



**City of Elmhurst Explore Elmhurst Grant Application**

**GENERAL INFORMATION**

Organization:			
Name of event:			
Date of event:		Event location:	
Contact person:		Title:	
Business address:		City & Zip	
Telephone:		Email:	

**PROJECT OVERVIEW**

Total cost of the project:	\$
Cost of city services requested in this application (if any):	\$
Total funding requested in this application:	\$
Percent of total project cost being requested:	%
Anticipated attendance:	
Anticipated number of overnight hotel stays:	

Briefly describe the project for which are funds are being requested:

Click here to enter text.

**ORGANIZATION**

Number of years that the organization has been in existence:	
Number of years that the project or event has been in existence:	
Number of years the project has been supported by City of Elmhurst funds:	
How many years does the organization anticipate it will request grant funding?	

1) Describe the organization (include brief history, mission, and ability to carry out this project):

2) Please describe how the program and any proceeds from the event support the goals and objectives of the organization, other local groups or initiatives, and the community at large:

Click here to enter text.

3) What is the organization's plan to make the project self-sustaining?

Click here to enter text.

**PROJECT DESCRIPTION**

Have you requested grant funding from the City in the past?

Yes  No

Is the event open to the general public?

Yes  No

Will any revenues from this event be returned to the community?

Yes  No

1) Provide a full detailed description of the proposed project or event.

Click here to enter text.

2) If your application is accepted, how will the grant funds be used?

Click here to enter text.

3) What modifications to the event or other steps will be taken to increase event attendance over previous years (not applicable to first time events)?

Click here to enter text.

**LOCATION**

Provide the location of the event or project. If a location has not been secured, list the venue(s) being proposed or considered.

Click here to enter text.

**MILESTONES AND TIMETABLES**

Describe the milestones that will mark the progress towards implementing the project and provide a timetable for the completion of each milestone.

Click here to enter text.

**IMPACT**

1) Please describe how the event or program will promote overnight stays and/or tourism within the City of Elmhurst.

Click here to enter text.

- 2) Please describe the economic benefit to local businesses and the Elmhurst community. How will your event draw more people from outside the local market (50 miles or more) or attract a new visitor audience?

Click here to enter text.

- 3) Who is the target audience for your event or project? What is your anticipated attendance?

Click here to enter text.

- 4) Please identify and detail the cost of any City of Elmhurst services anticipated as part of the event (e.g., Police, Public Works, etc.) and whether such costs will be reimbursed or funded under this grant. Please describe any collaborative arrangements developed or anticipated with other organizations to fund or otherwise implement the project (including in-kind donations).

Click here to enter text.

- 5) Please describe your marketing plan. Detail the strategies your organization will use to promote the event or project (e.g., advertising, public relations, marketing, print materials, promotional pieces).

Click here to enter text.

- 6) Please describe how this event demonstrates collaboration, support, and cooperation among Elmhurst organizations.

Click here to enter text.

- 7) Please describe how this event will project a positive image of the City of Elmhurst and will increase the visibility of Elmhurst tourism, attraction and events.

Click here to enter text.

#### **FINANCES**

- Include a detailed itemized budget for your entire event on the attached budget form
- Include an attached copy of the applicant organization's latest certified budget identifying funding sources and an annual report noting the number of donors and/or members.
- Attach a copy of the most recently completed agency audit. If these documents are not available, please explain why they are not available.
- Attach a list of the applicant's endowment funds, the value of the fund each year for the last five years, and how the endowment, or interest thereon, has been used for operation expenses.

#### **CHECKLIST**

- Completed Explore Elmhurst Grant Program Application Form.

- A cover letter signed and dated from the Principal Executive Officer or Executive Director of the applicant organization.
- Provide a brief history of the organization and its mission statement.
- A list of the organization’s Board of Directors or governing body and the business affiliations of each member of the organization’s Board of Directors or governing body (name, address, phone, and principal product or service)
- Include a copy of a letter from the Internal Revenue Service, which formally classifies the applicant organization as exempt from federal income tax.
- Promotional materials from past events (not applicable to first time events).
- Post event summary from past event (not applicable to first time events).
- Copy of the most recently completed agency audit or explanation of why it is not available.

**IMPORTANT NOTE:**

Priority will be given to organizations which directly utilize grant funds towards operating costs for proposed events. These funds are not intended to supplement charitable giving. Applicants must demonstrate how grant funds are critical to the success of the proposed project(s). The grant is not intended for virtual/online events and programs.

Additional Notes, Comments or Explanations:

Click here to enter text.
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**LIABILITY**

Neither acceptance of this grant application nor awarding of funds shall create any liability or responsibility on the part of the City of Elmhurst or the Explore Elmhurst Grant Committee, their officers, agents, and employees, regarding the conduct of the applicant’s event or injuries arising therefrom. Applicants shall be solely responsible for payments or other contractual obligations to contractors, suppliers, laborers, material providers, and other persons providing goods and services to the applicant. In no way shall the City of Elmhurst or the Explore Elmhurst Grant Committee be considered or deemed to be a co-sponsor of the event unless expressly approved in writing by the City Council of Elmhurst. Applicant agrees to indemnify and hold harmless the City of Elmhurst and Explore Elmhurst Grant Committee, their officers, agents and employees, from any and all liability claims, suits and damages, including attorneys’ fees and related costs and expenses, whatsoever, arising out of the acceptance of this application form, the granting of funds or the conduct of any activity paid for in whole or in part by said funds.

**CERTIFICATION**

The application must be signed by an officer of the applicant organization or by the project director. The undersigned certifies that to the best of his or her knowledge and belief that data in this application are true and correct, the application has been duly authorized by the organization and any funds received under this grant will be used for the purposes described in this application.

Name:			
Title or office held:		Date:	

Signature: \_\_\_\_\_

SUBMISSION INSTRUCTIONS

Please submit completed form and associated application documents by Monday, February 5, 2024 at 4.p.m.

By Email to:

CityAdmin@elmhurst.org

Or Mail to:

City of Elmhurst, Office of the City Manager  
209 N. York Street  
Elmhurst, IL 60126

Applicants will receive an email confirmation of your completed application. If you do not receive this confirmation, please contact 630.530.3010 to confirm.

**EXPLORE ELMHURST GRANT PROGRAM  
DETAILED BUDGET**

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

**INCOME:** Include an itemized list of all actual (past 2 years) and estimated project revenues (entry fees, gate receipts, food/beverage sales, donations, sponsorships, booth rentals, souvenir sales, other revenues)

ITEMIZED REVENUES	ACTUAL _____	ACTUAL _____	ANTICIPATED
Explore Elmhurst Grant	\$ _____	\$ _____	\$ _____
<b>Total Income</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**EXPENSES:** Include an itemized list of all actual and estimated project expenses (advertising, supplies, labor, rentals, insurance, materials, entertainment, other expenses)

ITEMIZED EXPENSES	ACTUAL _____	ACTUAL _____	ANTICIPATED
	\$ _____	\$ _____	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**IN-KIND CONTRIBUTIONS:** Include an itemized list of all actual and estimated in-kind contributions. In-kind contributions are non-cash donations, contributions or gifts which can be given a cash value (include City of Elmhurst in-kind services, where applicable)

Estimated value of in-kind contributions (explain)

	ACTUAL _____	ACTUAL _____	ANTICIPATED
\$ _____	\$ _____		

**CITY OF ELMHURST**  
**EXPLORE ELMHURST GRANT – POST EVENT SUMMARY**

This post event summary must be completed within 90 days of the event completion. Failure to submit a post-event summary may affect the applicant’s ability to receive future grant funds.

**GENERAL INFORMATION**

Organization:		Name of event:	
Date of event:		Event location:	
Contact person:		Title:	
Business address:		City & Zip:	
Telephone:		E-mail address:	
Estimated attendance:		Estimated hotel stays:	
Method for estimating attendance:			

- 1) Please summarize the advertising and marketing placed to promote the event. Please attach examples of event marketing pieces and advertisements.

Click here to enter text.

- 2) Provide a general assessment of the event. What were the successes of the event? Are there any concerns or recommendations of changes for future events?

Click here to enter text.

- 3) How did the actual outcomes of the program or event compare to your original expectations?

Click here to enter text.

- 4) Summarize how the program performed from a budgetary standpoint and describe how the program and any proceeds from the event were supportive of the organization, other local groups, initiatives or the community at large.

Click here to enter text.

- 5) Describe your organization’s long term plans for funding this project or event.

Click here to enter text.