



Potential Tourism and Arts Grant Applicant
Grant Application Deadline – Monday, September 12, 2011 at 5:00 p.m.

July 18, 2011

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.

As you are likely aware, the Council is in serious discussions of terminating this grant program beginning in fiscal year 2013. No decision has been made and they are still seeking feedback, but please be aware that funding for this grant cycle may not be available at the time a recommendation is presented to the Council.

The application form included with this letter is attached for your use. Funding will cover expenses in fiscal year 2013, which runs from May 1, 2012 to April 30, 2013. ***Expenses can occur only during this time period.*** Please try to be as complete as possible, but don't be intimidated if some of the questions do not apply to your project. Answer those questions as "N/A." You may also attach additional documentation, as you feel necessary.

Ten complete copies and one electronic copy of your application must be received at the Warrenville City Hall, 28W701 Stafford, Warrenville, Illinois 60555, **by 5:00 p.m., on Monday, September 12, 2011 – no exceptions.** The applications should be marked attention Jennifer McMahon, Assistant City Administrator. Electronic versions can be sent to jmcmahon@warrenville.il.us. 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. Applicants 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:

- A workshop will be held on Tuesday, August 9, 7:00 p.m. to 8:30 p.m. at Warrenville City Hall, 28W701 Stafford Place, Warrenville. The purpose is to distribute applications and answer questions. Applications will be due Monday, September 12, 2011 at 5:00 p.m. Applicants should be prepared to present their project to the Tourism and Arts Commission in October/November, if necessary. The Tourism and Arts Commission will finalize their recommendation in December. The City Council will consider TAC's recommendations on January 23, 2012.

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 or email the Assistant City Administrator to request a version in Word.
- Submit 10 copies of the application, including all supporting documentation as well as 1 electronic version. The copies should not be permanently bound (i.e. use clips or rubber bands) and should be three-hole punched. The Assistant City Administrator will check applications for eligibility and completeness. All applications must be signed and have the EXACT date of completion of your event (i.e. not April 2011). Do not insert April 30th as an end date if the event ends earlier than that.
- Faxed 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, and event equipment.
- Expenses must be within the City's fiscal year (May 1 – April 30).
- Applicants must show written permission from public or private property owners that the applicant can utilize their property for a program.
- For events on City property, applicants must contact the City for a staff review and planning before submitting their applications. TAC will consider the application during the staff review.

LOCAL PURCHASING:

- Applicants must provide a quote for a local Warrenville business for services and supplies they will be using to execute their program or event.
- If the applicant will be utilizing a vendor outside of Warrenville when a Warrenville vendor exists, the applicant must provide an explanation.
- Utilizing local vendors will be factored into TAC's review process.

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 include the final report form provided by the City. Failure to include the required tagline may result in future funding disqualification. As part of this form, applicants must submit a cost/per participant figure.

HOTEL/MOTEL TAX:

- It is important that applicants remember that the availability of hotel/motel grants comes from taxes paid by visitors staying in Warrenville hotels. To that end, it is important that applicants encourage visitors to their programs who need accommodations to stay in Warrenville hotels. Below are a list of Warrenville hotels and their contact information. Applicants are encouraged to make arrangements with local hotels for discount accommodations, which will be an incentive for program/event participants to stay in Warrenville. In addition, letters to local hotels will be sent indicating who the Hotel/Motel grant award winners are and encouraging them to contact award winners and make arrangements for participants to stay in Warrenville hotels.

Candlewood Suites, 27W300 Warrenville Road, Warrenville, IL 60555; 630/836-1650

Hilton Garden Inn, 28351 Dodge Drive, Warrenville, IL 60555; 630/393-3223

Hyatt Place, 27576 MacCliff Drive, Warrenville, IL 60555; 630/836-9800

Residence Inn, 28500 Bella Vista Parkway, Warrenville, IL 60555; 630/393-3444

Spring Hill Suites, 4305 Weaver Parkway, Warrenville, IL 60555; 630/393-0400

Summerfield Suites, 27554 MacCliff Drive, Warrenville, IL 60555; 630/836-2960

A visitor’s brochure highlighting Hotel/Motel grant awarded events is available for applicants to promote Warrenville businesses and events to their guests. Contact Assistant City Administrator Jennifer McMahan at (630) 393-9427 or jmcmahan@warrenville.il.us for copies.

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.

Legal Name of Applicant

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: _____

**CITY OF WARRENVILLE
HOTEL/MOTEL GRANT APPLICATION**

SECTION 2 – PROGRAM/EVENT CLASSIFICATION

Program or Event Title: _____

Projected Start Date: _____ **Projected Completion Date*:** _____
(Must be between May 1, 2011 and April 30, 2012)

** No more than 45 days after the exact event date.*

Exact Event Date(s): _____ **Event/Program Location:** _____

Applicant's Total budget for Proposed Program or Event: \$ _____

Other Sources of Project Funding:

Our Organization: \$ _____ Grants: \$ _____

Individual Donations: \$ _____ Private Businesses: \$ _____

Amount Being Requested from Hotel/Motel Grant Funds: \$ _____

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. Attach a Site Plan if possible. If your project involves the use of personal or public property, 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 applied to establish a priority for the expenditure of Hotel Motel Tax Funds. In the space provided, please type a brief explanation stating how this project meets each criterion.

Note: A project does not need to meet every criterion to be considered.

How many people will be drawn? Will people stay in Warrenville hotels as a result of this project? Are you doing anything to attract visitors to stay in Warrenville Hotels?

How will Warrenville businesses, citizens, and/or charitable organizations benefit?

How critical are Hotel Motel Tax funds to the project? Have additional monies been requested or received from other sources? What changes would occur if the project couldn't be funded?

For Events and Arts Programming Projects, describe the history of this event, if any, and how it will be promoted?

Have you received money from the Hotel/Motel Tax Fund in the past? If so, please list the amount for each year.

For Capital Projects, who will own the commodity, who will maintain it, and what is the life expectancy of the item being purchased? Have you investigated sharing the equipment with another entity who also needs it? If an improvement is being installed on real property, attach a letter from the owner acknowledging their permission.

For Tourism/Promotion Projects, describe the audience being targeted and how your project will reach that market?

SECTION 5 - PROJECT BUDGET

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

Revenues:

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

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

Expenses:

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

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

Listed expenses should relate to the event only. If an expense incurred will provide benefit before or after an event or beyond a project's stated intent, the expense shall be pro-rated to cover only the event. The applicant must include an explanation of any pro-rated as an attachment.

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. More detailed descriptions of the final report can be found in the City Code under **3-1-5 5c**. Organizations must include the final report form, but may use any format of reporting remaining information. An audit is **not** conditional, and shall be performed at any time, given proper notice of no less than 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. We acknowledge that any deviation from the line items or changes in funding categories will be requested in writing for review by the Tourism and Arts Commission who has authority to approve changes that do not exceed the total grant award.

By signing this application, 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

