



Village of Lisle Special Event Grant Program Guidelines and Application FY 2018-19

The Village Board is committed to making Lisle a destination community and transforming Downtown Lisle into a vibrant community center. To help achieve these strategic goals, a Special Events Grant Program was created to help facilitate high quality, family-friendly events for the general public, attract visitors to Lisle and increase economic vitality within the Village.

Special Events Grants can be used to:

- Provide a source of funding to organizations or groups who are creating new community events in Lisle
- Significantly enhance existing events in Lisle

A Special Events Committee was established and primarily reviews grant requests and makes recommendations to the Village Board, which has the final authority to award grants. In very limited circumstances, the committee may manage special events.

New Events

Facilitating new events is one of the committee's highest priorities. Proposed events should be high quality, family-friendly events or events that appeal to a broad base of the public. A Downtown Lisle event location is preferred to support continuing downtown redevelopment efforts. However, events held throughout Lisle will also be considered.

Grant Amounts

Grant amount recommendations will be made on a case-by-case basis and will depend on factors such as type of event, estimated attendance, duration, location, profitability, ability to generate hotel stays, potential to become a signature or repeat event, quality, management of events, etc.

Existing Events

To qualify for a Special Events Grant, existing events should add significant new components to their venues. Marketing and public relations expenses are not considered significant components. Examples of new eligible components include: music, food court, art fair, wine/beer tastings, craft booths, fun run, chalk drawing contest, educational or hands on activities/demonstrations, etc.

Source of Funds

Funding is derived from the Lisle Convention & Visitor Bureau Rent Fund.

Review Process

A Special Events Grant Committee, composed of community volunteers and Village staff, evaluates grant requests and make recommendations to the Village Board, which has the authority to award Special Event Grants. The committee meets on a needed basis. After the committee reviews the grant, it is forwarded to the Village Board for final action. The Village Board meetings are held on the first and third Monday of each month. A representative from the entity requesting a grant must attend a committee meeting and make a brief presentation outlining the proposed event. Please note, the requestor may need to make a presentation the Village Board or attend the Board Meeting when the grant application is being discussed. All Special Event Grant Committee recommendations may be appealed by the applicant to the Village Board.

Application Guidelines

- The Special Event Funding Application can be either mailed or emailed. Please include a copy of the project mockup as appropriate.
- Applications can be submitted for more than one project within an event or activity. The application should include complete information on each project as required.
- If applications for the same event or activity are submitted consistently for more than 3 years, the grant award will be no greater than 50% of project cost.
- A certificate of insurance may be required for some events or activities. The Village of Lisle will inform you of coverage amounts if insurance is required.
- Unique or innovative events serving as a magnet for overnight and extended hotel stays will have priority consideration for funding.
- When room night data is provided, information on the use of Lisle hotels will be required and room block information must be included in the application.
- To receive grant funds, a Reimbursement Form and copies of paid invoices and waivers of liens must be submitted. Funds are reimbursed after the event and

only when the required documentation has been submitted.

- While Downtown Lisle is the preferred location for special events, other Lisle sites will be considered.
- Special Events need to comply with all Village and Health Department ordinances, codes or other regulations to ensure public safety.

The Special Events Committee reserves the right to request additional information (budget, media information, proposals, etc.) for use in the review process.

Applications can be mailed or emailed to:

Diane Homolka
Lisle Convention & Visitors Bureau
Special Events Grant Program
925 Burlington Avenue
Lisle IL 60532
630-769-1000
Homolka@stayinlisle.com

**Village of Lisle Special Events Grant Program
Application Information**

Section 2

Description of Grant Request

The following questions can be answered on a separate document. Please indicate the Grant Request question number with the information.

1. List the organization managing this event and contact information for event coordinator (name, address, phone, email, website.)
2. Note whether this is an existing or new event. If existing, list significant new event components and provide an overview of the event's history (year established, number of attendees annually, etc.)
3. Describe the proposed activity or event clearly. Information should include dates, time, targeted audience/attendees and event objectives. Please make sure to specify the total amount requested.
4. If fundraiser, list charities that will receive profits.
5. How will this activity or event benefit the community?
Give details for projected attendance and projected overnight hotel stays (if any). Indicate the basis of the attendance and room night data (if applicable).
6. How will the grant funds be used?
7. Indicated methods in which you plan on measuring attendance.
8. Indicate a detailed budget (revenues and expenses. Note other sources of revenue for the event.
9. Describe/include promotion materials and explain how the event will be advertised.
10. Describe the distribution of any event profits.

