October 10, 2019

Dear Special Event Chair,

There’s a happy 2020 ahead! You are receiving this packet because you received funding for your Special Event in the past. Enclosed you will find a copy of the Guidelines, Application and the Hold Harmless Agreement for the City of Aurora’s 2020 Neighborhood Festival Funding Grant. If your organization is planning a public event in 2020, you may apply to the City of Aurora Community Services Division for funding assistance.

Funding is made available to assist neighborhood and community groups that are staging special events for the public which are designed to educate, benefit, communicate, organize and/or acquaint Aurora residents. Neighborhood Festival funds offer to pay for necessary support services for neighborhood festivals and special events. Examples of support services include, but are not limited to, portable toilets, table and chair rental, sound systems, stages or tents.

It is important that we review all requests for funding at one time to assure that as many groups as possible receive assistance while planning their event. Therefore, we ask you to do your planning early.

To apply, complete and sign the original Application with the Hold Harmless Agreement, and return it to the Community Services Division no later than December 12, 2019, for events running from Jan. 1 through June 30, 2020; or no later than March 1, 2020, for events running from July 1 through Dec. 31, 2020. Our mailing address is provided above. Please send attention to: Dee Hakala. If you are planning to hand deliver the application, our office is located at 44 East Downer Place, 4th floor, Aurora, IL 60505. You may retain the copy of the Guidelines for your own files. Make sure you remit all necessary documents with your application; these are listed on the bottom of the application. Applications received without the required documentation will not be considered.

Funding for neighborhood festivals and special events is limited to $1,500. The available funding will be distributed among all eligible applicants. It is important that you respond promptly to this offer. Please be sure to get your request to this office by the above deadlines. Deadlines will not be extended or changed. Applications received after the deadline will not be considered.

You will be notified if your group has been approved for funding assistance, the amount approved and the payout procedures by/before January 31, 2020.

If you have any questions, please feel free to contact Dee Hakala during regular business hours at (630) 256-3408.

Sincerely,

Dan Barreiro
CITY OF AURORA
2020 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. Funding assistance for Parades is limited to $2,500.00. However, events tied to parades are limited to one application.

4. 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, or those events that have a window for free admission.

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 Division 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 Division, for forwarding to the Government Operations Committee, by December 12, 2019, for programs running from January 1 through June 30, 2020; or by March 1, 2020, for programs running from July 1 through December 31, 2020.

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 Division, 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 Division 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 Division 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 Division 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 organization’s 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.
CITY OF AURORA
2020 JOINT FESTIVAL FUNDING APPLICATION:
AURORA AFRICAN AMERICAN HERITAGE ADVISORY BOARD
AURORA HISPANIC HERITAGE ADVISORY BOARD
INDIAN AMERICAN COMMUNITY OUTREACH ADVISORY BOARD
NEIGHBORHOOD FESTIVAL FUNDS

NAME OF EVENT__________________________________________

SPONSORING ORGANIZATION________________________________

FEIN OR STATE ID NUMBER__________________________________

CONTACT NAME____________________________________________

PHONE (day)________________(evening)________________(cell)____

EMAIL ADDRESS___________________________________________

ADDRESS__________________________________________________

CITY_________________STATE_________ZIP____________________

DESCRIPTION OF SPONSORING ORGANIZATION__________________
__________________________________________________________________________
__________________________________________________________________________

GOALS OF SPONSORING ORGANIZATION__________________________
__________________________________________________________________________
__________________________________________________________________________

DESCRIPTION OF PROPOSED EVENT______________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________


PLEASE CHECK ALL APPLICABLE FUNDING SOURCES FOR THIS EVENT:

_____ AFRICAN AMERICAN HERITAGE ADVISORY BOARD (Event embraces, preserves and promotes the Heritage and contributions of African Americans)

_____ HISPANIC HERITAGE ADVISORY BOARD (Event embraces, preserves and promotes the Heritage and contributions of Hispanic Americans)

_____ INDIAN AMERICAN COMMUNITY OUTREACH ADVISORY BOARD (Event embraces, preserves and promotes the Heritage and contributions of Indian Americans)

_____ NEIGHBORHOOD FESTIVAL FUNDS (Public event designed to educate, benefit, communicate, organize and/or acquaint Aurora residents and build a sense of community)

ARE FUNDS BEING SOUGHT FROM OTHER CITY SOURCES? _____YES____NO

IF YES, PLEASE EXPLAIN:

________________________________________________________

2020 EVENT FUNDING SOURCES:

________________________________________________________

$ __________________

________________________________________________________

$ __________________

________________________________________________________

$ __________________

________________________________________________________

$ __________________

________________________________________________________

$ __________________

TOTAL

$ __________________

ATTACH A COPY OF ACTUAL 2019 EVENT BUDGET (REQUIRED)

WHAT WAS THE TOTAL EVENT ATTENDANCE IN 2019? ________________

DATE(S) OF 2020 EVENT ________________ TIME(S) OF 2020 EVENT ________________

LOCATION OF 2020 EVENT _______________________

WAS FUNDING PROVIDED FROM THESE FUNDS PREVIOUSLY?

AFRICAN AMERICAN HERITAGE ADV. BD: _____YES____NO NUMBER OF YEARS ____________

HISPANIC HERITAGE ADVISORY BOARD: _____YES____NO NUMBER OF YEARS ____________

INDIAN AMERICAN COMMUNITY OUTREACH ADVISORY BOARD: _____YES____NO NUMBER OF YEARS ____________

NEIGHBORHOOD FESTIVAL FUNDS: _____YES____NO NUMBER OF YEARS ____________

HAVE YOU EVER BEEN TURNED DOWN FOR FESTIVAL FUNDING? ____YES____NO
IF YES, WHEN AND FOR WHAT REASON? 

2020 EVENT BUDGET:

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<th>Item/Category Description</th>
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TOTAL PROPOSED BUDGET $______________

TOTAL FUNDING ASSISTANCE REQUESTED $______________
(This amount should not exceed 50% of the event budget)

APPLICATION DEADLINE:
- December 12, 2019, for programs running from Jan. 1 through June 30, 2020; or
- March 1, 2020, for programs running from July 1 through Dec. 31, 2020.

Return completed application with signed Hold Harmless Agreement to:
Attn: Dee Hakala, Community Services Division, City of Aurora, 44 E. Downer Place, Aurora, IL 60507
Fax: 630-256-3329 or Email: dhakala@aurora-il.org

ATTACHMENTS REQUIRED:
- Completed Application
- Signed Hold Harmless Agreement
- Not for Profit Documentation
- 2019 Event Financial Report (if funds were received in 2019)
HOLD HARMLESS AGREEMENT

Please read the following thoroughly, fill in all blanks, sign and return with the Joint Festival Funding Application.

______________________________, for and in consideration of 2020 festival funding assistance from the City of Aurora, Community Services Department, the Aurora African American Heritage Advisory Board, the Aurora Hispanic Heritage Advisory Board, and the Indian American Community Outreach Advisory Board, 44 E. Downer Place, Aurora, Illinois, 60507, hereby agrees to indemnify and hold harmless the City of Aurora, Illinois, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses or expenses arising out of the permitted activity or any activity associated with the conduct of the applicant’s operations, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by the employees of the City of Aurora acting within the scope of their employment. Further the applicant agrees to indemnify the City of Aurora and any of its agents, public officers, officials or employees and authorized volunteers for any attorney’s fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the applicant’s use of public property as set forth in this application.

LIABILITY WAIVER:

The applicant agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this application is being sought, to waive and relinquish all claims that may result in any manner against the City of Aurora, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the City of Aurora acting within the scope of their employment.

I have read and understand the above hold harmless and liability waiver.

______________________________  ________________________
Signature                                      Date