



Potential Tourism and Arts Grant Applicant
Grant Application Deadline – Monday, September 14, 2009 at 3:00 p.m.

July 1, 2009

Dear Potential Hotel/Motel Grant Applicant,

The City of Warrenville and the Tourism and Arts Commission appreciates your interest in the Tourism and Arts Grant Program. The funding for this program is generated from a local tax applied to overnight stays at Warrenville hotels. Therefore, projects that encourage overnight stays are preferred, but not required. The mission of the program is to promote overnight stays in local hotels by providing funding assistance to events, projects, and capital expenses that bring people to our community. While events have been the mainstay of this funding program in the past and will continue to play an important role, specific funds have been set aside to promote tourism and the arts related projects.

The application form included with this letter is attached for your use. Funding will cover expenses in fiscal year 2011, which runs from May 1, 2010 to April 30, 2011. ***Expenses can occur only during this time period.***

Please try to complete the application as thoroughly as possible. If a question doesn't pertain to you, simply indicate "N/A." You may also attach additional documentation, as you feel necessary.

Twenty complete copies of your application must be received at the Warrenville City Hall, 28W701 Stafford, Warrenville, Illinois 60555, **by 3:00 p.m., on Monday, September 14, 2009.** Please place your application in a flat envelope and mark it "ATTN: Hotel/Motel Grant Application." If you have any questions, please do not hesitate to contact Tourism and Arts Commission staff liaison, Assistant City Administrator Jennifer McMahon at (630) 393-9427 x3025, or jmcmahon@warrenville.il.us.

We would appreciate your helping us spread the word about the availability of this program. If you know anyone who should receive this information, please have them call Assistant City Administrator Jennifer McMahon directly at the number shown above.

Again, thank you for your interest in this program. We look forward to receiving your application.

Respectfully,

City of Warrenville
Tourism and Arts Commission
Jo Ellen Charlton, Chair

GRANT GUIDELINES

PURPOSE:

- The City of Warrenville offers a grant program to fund up to \$35,000 for projects in one or more of the following categories: 1) Events 2) Tourism 3) Arts and 4) Capital. This grant program is made possible through the Warrenville Hotel/Motel Tax Funds. The Tourism and Arts Commission administers this program. Projects may request funds in more than one of the categories listed above, but the total may not exceed \$35,000.

APPLICATION AND PROJECT COMPLETION DEADLINES:

- Workshops will be held on Saturday, August 15, 9:00 a.m. to 11:00 a.m. and Thursday, August 13, 7:00 p.m. to 9:00 p.m. at Warrenville City Hall, 28W701 Stafford Place, Warrenville. Their purpose is to distribute applications and answer questions. Applications will be due Monday, September 14, 2009 by no later than 3:00 p.m. Applicants should be prepared to present their project to the Tourism and Arts Commission in October/November, if requested. The Tourism and Arts Commission will finalize their recommendation in December. The City Council Finance Committee will consider TAC's recommendations on January 11, 2010.

FORMAT REQUIREMENTS:

- Applications must be typed.
- Applications in PDF Format are available on the City's Website at www.warrenville.il.us under "Forms" or you may call to request a version in Word.
- Submit 20 copies of the application, including all supporting documentation. The Assistant City Administrator will check applications for eligibility and completeness. All applications must be signed, notarized and have an EXACT date of completion (i.e. not April 2011)
- Faxed and emailed applications will not be accepted.

LOGO/TAGLINE REQUIREMENTS:

- All promotional materials associated with projects must contain the City of Warrenville tagline "*Project sponsored in part by the City of Warrenville Hotel Motel Tax Fund.*" Failure to include the required tagline may result in future funding disqualification.

ELIGIBLE PROJECTS:

- Applicants eligible to receive grants from the following categories: Events, Tourism/Promotion, Arts Programming, and Capital Expenses. One project may receive funds from more than one category. New and on-going events are eligible. Examples of Tourism/Promotion projects include the design and production of ads, posters, maps, brochures, and websites. Arts Programming projects could include art exhibits, art education projects, and the performing arts (such as dance, music, and other similar events). Examples of Capital Expense projects could include benches, bike racks, signage, planters, plantings, and event equipment.
- Expenses must be incurred only within the City's fiscal year (May 1 – April 30).
- If an event is held on private property, applicants must show written permission from the property owner.
- For events on City property, applicants must contact the City for a staff review BEFORE submitting their applications. TAC will consider the application during the staff review.

COST REIMBURSEMENTS:

- Applicants must provide a complete project cost information and current quoted estimates.
- Applicants must have accurate estimates and should apply for the amount needed to fund the project.
- Grants are paid to the applicant, not to vendors of products or services.
- Reimbursements are made only for those expenses itemized in Section 5 "Project Budget" upon receipt of paid invoices to the vendor by the applicant. Any changes to the approved budget must be approved by the Tourism and Arts Commission, or the expense will not be paid.
- To be eligible for prepayment, indicate the amount and purpose on the application. Proof of treasury insurance is also required with the application or to settle an invoiced service or product. Requests must be made 45 days in advance.

NOTIFICATION:

- Applicants will be notified in February regarding their funding status.

REVIEW CRITERIA:

- Applications will be reviewed by the Tourism and Arts Commission based upon the quality of the project, and benefits to the Community.

FINAL REPORT:

- The Final Report, due 45 days after the conclusion of the event, must be submitted in a format provided by the City in a format provided by the City.

CITY OF WARRENVILLE HOTEL/MOTEL GRANT APPLICATION

SECTION 1 – GENERAL INFORMATION

Please type all information on the form provided. Forms may also be downloaded from www.warrenville.il.us.

Organization's Name

Street Address

City, State, Zip

Mailing Address (if different from street city, state, zip)

Contact Person(s)

Telephone/Cell Phone

Fax Number

E-Mail

Federal Employee Identification Number

State Identification Number

Status of Applicant:

Individual: _____

Fraternal/Civic _____

Foundation _____

Government _____

Corporation _____

Other _____

Specify _____

Date and Place Organization was Incorporated and/or Founded _____

Identify All Officers' Names, Titles and Phone Numbers

Name

Title

Phone Number

Equipment/Services Coordinator and phone number: _____

Insurance Coordinator and phone number: _____

**To be eligible for prepayment, proof of Treasury Insurance, is required with the application or to settle an invoiced service/product. Requests must be submitted 45 days in advance of when the funds are needed.*

CITY OF WARRENVILLE HOTEL/MOTEL GRANT APPLICATION

SECTION 2 – PROGRAM/EVENT CLASSIFICATION

Project or Event Title: _____

Projected Start Date: _____ **Projected Completion Date:** _____

(Must be between May 1, 2010 and April 30, 2011)

Funding Sources:

Our Organization \$ _____

Individual Donations \$ _____

Non-Hotel/Motel Tax Grants \$ _____

Private Businesses \$ _____

HOTEL/MOTEL GRANT REQUEST \$ _____

TOTAL PROJECT BUDGE \$ _____

Projected Attendance for Event or Program: _____

Expected Overnight Stays for Event or Program: _____

SECTION 3 – PROGRAM DESCRIPTION

Explain what the funds will be used for. Events or Arts Programming Projects that utilize streets, personal, or public property should describe specifically what streets and/or property(ies) will be utilized and for what purposes. Please attach a Site Plan if possible. If your project involves the use of personal or public property, please identify the property, the owner, and attach a copy of written permission from the owner. If the event is on City property, a certificate of insurance will be required. Tourism/Promotion and Capital projects should specifically describe what is being purchased and who it will benefit. Groups are encouraged to work with one another on sharing equipment because capital dollars are limited.

SECTION 4 - EVALUATION CRITERIA

The following criteria will be evaluated by the Tourism and Arts Commission to help establish a priority for ranking submitted grant requests. In the space provided, please provide a brief answer to each question. If you need to attach additional documentation, please attach and number it as an exhibit and reference the attachment in the space below.

1. Will people stay in Warrenton hotels as a result of this project? If you are a returning event, you should provide historical details of overnight stays. What are you doing to promote Warrenton hotels?
2. How will Warrenton businesses, citizens, and/or charitable organizations benefit?
3. For Events and Arts Programming Project, describe the history of this event, if any, and how it will be promoted.
4. If you have received money from the Hotel/Motel Grant in the past, please list the amounts requested, granted, and spent (according to your annual report).
5. For Capital Projects, who will own and maintain the commodity? What is the life expectancy of the item being purchased? Have you investigated sharing the equipment with another entity who also needs it? Where is your improvement being installed, and have you included a letter from the owner acknowledging their permission?
6. For Tourism/Promotion Project, describe the audience being targeted and how your project will reach that market.

SECTION 5 - PROJECT BUDGET

Please list all revenues and expenses. Complete project expense information must be provided. Quoted estimates should be provided when possible and when not possible, please describe in an attachment how the expense was estimated.

Revenue Sources:

Hotel-Motel Tax Grant	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Revenues (must equal total expense): \$ _____

Expenses: (List Capital Expenses below separately)

Name of Vendor	Expense	Amount	Attachment #
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Capital Expenses

(Place an asterisk next to the expense if you previously requested it, but did not purchase it, and provide a written explanation in the Attachment)

_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

TOTAL EXPENSES (must equal total revenues): \$ _____

Please place an * in front of the "Name of Vendor" if prepayment for that item is being requested. Attach an additional explanation describing the reason for the prepayment. Listed expenses should relate to the event only.

SECTION 6 – CITY REPORTING

The City of Warrentville shall require all funds be accounted for using Generally Accepted Accounting Principles (GAAP) for governmental funds. Final event reports, which may be subject to audit, are due no later than 45 days following an event. Final reports must include an analysis of the impact of the program or event on tourism and conventions or on the attraction of nonresident overnight visitors to the City, including the postal zip codes and/or postal addresses of attendees where practicable, and a complete and proper accounting of the use of grant funds. It must include a full and proper accounting of all expenses incurred, a full and proper accounting of any and all revenues received, and any outstanding invoices. An accounting of what percentage of grant award funds was spent in Warrentville. More detailed descriptions of the final report can be found in the City Code under **3-1-5 5c**. Organizations must use the financial form included in their award letter and meet GAAP standards for governmental funds are met. An audit is **not** conditional, and shall be performed at any time, given proper notice of no less then five working days prior to audit for the collection of required forms, records and/or supporting documentation. While not required, if final reports are submitted using the services of a Certified Public Accountant, said CPA shall provide signature on all documentation submitted to the City of Warrentville.

SECTION 7 – CERTIFICATION

We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of our request for funding from the Hotel/Motel Tax program. We agree to comply with the City’s requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

We acknowledge that if expenditure of funds is approved, such approval will be for line-item-by-line-item expenditures, which must be adhered to within the maximum approved. The Director of Finance is authorized to approve a maximum 10% line item deviation.

We further acknowledge that there shall be no other deviations from the maximum allowed by each line item and that there will be no revisions to the line items once approved by the City Council.

By signing this application, I/we accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Grant Program as administered by the City of Warrentville in compliance with current state laws.

Applicant

Date

Signature of Representative/Officer

Title

HOTEL/MOTEL GRANT ADA AGREEMENT

In consideration of a grant approval by the City of Warrenville from its Hotel/Motel Tax funds,
_____ (“Grantee”), does hereby acknowledge that it is obligated to

(Name of Applicant/Organization)

comply with the provisions of the Americans with Disabilities Act (“ADA”), and Grantee hereby
agrees to abide by all provisions, requirements, and regulations of the ADA which are applicable
to the conduct of _____.

(Name of Program)

GRANTEE:

Name of Applicant/Organization

Title

HOTEL/MOTEL GRANT WAIVER AND RELEASE OF ALL CLAIMS

Whereas, _____ (“Grantee”), has applied
(Name of Applicant or Organization)
for and been approved by the City of Warrentville (“City”) for a grant of Hotel/Motel Tax funds
for _____.
(Name of Project)

NOW, THEREFORE, in consideration of the grant of Hotel/Motel Tax funds from the City, Grantee hereby agrees that in the event that, or as a result of the program or event sponsored by the Grantee, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Grantee shall defend, indemnify, and hold harmless the City, its officers, agents, commissioners, and employees, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Grantee shall include and extend to payment of reasonable attorneys’ fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

GRANTEE: _____
(Name of Applicant or Organization)

