

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
AUGUST 12, 2008 AGENDA

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

SYNOPSIS

Based on a recommendation by the Community Grants Commission, an ordinance has been prepared to amend Section 2-85 of the Municipal Code to clarify the description of the Community Grants program as well as certain eligibility requirements for community groups to receive funding.

STRATEGIC PLAN ALIGNMENT

The Mission for the Village of Downers Grove includes *Partner with others to make Downers Grove a Grove a great community in which to live and do business. A supporting objective is working with community organizations and institutions to achieve vision, goals & mission. .*

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval on the August 19, 2008 active agenda.

BACKGROUND

Section 2.85 of the Village Code establishes the Community Grants Commission, which is responsible for providing monetary grants for not-for-profit organizations meeting specific guidelines contained in the Municipal Code. Section 2.85 currently states that grants may be provided 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.

On July 7, 2008, the Community Grants Commission met to discuss modifications to the community grants program and its eligibility requirements. At the meeting, the commission voted unanimously to recommend approval of the attached amendment. In addition, the Commission voted unanimously to amend its list of activities for which grant funding will not be made available to include “athletic events, parades, and parade floats”, and remove “projects with no community service component”. If the amended ordinance is approved by the Village Council, promotional and application materials will be revised to reflect the changes to the program and any applicant that no longer meets the eligibility requirements will be notified.

The FY08 General Fund budget includes \$79,912 for community grants funding, which is based on a formula that determines total grant funding in a given fiscal year as 8% of prior year hotel tax revenues.

ATTACHMENTS

Ordinance

Minutes from July 7, 2008 Community Grants Commission Meeting

List of Organizations Receiving Grant Funding in 2008

2008 Grant Application Guidelines Brochure

Community Grants

ORDINANCE NO. _____

AN ORDINANCE AMENDING COMMUNITY GRANTS PROVISIONS

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by ~~shading~~/underline; deletions by ~~strikeout~~):

Section 1. That Section 2.85. is hereby amended to read as follows:

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 and ~~conduct, sponsor or otherwise advance~~ cultural, artistic and recreational, ~~civic or other similar~~ community-oriented ~~activities~~ events 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.

"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.

Section 2. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Passed:
Published:
Attest: _____
Village Clerk

VILLAGE OF DOWNERS GROVE
COMMUNITY GRANTS COMMISSION

MEETING MINUTES
July 7, 2008
Village Hall Break Room

I. CALL TO ORDER

Geoff Neustadt called the meeting of the Community Grants Commission to order at 6:35 P.M.

Members in attendance: Geoff Neustadt, Dave Humphreys, Pat Winter, Dee Wyman, Renata Allelujka and Hannah Degen

Members absent: Kathy Nybo

Staff in attendance: Susan Brassfield

II. PUBLIC COMMENTS AND QUESTIONS

There being no visitors to comment we moved to approve the minutes.

III. MINUTES OF COMMUNITY GRANTS COMMISSION

Ms. Allelujka moved to approve the changes made to the minutes (include Dave Humphreys as approving the first motion and striking out “was called” under “Call to Order”). Ms. Wyman seconded.

IV. NEW BUSINESS

We are here tonight to provide a more concise description of the program for applicants. Chairman Neustadt informed the Commission that disclosure issues were raised by Village Council. He discussed the matter with the Village Attorney and was informed that the Commission is handling disclosure properly, whereby any Community Grants Commissioner who concurrently serves as a member of an organization requesting grant funding shall abstain from voting. If this happens again next year, Commission members will disclose their affiliation to any organization that is requesting grant funding. Last year a few applicants didn't fit into the original intent of the grant program such as those requesting funding for floats. The Commission needs to add to the grants brochure those activities that aren't fundable through the Community Grants Program such as athletic/sporting events. The goal tonight is to talk about these items and make our recommendation to Council. Mr. Dave Humphreys read Village Municipal code Section 2-85. The Commission discussed removing the word “recreational” and adding the word “artistic” to both the mission statement and ordinance. The word “recreational” was put in the mission statement and Village code to allow a broader base of organizations to apply to the grants program. Discussion led to the distinction between the definition of recreational and athletic; it was viewed that athletic is a subordinate to recreational. Discussion focused on the word “civic”. Mr. Dave Humphreys informed the

Commission that “civic” was added to the mission statement and ordinance because of the Downers Grove forum that has since gone by the wayside. The Commission felt that by including “civic” in the mission statement and ordinance it would open the program to social services. Discussion moved to the word “event” and this is the key; there is a distinction between “civic” and “community event”. Several examples were cited including the Kiwanis Easter Egg Hunt and the AAUW Used Book Sale - both are community events. Another example cited was the Humane Society Barkapalooza Pet Expo and Walk. The grant awarded to the Humane Society doesn’t support the Humane Society but rather the event; the grant doesn’t support the walk but rather the event. It was voiced that it is difficult to clearly delineate an event that serves primarily as a fundraiser. For example, West Town Chorus is a cultural event and this event funds the organization through the year. Other organizations whose event is tied to fundraising are Mustang Band Boosters, AAUW and the Humane Society. Chairman Neustadt said that staff can inform an organization that they may apply but it will be to the discretion of the Commission to determine if the organization should receive a grant award. Chairman Neustadt gave the Commission insight as to the concerns of Village Council regarding the grant program. The Commission reviewed the brochure and focus was placed on the mission statement. The Commission agreed that the mission statement should read: *The mission of the Community Grants Program is to provide grants to Downers Grove area not-for-profit organizations to promote and conduct cultural, artistic and other community-oriented events 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.*

MS. PAT WINTER MOVED TO ADD FLOATS TO THE “GRANTS ARE NOT AVAILABLE TO SUPPORT” LIST. MS. HANNAH DEGEN SECONDED.

Yea: MR. GEOFF NEUSTADT, MR. DAVE HUMPHREYS, MS. DEE WYMAN, MS. PAT WINTER, MS. RENATA ALLELUJKA, MS HANNAH DEGEN

Nay: NONE

The motion carried 6:0

MR. DAVE HUMPHREYS MOVED TO MODIFY MUNICIPAL CODE SECTION (2-85) AS PRESENTED...TO PROMOTE AND CONDUCT CULTURAL, ARTISTIC RECREATIONAL, CIVIC OR AND OTHER SIMILAR COMMUNITY-ORIENTED ACTIVITIES EVENTS 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. MS. DEE WYMAN SECONDED.

Yea: MR. GEOFF NEUSTADT, MR. DAVE HUMPHREYS, MS. DEE WYMAN, MS. PAT WINTER, MS. RENATA ALLELUJKA, MS HANNAH DEGEN

Nay: NONE

The motion carried 6:0

Discussion led to which type of event shouldn't be funded through the grants program. It was suggested that parades, parade floats and athletic events shouldn't be funded. The Kiwanis Club Easter Egg Hunt and the Rotary Club Halloween Window Painting fall into a grey area.

MS.HANNAH DEGEN MOVED TO ADD ATHLETIC EVENTS, PARADES AND PARADE FLOATS TO THE "GRANTS ARE NOT AVAILABLE TO SUPPORT" LIST AND TO REMOVE FROM THIS LIST THE STATEMENT "PROJECTS WITH NO COMMUNITY SERVICE COMPONENT". MS. WINTER SECONDED.

Yea: MR. GEOFF NEUSTADT, MR. DAVE HUMPHREYS, MS. DEE WYMAN, MS. PAT WINTER, MS. RENATA ALLELUJKA, MS HANNAH DEGEN

Nay: NONE

The motion carried 6:0

The issue of fundraising was raised again. If the event serves primarily as a means for fundraising then we as a Commission can say that we won't support the event. The consensus was to keep the wording as stated in the brochure: *Fundraising, although community events associated with fundraising may qualify*. The ultimate decision now lies with Council.

V. OLD BUSINESS

Chairman Neustadt acknowledged Ms. Hannah Degen as serving well on the Community Grants Commission and hopes by serving on the Commission it will provide good insight to carry her on the next steps in life.

If Council doesn't support the Commission's recommendations we may need to call another meeting.

Future meeting dates:

Saturday, November 22nd
Wednesday, December 3rd

VI. ADJOURN

Motion to adjourn by Chairman Neustadt and seconded by Ms. Renata Allelujka.
Meeting adjourned at 8:35 P.M.

2008 COMMUNITY GRANTS PROGRAM

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

Community Grants Commission

Members

Martin Tully
David Humphreys
Kathy Nybo
Pat Winter
Renata Allelujka
Dimis Wyman

Local businesses and individuals can partner with the Village in supporting the Community Grants Program.

To become a Community Grants Partner, please contact Susan Brassfield, Grants Coordinator for the Village of Downers Grove at 630-434-6878.

2008 Grant Application Guidelines

**Application Deadline:
November 1, 2007**

Mission

The mission of the Community Grants Program is to provide grants to Downers Grove area not-for-profit organizations, to promote and conduct cultural, recreational, civic, or other 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.

For grant application or additional information regarding the Community Grants Program, please contact
Susan Brassfield, Grants Coordinator,
at 630-434-6878.



2008 Grant Application Guidelines

The Community Grants Program through the Village of Downers Grove is accepting applications for its 2008 granting cycle. Applications must be received by the Village Grants Coordinator at 801 Burlington Avenue, Downers Grove, IL 60515-4776 by 5:00 p.m. on November 1, 2007.

How to apply

General Grant Program

The Community Grants Program supports not-for-profit organizations serving Downers Grove. 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. Previous grant funding has ranged from \$100 to \$12,000. Grant applications that are recommended by the Community Grants Commission must be reviewed and approved by the Village Council. 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 sponsors
- 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
- take place in the Downers Grove area

The Commission can, however, recommend or deny funding for other reasons.

Application forms are available from the Grants Coordinator and include:

1. Community Grants Program informational page
2. Brief history of the organization
3. Description of project or program
4. Community need/value the project or program is designed to meet
5. Project definition
6. Evaluation process for measuring outcome of project or program
7. Future funding needs
8. Budget for project or program
9. Signed Statement of Assurances

Please attach to your application:

Copy of your organization's annual budget (in addition to the project budget)

Copy of your 501(c)(3) IRS determination letter or proof of IRS tax-exempt status

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

Applicants are welcome to schedule a meeting with the Village Grants Coordinator to discuss their grant application.

Funds: The Community Grants Commission is authorized by the Downers Grove Village Council to recommend distribution of community grant funds generated by the hotel use tax and other sources. The Grants Fund is budgeted annually and requires the approval of Village Council.

Application Process:

Grant applications are reviewed by the Community Grants Commission at a Grants Review Meeting. In order to be placed on the agenda for review, a completed application with all required attachments must be received by the Village Grants Coordinator by November 1, 2007.

Applicants are encouraged to attend the Grants Review Meeting and are allotted time to make a presentation.

Grants Awarded:

Grantee must agree to provide a completed Project Evaluation Form and a Financial Statement - within 45 days of project completion - showing actual income, expenses and in-kind contributions for the project.

Grants are awarded on a reimbursement basis. Copies of paid receipts, which confirm the expenses incurred in accordance with the terms of the grant, must be submitted to the Village's Grants Coordinator within 45 days of project completion.

Acknowledgment:

Grantee should credit the Village of Downers Grove Community Grants Program in all promotional material and public notices by displaying the Grant Program logo. Specifics are available from the Village Grants Coordinator.