



**CITY OF AURORA**  
**2017 JOINT FESTIVAL FUNDING GUIDELINES**  
AURORA AFRICAN AMERICAN HERITAGE ADVISORY BOARD  
AURORA HISPANIC HERITAGE ADVISORY BOARD  
INDIAN AMERICAN COMMUNITY OUTREACH ADVISORY BOARD  
NEIGHBORHOOD FESTIVAL FUNDS

**ELIGIBILITY**

1. The event must take place within the limits of the City of Aurora, be FREE, open to the public, and publicly advertised, and a minimum of one hundred (100) people, including children, should benefit from the event.
2. Funding assistance is limited to \$1,500 or fifty percent (50%), whichever is less, of the total eligible event costs. Contributions may be included in the event's total proposed budget. This criteria is not applicable to the City's three Cultural Advisory Boards. **A proposed budget must be submitted along with the funding application.**
3. Funds will be provided for support services only. This assistance may include, but is not necessarily limited to, rental of staging or sound equipment, portable toilets, tables and chairs, general liability insurance for the event, tents, security or emergency personnel, or other "public" amenities.

**DISQUALIFICATIONS**

1. Neighborhood Festival Funding does not fund the following: block parties, annual fund raising events and/or events requiring paid ticket admission. These restrictions do not apply to events held at RiverEdge Park.
2. Event(s) applying for and receiving funding assistance may not discriminate based on gender, age, race, religion, ethnic background, economics or disability.
3. Events receiving fifty percent (50%) or more of their budget from City of Aurora or a City-managed fund (including Ward funds), grants or account lines are **not** eligible under this funding grant program.

**REQUIREMENTS**

1. All applicants are required to provide proof of nonprofit status and be in good standing with the State of Illinois. Include the State of Illinois or Federal Identification number.
2. For any event, which has been in operation for more than one (1) full year, a copy of the financial statements for that event's most recent concluded year must accompany the application.

3. Funds will not be provided or applied to the purchase, sale or promotion of alcoholic beverages or tobacco products, nor the support services associated therewith. However, no event will be excluded from consideration as a result of serving, selling or promoting any of these products at the event, if approved by the appropriate City of Aurora administrators, event site property owner and comply with the ordinances of the City of Aurora, state and federal laws.
4. If alcoholic beverages are served a copy of the liquor license and dram shop insurance must be included with the application.
5. Copies of any/all applications and agreements pertaining to those services or equipment which are funded must be submitted to the Community Services Department no less than two (2) weeks prior to event or requested date of payment.
6. A member of the sponsoring organization/group must be available to attend appropriate City of Aurora Government Operations meeting or other Committee hearings, if necessary.
7. All special events staged in the City of Aurora, and requesting use of public property and/or services, are required to complete a ***Special Event Application*** and comply with the Special Events Policies and Procedures as established by the City of Aurora. The Special Event Permit Application and Worksheet must be submitted to the Community Services Department, for forwarding to the Government Operations Committee, by December 15, 2016, for programs running from January 1 through June 30, 2017; or by March 1, 2017, for programs running from July 1 through December 31, 2017.
8. All events must comply with permits, policies and safety requirements as set forth by the Aurora Police Department, Aurora Fire Department and/or the Aurora City Council.
9. Any service or sale of food products shall conform to the requirements of the county health department of the County in which the event is conducted.
10. If the event is canceled or rescheduled, a written notice must be made to the City of Aurora, Community Services Department, no less than two (2) weeks prior to the original scheduled opening date of the event.
11. Music and/or loud speaker systems shall be regulated so that non-participants are not affected and must comply with the City of Aurora Ordinances governing “music festivals”, permissible decibels and/or other applicable Ordinances.
12. The City of Aurora shall be named “as primary, non-contributory additional insured” on all insurance and a ***Certificate of Insurance*** for general liability in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate coverage provided to the City of Aurora and Community Services Department no less than two (2) weeks prior to the event, unless otherwise waived in writing by the City of Aurora administration.
13. Checks will only be made out to the organization holding/hosting the event and/or named on the nonprofit certificate from the State. No checks will be made out to individuals.
14. Submittal of application should not be construed as approval. Funding recommendations are subject to City and Advisory Board approval.
15. The City of Aurora and the Advisory Boards reserve the right to withdraw funding if the terms of the agreement or these guidelines are not fully met.

16. Any funded festival/event should give recognition to the City of Aurora and the Advisory Boards for their sponsorship. Marketing materials should use the *city logo and / or Advisory Board Logos*. Please contact Dee Hakala in the Community Services Department at (630) 256-3400 or Email: dhakala@aurora-il.org to request a hard copy application.

*Should you have any questions or need additional information please contact (630) 256-3400.*

### **THE FOLLOWING CRITERIA WILL BE CONSIDERED IN EVALUATING APPLICATIONS**

1. Does the project meet the Festival Funding grant requirements?
2. Has the organization received funding from the Festival Funding program in the past?
3. Did the organization meet all of the application requirements?
4. Is the projected festival budget realistic?
5. Can the organization demonstrate its ability to raise additional funds for the festival?
6. Does the organization clearly state its goal and objectives, as well as how they will be achieved?
7. How many organizations in the same service area have applied for funding from Festival Funding?
8. Does the organization receive funding from other city agencies or programs, among them the African American Heritage Advisory Board, the Hispanic Heritage Advisory Board, and the Indian American Community Outreach Advisory Board which also sponsor cultural activities?
9. The impact and quality of past programs.
10. Number of previous participants and projections.

### **REVIEW PROCESS**

1. The City's Community Services Department staff receives the application and reviews it for eligibility and completeness. An organization whose application is ineligible or incomplete will receive phone notification as soon as the application is reviewed. The application can be resubmitted for review as long as it is received before the deadline.
2. The Festival Funding Committee reviews the application in depth. Eligibility is based on the organizations past compliance of Festival Funding policies. The applicant may be asked to answer questions or submit in writing further information supporting statements made in the application.
3. Applications are forwarded to the Aurora African American Heritage Advisory Board, the Aurora Hispanic Heritage Advisory Board and/or the Indian American Community Outreach Advisory Board if applicable.
4. Applicants are notified of funding or the need for additional information via electronic mail.

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