

# SECA GRANT FUND PROGRAM APPLICATION WORKSHOP



Calendar Year 2026 (CY26)  
(January 1, 2026 - December 31, 2026)

# Special Events and Community Arts (SECA) Grant Fund Program

- Established in 2004
- 1% citywide Food & Beverage tax
- Funds support events and culture in Naperville
- CY25 SECA Grant Fund Total - \$2,139,161
  - City Obligations -\$1,041,399
  - Discretionary Funds - \$1,097,762
    - 84 applications received, 81 funded

# SECA Commission

- 9 Commissioners
- Appointed by the Mayor
- Makes recommendations to the City Council on:
  - SECA policy
  - Annual SECA discretionary allocations
- Judy Brodhead (Chair)
- Rich Gannon
- Tom Miers
- Rachna Prasad
- Kader Sakkaria
- Lai So
- Arthur Zards
- OPEN
- OPEN
- Councilman Ashfaq Syed (Council Liaison)

**In accordance with the Open Meetings Act,  
if you wish to contact SECA  
Commissioners, please send your  
communication to the Special Events  
Coordinator to forward to the Commission**

# What is new for CY26?

- New Council Liaison – Councilman Ashfaq Syed
- November and December SECA Meetings will be held in Council Chambers and broadcast with video
- SECA Contact and Special Event Contact:

**Jake Fiedler**

**Special Event Coordinator**

**630-420-6045**

**fiedlerj@naperville.il.us**

# Applicant Eligibility

- Be recognized as a tax-exempt non-profit organization according to Section 501 (c) of the Internal Revenue Code
  - Unless your project falls under the Community Arts-Individual Artists or Artistic Groups
- Cannot be a taxing body
- Event, project or initiative located in the City of Naperville
- Begins on or after January 1, 2026. No project may extend beyond December 31, 2026.
- Attendance at mandatory SECA Workshop
- Must not promote religion or religious organizations
- Must not be a social service activity (i.e., transitional housing, job placement, crisis intervention programs)
- Plan to reduce dependence on SECA Funds
- Compliance with City requirements

# Limitations on the Use of SECA Funds

- Funds shall not be used as a subsidy for an individual's salary, payroll and all other administrative related expenses (honorariums are fine).
- Commercial storage rental space is not eligible for SECA funding.
- Funds must be used within the fund cycle for which they were granted (CY26 is January 1, 2026 – December 31, 2026)
- Reimbursement requests may only be submitted after the event has occurred (for support of ongoing programming, multiple reimbursement requests throughout the year are fine).
- Events/Projects must occur in the municipal boundaries of the incorporated City of Naperville
- Funds shall not be used to subsidize academic study

# Limitations on the Use of SECA Funds

- Travel-related expenses are not eligible for reimbursement
- Requests for reimbursement for costumes must include a photo of the costume
- Food and beverage purchases with the exception of professional catering, are not eligible for funding; including grocery store, fast food and other restaurant purchases
- Good faith effort to purchase goods and services in Naperville and work with the Naperville Convention & Visitors Bureau
- Good faith effort to incorporate recycling into events.

# CY26 SECA Application Process

**Friday, September 5, 2025, at NOON**

Applications available on website

**Friday, October 3, 2025, at NOON**

Deadline for all applications – late/incomplete applications will not be accepted

**(Internal Date) Monday, October 13, 2025**

SECA Commission receives all eligible applications for review

**(Internal Date) Friday, October 31, 2025**

Commissioner questions for applicants for Q&A due to staff

**Saturday, November 15, 2025, at 9:00 AM**

SECA Commission Workshop, with applicants – Council Chambers (will be filmed and broadcast)

**(Internal Date) Sunday, November 30, 2025**

SECA Commission funding recommendations due to staff

**Thursday, December 11, 2025, at 6:00 PM**

SECA Commission Unified Recommendation Meeting – Council Chambers (will be filmed and broadcast)

**Tuesday, January 20, 2026 (tentative)**

Council approves CY26 funding allocations

# SECA Applications

- 3 separate applications – choose the one that applies to your project
  - Special Events
  - Community Arts with a 501c designation
  - Community Arts- Individual Artists and Artistic Groups
- Fillable Word forms
- Eligibility Quiz
  - Is the sponsoring organization a non-profit 501(c)(3) or recognized by the State of Illinois as a non-profit organization?
  - Is your project/event located within incorporated Naperville?
  - Is your project/event going to be held in the current SECA funding cycle?
  - Can you confirm your project/event will not promote religion or a religious organization?
  - Have you read the SECA Fund Policy and Procedures Manual?
  - Have you attended one of this year's mandatory SECA fund workshops?

# Application Overview

## ➤ General Information

### ➤ Section 1: General Information

- Organization name, address, contact information

### ➤ Section 2: Project/Event Details and Purpose

- Name of event, organizational history, request details, cost, need for funding and self-sustainability

### ➤ Section 3: Impact to the Naperville Community

- Objectives, supporting SECA mission, community benefit, municipality objectives-accessibility/waste reduction/transportation plan

### ➤ Section 4: Project Finances

- Budget worksheet required attachment

### ➤ Section 5: Conflict of Interest

### ➤ Section 6: Required Documentation

# Application Overview

- Budget worksheet
  - Incomplete or inaccurate budgets will not be accepted
  - Include all other revenue sources for event/project
  - Provide a description for artist fees, if applicable
- Required Documentation
  - Nonprofit Status Document
  - Most recent audit or annual financial statement
  - Budget worksheet
  - Federal Form 990 (if required)
  - Governing Board Authorization
  - Disclosure of Interest

# Budget Worksheet

Event Budget				
	Estimated Total	SECA Allocation	Actual Total (Final Report)	
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -	

  

	Estimated Total	SECA Allocation	Actual Total
<b>Site</b>			
Venue Rental Fees			
Equipment			
Tables and Chairs			
<b>Totals</b>	\$ -	\$ -	\$ -

  

	Estimated Total	SECA Allocation	Actual Total
<b>Event Materials</b>			
<b>Totals</b>	\$ -	\$ -	\$ -

  

	Estimated Total	SECA Allocation	Actual Total
<b>Marketing and Publicity</b>			
<b>Totals</b>	\$ -	\$ -	\$ -

  

	Estimated Total	SECA Allocation	Actual Total
<b>Catering</b>			
<b>Totals</b>	\$ -	\$ -	\$ -

  

	Estimated Total	SECA Allocation	Actual Total
<b>Program</b>			
Artist Fees /Honorariums			
Royalty Fees			
<b>Totals</b>	\$ -	\$ -	\$ -

  

	Estimated Total	SECA Allocation	Actual Total
<b>City Services</b>			
<b>Totals</b>	\$ -	\$ -	\$ -

  

	Estimated Total	SECA Allocation	Actual Total
<b>Miscellaneous</b>			
Costumes			
<b>Totals</b>	\$ -	\$ -	\$ -

# SECA Application – Individual Artists and Artist Groups

- 501c designation is not required
- Performance Art or Physical Art Application Sections
- Required Documentation includes:
  - Resume of artist
  - Letters of Recommendation
  - Samples of past work
  - Rendering of proposed art
  - Site plan
  - Maintenance plan
  - Written valuation statement of the art

# Submitting the Application

- Email submission only, no paper copies
- Submit to:  
**Jake Fiedler, Special Events Coordinator**  
**[fiedlerj@naperville.il.us](mailto:fiedlerj@naperville.il.us), 630-420-6045**
- Jake will send confirmation of receipt, please ensure confirmation is received.
- Read receipts recommended.
- PDF files preferred.
- Zip file recommended. If your files are too large to email, contact Jake.
- **Deadline is NOON – Friday, October 3, 2025**

# Receiving SECA Funds – if awarded

- Recipients must return a signed, witnessed SECA Grant Fund Program Agreement (via DocuSign)
- New grant recipients must return Vendor Forms (via mail)
- Submit the Request for Payment SECA Form and valid invoices or receipts after the event/project is complete
  - Do not comingle personal purchases
- Prepayment of grant funds is permitted for 1<sup>st</sup> time grant recipients, and at discretion of the Special Events Coordinator
- Once approved, reimbursement request is sent to the finance department for processing
- City Obligation Awards greater than \$50,000 are issued quarterly

# Reporting Requirements

- Final Report to be submitted with request for final reimbursements, or within 30 days after the completion of the event or project
- Final Report must include Budget Worksheet
- Reports will be available to SECA Commission for review with future applications
- Report requests evidence of SECA recognition

# SECA Logo

- Staff will provide the SECA Grant Fund logo
- Use of the City of Naperville logo is prohibited



# For more information and questions

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**Jake Fiedler**

Special Event Coordinator

630-420-6045

[fiedlerj@naperville.il.us](mailto:fiedlerj@naperville.il.us)

# THANK YOU