

**City of Naperville
Special Events & Cultural Amenities Fund
2012-2013 (FY13) Grant Application**

The City of Naperville encourages celebrations of community that focus on the heritage, diversity, and character of Naperville. In support of these activities, the City of Naperville offers the Special Events & Cultural Amenities (SECA) fund for the purpose of aiding eligible organizations in providing special events and cultural experiences throughout the Naperville community.

This application form is for use by organizations submitting SECA fund proposals to the City of Naperville. **All applications must be accompanied by appropriate support documentation as listed on page 2 of this packet.** Applications will not be considered complete until all required documents are received by the City of Naperville.

For more information on the SECA fund and eligibility requirements, download the SECA fund manual which is available on the city's website at www.naperville.il.us/seca.aspx. All funding requests will be considered as a part of an annual competitive application process.

Application Deadline

Tuesday, November 1, 2011, 5:00 p.m.

All applications must be submitted electronically. Please
upload applications at <http://bit.ly/naperseca>

For questions contact:

City of Naperville
Jennifer Runestad
Special Events Coordinator
400 S. Eagle Street
Naperville, Illinois 60540
(630) 305-5340
runestadj@naperville.il.us

All SECA fund awardees are encouraged to purchase goods and services in Naperville.

APPLICATION INSTRUCTIONS

Minor program changes have been made for the 2012-2013 (FY13) SECA fund application process. Please refer to the SECA fund manual for a complete list of eligibility and application requirements. The manual may be downloaded at www.naperville.il.us/seca.aspx.

If there is not a category for a specific piece of information, please provide it at the end of the application.

APPLICATIONS FOR GRANT REQUESTS UNDER \$2,000

Applicants applying for grants that total under \$2,000 per project are only required to complete **SECTION ONE** of the application. Applicants **MUST** also submit the required documentation listed below.

Please note: Only **ONE** application may be submitted per project.

APPLICATIONS FOR GRANT REQUESTS OVER \$2,000

Applicants applying for grants over \$2,000 are required to complete the entire application and submit the required documentation.

Please note: Only **ONE** application may be submitted per project.

SUBMISSION PROCESS

All applications must be submitted electronically. No hard copies are required. Applications and supporting documentation must be uploaded to <http://bit.ly/naperseca> by **5:00 p.m. on Tuesday, November 1, 2011**.

REQUIRED DOCUMENTATION

ALL applicants are required to submit the following documentation in addition to the application form. Applications will not be considered complete unless **ALL** required documentation has been received by the City of Naperville.

- **Nonprofit Status:** Attach a copy of your 501(c) (3) status.
- **Financial Documents:** Attach a copy of the most recently completed agency audit and Federal Form 990. If these documents are not available, describe why they are not available.
- **Governing Body Authorization:** A resolution or written endorsement by your governing body authorizing this application.

SECA FUND APPLICATION FORM

SECTION ONE: GENERAL INFORMATION

Applicant: _____
Name of Project: _____
Contact Person: _____ **Title:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone/Ext: _____ **Fax:** _____
E-mail: _____

Federal Employer Identification Number: _____

Administration:

a. Who is responsible for the management of the project? List capabilities.

Total cost of project:	\$
Cost of city services requested in this application (if applicable):	\$
Cost of capital funding requested in this application (if applicable):	\$
Total funding requested in this application:	\$
Percent of project cost being requested:	%
Anticipated attendance / volunteers:	/
If applying for more than one project please rank by priority:	Priority of

Number of years the organization has been in existence? _____

Number of years the project has been in existence? _____

Organizational Objectives and Evaluation: Please provide details about the following:

- a. The measurable objectives of the organization
- b. How are the objectives tracked and evaluated

SECTION TWO: PROJECT PURPOSE

2.1 Organizational History: Describe the organization, including:

- a. Brief history
- b. Mission statement
- c. Demonstrated ability to carry out the project

2.2 Type of Project: Please check one of the following:

- New/Start-up Projects (First 1-3 years of the project)
- Ongoing / Continual Projects

2.3 Project Description: Provide the details regarding the event or project, including:

- a. Description of the project
- b. Timeline

2.4 Project Objectives and Evaluation: Please provide details about the following:

- a. The measurable objectives of the project
- b. How the objectives relate to the mission of the SECA Fund
- c. How will the objectives be tracked and evaluated

2.5 Longevity of Capital Purchase: If SECA funds will be used for a capital purchase, indicate the expected life of the item.

2.6 Proceeds: If the project is a fundraiser, explain who will receive the proceeds. Provide a list of organizations or individuals which received proceeds in the most recent year.

2.7 Location: Provide the location of your event or project. If a location has not been secured, list the venue(s) that are being considered.

2.8 Milestones and Timetables: (NEW PROJECTS ONLY) Describe milestones that will mark the progress in implementing the project and provide a timetable for the completion of each milestone.

2.9 Funding and Sustainability: (ONGOING/CONTINUAL PROJECTS ONLY)

- a. Will the funding requested be used to replace another funding source? Yes No If yes, please explain.
- b. What is the organization’s plan to make the project self-sustaining?
- c. How many years does the organization anticipate requesting SECA funding?

SECTION THREE: IMPACT TO NAPERVILLE COMMUNITY

3.1 Economic Benefit: Please describe the economic benefit to local businesses and the Naperville community.

3.2 Community-Wide Benefit: Please explain the following:

- a. What is the plan to advertise/market the project to the Naperville community?
- b. Who is the target audience?

3.3 Collaboration: Describe any collaborative arrangements that have been developed with other organizations to either fund or otherwise implement the project.

3.4 Accessibility: Briefly describe the event accessibility plan, if applicable.

SECTION FOUR: PROJECT FINANCES

4.1 Description of Project Revenues

PROJECT REVENUES			
PLEASE INDICATE PRIVATE, FEDERAL, STATE, FOUNDATION OR OTHER SOURCES			
Source of Funds and Description of Terms	Last Year's Revenue	Source of Funds and Description of Terms	This Year's Projected Revenue
<i>Example: Grant</i>	\$10,000	<i>Example: Grant</i>	\$5,000
Total:		Total:	

Documentation: Please provide documentation for the revenues listed above as an attachment.

4.2 Description of In-Kind Contributions

Note: An in-kind contribution is a non-cash donation, contribution, or gift which can be given a cash value.

ANTICIPATED IN-KIND CONTRIBUTIONS	
Type of Contribution	Total Value
<i>Example: Printing</i>	\$500
<i>Example: Food</i>	\$300
TOTAL:	

