



CITY OF AURORA
2023 JOINT FESTIVAL FUNDING GUIDELINES
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 serve a broad number of people.
2. The event must benefit City of Aurora residents and you must be able to demonstrate how the event benefits City of Aurora residents.
3. Events must be held before December 31, 2023.
4. Funding assistance is capped at \$1,000 per event, or fifty percent (50%), whichever is less, of the total eligible event costs. Contributions may be included in the event's total proposed budget. A proposed budget must be submitted along with the funding application.
5. Use of funds are limited to payment for support services only. Support services may include, but are not necessarily limited to, rental of staging or sound equipment, portable toilets, tents, tables and chairs, general liability insurance for the event, security or emergency personnel, or other similar "public" amenities.

DISQUALIFICATIONS

1. Neighborhood Festival Funding does not fund events held at River Edge 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 not-for-profit 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 previously held, include a copy of the financial statement for the most recently held event (e.g., 2022 Event Budget; 2021 Event Budget).
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. The city reserves the right to request a copy of the liquor license and dram shop insurance prior to releasing funds.

4. 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.
5. 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 before funds are released.
6. All events must comply with permits, policies and safety requirements as set forth by the City of Aurora Ordinances, Aurora Police Department, Aurora Fire Department and/or the Aurora City Council.
7. Any service or sale of food products shall conform to the requirements of the City of Aurora Ordinances and the county health department of the County in which the event is conducted.
8. 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.
9. Music and/or loudspeaker systems shall be regulated so that non-participants are not affected. The event must comply with the City of Aurora Ordinances governing “music festivals”, permissible decibels and/or other applicable Ordinances.
10. 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.
11. 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.
12. Submittal of application should not be construed as approval. Funding recommendations are subject to City approval.
13. The City of Aurora reserve the right to withdraw funding if the terms of the agreement or these guidelines are not fully met.
14. Any funded festival/event should give recognition to the City of Aurora for their sponsorship. Marketing materials should use the **city logo**. Please contact Dee Hakala in the Community Services Department at (630) 256-3400 or email: hakalad@aurora.il.us 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. Is the sponsoring organization in the City of Aurora?
3. Is the event being held within the City of Aurora boundaries?
4. Is the applicant able to demonstrate how the event benefits City of Aurora residents?
5. Has the organization received funding from the Festival Funding program in the past?
6. If the event was held in 2022, did the organization submit a complete Post Event Follow-up Form?
7. Did the organization meet all application requirements?
8. Is the projected festival budget realistic?
9. Can the organization demonstrate its ability to raise additional funds for the festival?
10. Does the organization clearly state its goal and objectives, as well as how they will be achieved?
11. How many organizations in the same service area have applied for funding from Festival Funding?
12. 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?
13. The impact and quality of past programs.
14. 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. Applications received without the required documentation will be returned via the provided email address. 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 criteria listed above and 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. Although attempts will be made to contact the applicant via telephone, incomplete applications and applications received without the required documentation will be returned via the provided email address. Applicants are notified of funding or denial via electronic mail.
4. Allocations will be made on a first come first serve basis if funds are available.

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