

**Potential Tourism and Arts Grant Applicant**  
**Grant Application Deadline – Monday, September 14, 2020 by 5:00 p.m.**

July 15, 2020

Dear Potential Hotel 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.

The application form included with this letter is attached for your use. Funding will cover expenses in fiscal year 2022, which runs from May 1, 2021 to April 30, 2022. ***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.

A workshop will be held on Thursday, August 13, at 7:00 p.m. The workshop will be hosted virtually due to COVID-19, however there is limited seating available at City Hall, 28W701 Stafford Place. The purpose is to distribute applications and answer questions. All applicants (even past recipients) should attend the workshop.

Ten complete copies and one electronic copy of your application must be received at the Warrenville City Hall, 3 S 258 Manning Avenue, Warrenville, Illinois 60555, by **5:00 p.m., on Monday, September 14, 2020** – ***no exceptions***. The applications should be marked attention Assistant City Administrator. Electronic versions can be sent to [cwhite@warrenville.il.us](mailto:cwhite@warrenville.il.us). If you have any questions, please do not hesitate to contact Tourism and Arts Commission staff liaison, Assistant City Administrator Cristina White at (630) 393-9427 or [cwhite@warrenville.il.us](mailto:cwhite@warrenville.il.us).

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

Respectfully,

City of Warrenville Tourism and Arts Commission  
Monica Johnson, 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 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:

- Applications will be due Monday, September 14, 2020 by 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 recommendation on January 25, 2021. Council will make a determination on February 1, 2021.

### FORMAT REQUIREMENTS:

- Applications must be typed.
- Applications in PDF Format are available on the City's Website at [www.warrenville.il.us](http://www.warrenville.il.us) under City Government – Boards & Commissions – Tourism and Arts Commission – Hotel Tax Grants or you may 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 2022). Do not insert April 30<sup>th</sup> 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 Tax Fund.”* Failure to include the required tagline may result in future funding disqualification.

### PARK DISTRICT AFFILIATE REQUIREMENTS:

- Park District affiliates must provide written approval from the Park District for capital project requests.
- Park District affiliates must provide proof that they have submitted a copy of this grant application to the Park District.

### ELIGIBLE PROJECTS:

- New and on-going events are eligible. Examples of Events projects include entertainment, supplies, food/refreshments, and City services needed. Examples of Tourism 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 projects could include benches, bike racks, signage, planters, and event equipment. Note, it is TAC's practice to require that capital equipment purchases be shared *free of charge* with other grant recipients.
- 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.
- It is the applicant's responsibility to inquire about and ensure that all required permits are obtained for the event.

**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.
- Reimbursements may be submitted as expenses are incurred, however an applicant who receives a reimbursement and then fails to execute the event/program will be required to pay back the reimbursed amount and will not be eligible for future grant awards until that amount is repaid.

**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 TAX:**

- It is important that applicants remember that the availability of hotel 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.

- 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 MaeCliff 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
- Hyatt House, 27554 MaeCliff Drive, Warrenville, IL 60555; 630/836-2960

***DO NOT INCLUDE THIS LETTER/GUIDELINES WITH YOUR APPLICATION – THIS CORRESPONDENCE IS FOR THE APPLICANT’S REFERENCE***

**CHECKLIST**

- All questions/blanks are answered/completed
- Ten paper copies are submitted
- One electronic copy is submitted
- Written authorization to use property for event is attached
- Estimates/quotes/previous year’s invoices are attached supporting all budget estimates
- If the applicant is utilizing a vendor outside of Warrentville when a Warrentville vendor exists, an explanation is attached
- If affiliate of the Park District, written authorization for capital improvements is attached
- If affiliate of the Park District, written proof that a copy of the application has been submitted to the Park District is attached
- For events on City property, proof of City review and planning is attached
- Application is signed

# CITY OF WARRENVILLE HOTEL GRANT APPLICATION

## SECTION 1 – GENERAL INFORMATION

Please type all information on the form provided.

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Event/Program Name

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Legal Name of Applicant

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Street Address City, State, Zip

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

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Contact Person(s) Telephone/Cell Phone

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Fax Number E-Mail

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Federal Identification or Social Security Number State Identification Number

**Status of Applicant:**

Individual: \_\_\_\_\_ Organization \_\_\_\_\_

**Identify All Officers' Names and Titles**

Name Title

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*If the person completing the application is not listed as a member of the board, please provide an affidavit from an authorized member of the organization that the applicant is authorized to act on their behalf.*

**CITY OF WARRENVILLE  
HOTEL GRANT APPLICATION**

**SECTION 2 – PROGRAM/EVENT CLASSIFICATION**

**Projected Start Date:** \_\_\_\_\_ **Projected Completion Date\*:** \_\_\_\_\_  
(Must be between May 1, 2021 and April 30, 2022)

**Exact Event Date(s):** \_\_\_\_\_ **Event/Program Location:** \_\_\_\_\_  
*\* No more than 45 days after the exact event date.*

**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 Grant Funds:**      \$ \_\_\_\_\_

**Projected Attendance for Event or Program:** \_\_\_\_\_

**Expected Overnight Stays for Event or Program:** \_\_\_\_\_

**Please describe the information you have gathered to identify projected attendance and expected overnight stays?**

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### **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 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? If awarded a grant last year, how many confirmed visits in hotels did the project/program generate? If there were no overnight stays, indicate where participants came from.**

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

**How critical are Hotel 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 Tax Fund in the past? If so, please list the amount for each of the last five years.**

**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. Note, it is TAC's practice to require that capital equipment purchases be shared *free of charge* with other grant recipients.**

**For Tourism/Promotion Projects, describe the audience being targeted and how your project will reach that market? The City Council requires applicants to report on cost per participants, so accurate counting of attendees is vital. Describe how you will count the attendees for submission on the final report.**



**How will the event be advertised? Please describe the rationale for determining your advertising selections?**

**What will happen with the event or program if large group gatherings continue to be limited due to COVID-19?**

**SECTION 5 - PROJECT BUDGET**

List all revenues and expenses. Complete project expense information must be provided on *this document*. **Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated. Attachments must be numbered.**

**Revenues (list all sources of revenue):**

<b>Hotel Tax Grant</b>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Revenues (must equal total expense):** \$ \_\_\_\_\_

**Expenses:**

<b>Vendor Name</b>	<b>Expense Description</b>	<b>Amount</b>	<b>Attachment #</b>	<b>Grant Expense (Y or N)</b>
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____

**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-rating 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 as set forth by the Governmental Accounting Standards Board (GASB). 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**

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel Tax program. I 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.

I 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. I 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.

I understand that for events open to the public that require the issuance of a permit from a unit of local government, **except as otherwise permitted by law, the possession of concealed firearms at the event is strictly prohibited per 430 ILCS 66/65(a)(10).**

This application is made for the sole purpose of receiving grant fund under the Hotel Tax Grant Program from the City of Warrentville. The information contained in this application is true to the best of my knowledge and belief. I understand that it is unlawful for a person to willfully and knowingly make, or cause to be made, or to assist, conspire with, or urge another to make, or cause to be made, any false, fraudulent, or misleading oral or written statement to obtain grant funds as provided by the Warrentville Hotel Tax Grant Program, 3-1-5 Warrentville City Code. Such actions constitute a Class A Misdemeanor and can serve as the basis for denial or forfeiture of any benefits paid out under the Public Safety Employee Benefits Act.

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Representative/Officer

\_\_\_\_\_  
Title

**HOTEL GRANT ADA AGREEMENT**

In consideration of a grant approval by the City of Warrenville from its Hotel 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

