orchestra	D.G. Programming for 2008	\$5,000
Bonfield Express Foundation	Bonfield Express 5K Race/Walk	\$0
Helping Girls Navigate Adolescence	Chick Chat	\$0
Indian Boundary YMCA	Commit to be Fit 5K/10K Walk Run	\$0
Indian Boundary YMCA	Y-Games	\$0
D.G. Junior Women's Club	Fourth of July Float	\$0
D.G. Area Campus Life	Strive	\$0
TOTALS		\$79,200

STRATEGIC PLAN ALIGNMENT

The Downers Grove Vision 2022 identifies *Hometown Feeling*, which is interpreted to mean *Active Community and Service Organizations*.

FISCAL IMPACT

The FY08 General Fund budget included \$79,912 for the Community Grants Program.

RECOMMENDATION

Approval on the January 15, 2008 consent agenda.

BACKGROUND

On December 21, 2004, the Village Council passed an ordinance that dictated the amount of funds to be allocated to the Downers Grove Community Grants Program will be established on an annual basis

through the normal budgeting process and shall equal eight percent of the Hotel Tax revenues generated in the preceding fiscal year or \$48,000, whichever amount is greater. The amount budgeted shall be exclusive of any donations.

The Community Grants Commission develops criteria for use as guidelines in the preparation and review of grant requests. Grant applications were due November 1, 2007, for organizations holding events and/or activities between January 1, 2008, and December 31, 2008. On December 1, 2007, organizations that submitted grant proposals were invited to meet with the Community Grants Commission to discuss their applications. On December 5, 2007, the Commission recommended the dollar amounts as listed above.

The Community Grants Commission voted to recommend approval to the Village Council for \$79,200 direct grant support and \$712 toward administrative expenses that include printing, advertising, and general office supplies.

It should be noted that in the meeting minutes for the Community Grants Commission, the Commission voted and approved a contingency plan that in the event an activity/performance is cancelled or an organization does not use its entire 2008 awarded grant, the unspent grant dollars would be split equally among the following eight organizations with the assumption that these dollars will be used in the spirit of the original grant:

- Downers Grove Mustang Band Boosters
- Downers Grove Concert Association
- New World Repertory Theater
- Grove Players
- Downers Grove Newcomers Club
- Midwest Ballet Theatre
- Downers Grove Choral Society
- Senior Suburban Orchestra

ATTACHMENTS

Draft minutes of December 5, 2007, Community Grants Commission meeting
Grant funding history

**Village of Downers Grove
Community Grants Commission
MEETING MINUTES SUMMARY
Ante Room, Village Hall
December 5, 2007**

I. CALL TO ORDER

Commissioner Geoff Neustadt called the Community Grants Commission Meeting to order at 6:38 p.m.

Members in attendance: Geoff Neustadt, Dave Humphreys, Kathy Nybo, Renata Allelujka, Dimis Wyman, Pat Winter and Hannah Degen (student member).

Staff: Susan Brassfield, Grants Coordinator

Visitor: Gordon Goodman

II. PUBLIC COMMENTS AND QUESTIONS

No visitors present during “Public Comments”; therefore, no comments made.

III. MINUTES OF COMMUNITY GRANTS COMMISSION

Dave Humphreys moved to approve the minutes of December 6, 2006. Renata Allelujka seconded the motion. Minutes approved unanimously as read.

IV. NEW BUSINESS

GRANT APPLICATION RECOMMENDATIONS

The Community Grants Commission met on Saturday, December 1, 2007 from 9:00 a.m. to 4:00 p.m. in the Committee Room to hear presentations and have a question and answer session with 20 organizations (one applicant failed to attend) that submitted grant applications. This venue provided an opportunity for the grantees to add any additional or new information that wasn't included in their application. The Commission welcomed its newest member, our youth member, Hannah Degen. Visitors attending were Susan Friend of *Seaspar* and Gordon Goodman of *Blodgett House on the Move*. Commissioner Tully announced that Commissioner Neustadt will be Council Liaison and Chair of the Community Grants Commission effective December 4th. Saturday's meeting will serve as a transition meeting with Commissioner Tully serving as Chair and Commissioner Neustadt chairing the December 5th meeting. Over lunch and following the presentations, the Grants Commission engaged in a preliminary discussion in serving as a screening body to make recommendations to the Village Council for a heritage-oriented, not-for-profit organization partnering with the Village for the annual Heritage Festival Thursday Night Benefit Concert. The revenue source is completely separate from the Community Grants budget. The Community Events Commission will perform the mechanics and logistics of the concert. This year's concert of *Gin Blossoms* was well attended. *Blodgett House on the Move* group conducted the Thursday night fund-raising concert as part of Heritage Festival. The *Blodgett House on the Move* group was responsible for promotions and related printing expenses, all ticket sales, and staffing the event with volunteers. The *Blodgett House on the Move* group was allowed to retain all ticket sales revenue with the event proceeds directed to the efforts to purchase and restore the Blodgett House; they also sold sponsorships to the concert and retained those revenues. The Village was responsible for the selection of the entertainer and

associated expenses such as lighting, sound, and staging costs. Visitor Gordon Goodman stressed the point that the organization selected to partner for the Thursday night concert must have the ability to actually do it. For instance, can the organization sell tickets? The partnership must be identified early on. The Commission briefly discussed a possible time frame: RFP would need to be drafted in December, Community Events staff would make a preliminary evaluation, and a joint meeting of the Community Events Commission and the Community Grants Commission would be held in February or March to hear presentations by those organizations submitting an RFP. The Commission will also consider redoing its mission statement and applicant qualifications. Commissioner Tully offered to assist in revising the criteria. Currently, our mission statement is too broad. Originally tourism was part of the mission, but subsequently tourism was separated out with its own program. Despite the fact that there are many excellent social service organizations we aren't supporting the fund raising aspect; we are supporting the event. A separate meeting will be held prior to the next grant cycle to review the criteria with an emphasis on cultural groups. This year as in the past, there are more requests than we have money. The Commission reviewed each of the applications and prioritized each organization into one of three categories: "Core", "Gray" and "Questionable. The Commission members publicly announced their disclosures of having membership in the following organizations: Senior Suburban Orchestra, Midwest Ballet Theatre, Downers Grove Rotary Club, Downers Grove South High School Mustang Band Boosters and Downers Grove Choral Society.

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. Used Book Sale \$3,350

Assist with the cost of storage, book transport and table rental for the 50th Annual Used Book Sale to be held on June 12, 13 and 14 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. Area Newcomers Club (NEW) – Justin Roberts Childrens Concert \$1,500

Assist with performer costs of children's concert to be held at the Tivoli Theatre on January 26, 2008. Justin Roberts is a unique, nationally known children's musician with a regional following. A portion of the Newcomers Club net proceeds will benefit Family Shelter Service. All women living in the Downers Grove area, regardless of length of residence, are invited to join this club. Currently, Newcomers has 90 active members.

D.G. Choral Society – 2008 Concert Season & Outreach \$15,000

Assist with the cost of marketing initiatives and site rentals for the three concert Oratorio Series (*Heavenly Vision*, *American Retrospective*, and *Creation*), and the annual Children's Concert of *Hansel and Gretel*. 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 –Concert Series: Artist Showcase West \$11,000

Assist with marketing expenses for its 2008 concert series: Artists Showcase West. The 2008 series will feature the following artists: Adaskin String Trio with Oboist Thomas Gallant and The Philadelphia Virtuosi Chamber Orchestra with pianist Gabriela Imreh. 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 \$6,500**

Assist with the cost of program printing and judges. The Marching Mustang Music Bowl is a marching band competition that will be hosted by Downers Grove South High School scheduled during fall of 2008. This event will bring approximately 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 – 2008 Production & Audience Development Campaign \$7,920

Assist with the cost of advertising and rental space for its 2008 Production & Audience Development Campaign. The Grove Players perform live stage productions three to four times a year, and 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 – Nutcracker Guest Artists and Costumes \$7,000

Assist in the cost of hiring professional dancers to play the roles of the Sugar Plum Fairy, the Snow King, and the Cavalier. Grant support will also assist in covering 50% of the cost to purchase new costumes. Four performances of *The Nutcracker* will be presented 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 – *Inspector Calls & Emperor’s New Clothes* \$6,000

Assist with marketing and publicity for the productions “An Inspector Calls” by J.B. Priestley and the “The Emperor’s New Clothes” by Judith Kase, a Japanese Noh Theater version of the classic fairy tale. New World Repertory will present to the community contemporary and classic live theater for adults, live theater for children and theater classes for 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.

Senior Suburban Orchestra – Downers Grove Programming for 2008 \$5,000

Assist in the cost of presenting two workshop/concerts in Downers Grove Elementary schools and four concert performances in Downers Grove retirement communities during FY2008.

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.

West Towns Chorus – 2008 Five Concert Series \$6,230

Assist with rental and printing costs for the Christmas and Spring Show. Three Christmas shows are staged in one weekend at the Tivoli Theatre while the spring shows will be held at Downers Grove North High School. These shows bring high quality, professional entertainment to downtown Downers Grove while at the same time using local talent such as the Downers Grove Methodist Church Bell Choir, Affinity String and Brass Ensemble, and singers from DG Choral Society.

Recreational activity:**D.G. Kiwanis Easter Egg Hunt \$700**

Assist with the cost of candy 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 \$2,000

Assist with the cost of printing, supplies, and post-event window cleaning for the Halloween Window Painting Event. Since 1966, the Downers Grove Rotary Club has sponsored the Halloween Window Painting event. Over 800 children (K through 6th grade) participate in this 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.

West Suburban Humane Society – “Barkapalooza” Walkathon & Pet Expo \$3,000

Assist in the cost of advertising for the 15th Annual Barkapalooza Pet Expo & Walk. The event will be held at Patriot Park on September 28, 2008 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.

Parades:**DG Downtown Management- Hospitality Sunday Santa Parade \$3,500**

Assist with the cost of advertising and entertainment for the 33rd 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 – 9th Annual Storybook Character Parade \$500

Assist with the cost of prizes and a marching band for the 9th Annual Storybook Character Parade that will be held during the Fine Arts Festival, September 13, 2008. 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.

Several other grants were determined as not meeting the criteria of the Downers Grove Community Grants program. The grant requests submitted totaled \$112,130. Staff recommended \$712 of budgeted grant dollars to be appropriated for administrative expenses. Dee Wyman moved to recommend to Village Council the allocation according to the schedule (see attached spreadsheet). Hannah Degan seconded the motion: allocation recommended approved unanimously as read.

The Commission discussed a contingency plan that in the event an activity/performance is cancelled or an organization doesn't use their entire 2008 awarded grant, the unspent grant dollars would be split equally among the following eight applicants with the assumption that these dollars will be used in the spirit of the original grant.

Downers Grove Mustang Band Boosters
 Downers Grove Concert Association
 New World Repertory Theater
 Grove Players
 Downers Grove Newcomers Club
 Midwest Ballet Theatre
 Downers Grove Choral Society
 Senior Suburban Orchestra

Pat Winter moved to approve the eight organizations to receive any unspent grant dollars. Kathy Nybo seconded the motion.

It was suggested that a meeting should be held before the next grant cycle to discuss revising the mission statement, criteria and even possibly changing the name of the Commission. It was also mentioned that perhaps more than one program should be administered by this Commission or another Commission. It was also mentioned possibly having three divisions: Cultural, Recreational and Heritage/Historical. Mr. Goodman said it is a good initiative to look again at the description and mission of the Community Grants Program.

The Commission discussed the possibility of the Community Grants Commission partnering with the Community Events Commission to interview an applicant requesting sponsorship of the proposed 2008 Heritage Festival Thursday Night Benefit Concert. Mr. Goodman said *Blodgett House on the Move* sold \$25,000 in tickets and had \$30,000 in sponsorships. The Community Events Commission will write the RFP and the following four key points should be included:

- Proposed use of concert proceeds
- History of organization
- Volunteer capacity of organization
- Financial position of organization

Mr. Goodman suggested a fifth point and that being a "Plan of Action"; the organization should tell how they will carry this out - how will they handle publicity and on-line ticket sales. If an RFP is

submitted to the Village that is clearly not applicable, then it will be at the staff level to inform the organization. Mr. Goodman further stated that an oral presentation will give the organization the opportunity to show their stuff.

V. OLD BUSINESS

Commissioner Neustadt presented members of the Grants Commission the Downers Grove Anniversary lapel pin. Mr. Goodman said the Village website needs to be updated. The website lists the Community Grants Commission as having only five members when in fact there are seven members plus a youth member. This year the Village received 10 student applications to serve on four Commissions. All candidates were very qualified.

IV. ADJOURN

Motion to adjourn by Renata Allelujka and seconded by Pat Winter. Meeting adjourned at 7:56 PM.

2008 COMMUNITY GRANTS PROGRAM					
Name of Organization	Name of Event/Activity for 2008	2006 Council Approved	2007 Council Approved	2008 Request	2008 Recommended
D.G.H.S. Mustang Band Boosters	Marching Mustang Music Bowl	\$3,400	\$5,000	\$6,500	\$6,500
D.G. Kiwanis Club	Annual Easter Egg Hunt		\$600	\$700	\$700
Downers Grove Concert Association	Concert Series: Artists Showcase West	\$4,000	\$11,000	\$11,000	\$11,000
D.G. Area American Assoc. of Women	Used Book Sale	\$2,000	\$2,000	\$3,350	\$3,350
Bonfield Express Foundation (NEW)	Bonfield Express 5K Race/Walk			\$8,060	\$0
New World Repertory Theater	An Inspector Calls and The Emperors New Clothes	\$5,000	\$5,500	\$6,000	\$6,000
The West Towns Chorus	2008 Five Concert Series	\$2,600	\$3,811	\$18,700	\$6,230
Helping Girls Navigate Adolescence (NEW)	Chick Chat			\$1,500	\$0
Downers Grove Downtown Management	Hospitality Sunday & Santa Parade	\$3,000	\$3,000	\$3,500	\$3,500
D.G. Friends of the Library	Ninth Annual Storybook Character Parade		\$500	\$500	\$500
D.G. Rotary Club	Halloween Window Painting	\$1,500	\$2,000	\$2,000	\$2,000
Grove Players	2008 Production & Audience Development Campaign	\$5,000	\$6,000	\$7,920	\$7,920
Indian Boundary YMCA	Commit to be Fit 5K/10K Run/Walk	\$800	\$800	\$1,561	\$0
Indian Boundary YMCA	Y-Games	\$900	\$900	\$1,389	\$0
Downers Grove Area Newcomers Club (NEW)	Justin Roberts Children's Concert			\$1,500	\$1,500
West Suburban Humane Society	Barkapalooza Walkathon and Pet Expo	\$2,000	\$3,000	\$6,350	\$3,000
Midwest Ballet Theatre	Nutcracker Guest Artists and Costumes	\$6,000	\$4,400	\$7,000	\$7,000
D.G. Choral Society	2008 Concert Season & Outreach	\$6,000	\$12,000	\$15,000	\$15,000
Senior Suburban Orchestra	Downers Grove Programming for 2008	Didn't apply for funding	\$3,140	\$5,000	\$5,000
D.G. Junior Women's Club	Fourth of July Float	\$400	\$500	\$1,000	\$0
Downers Grove Area Campus Life (NEW)	Strive			\$3,600	\$0
D.G. Downtown Management	Fine Arts Festival		\$3,000	Didn't apply for funding	
Squires of Downers Grove	Bob Nelson Jr. Golf Amateur Tournament		\$400	Didn't apply for funding	
Our Town Productions			\$2,538	Didn't apply for funding	
TOTALS		\$38,800	\$70,089	\$112,130	\$79,200

**Community Grants Requested
 Budget for 2008
 \$712 for supplies \$79,200 for
 Community Grants Grand Total
 \$79,912**