

SPONSORSHIP GUIDELINES FOR THE ELGIN HUMAN RELATIONS COMMISSION

ELIGIBILITY

1. Applicant must be an Elgin-based organization, institution, or association or an organization having an Elgin presence.
2. Anyone receiving funds directly from the city of Elgin will not be considered for funding.

PROJECT GUIDELINES

1. Projects must take place in the city of Elgin and applications must be intended for a specific project.
2. Only one sponsorship per calendar year per organization will be funded.
3. An organization can act only once per year as a fiscal agent and cannot act as a fiscal agent for another organization that has a 501 (c)(3) status.
4. All events must be open to the general public.
5. Expenditures of sponsorship monies must occur in the fiscal year in which the sponsorship is issued.
6. Recipients must acknowledge the city of Elgin and the Elgin Human Relations Commission in all promotional materials, publicity and informational materials used.
7. Recipients receiving over \$1,000 in funds from the commission must present a final typewritten report in person to the Human Relations Commission at a regularly scheduled meeting within 45 DAYS of the completion of the project. If the Recipient's project is scheduled for completion in the month of December, the final report must be submitted on or before January 15 of the following year. This will be less than a 45 day period. The report will assess success or failure of the project or area funded; discuss scope of project, attendance, marketing efforts, provide accurate expense/income detail, etc. Failure to submit timely reports will jeopardize future funding. It is the total responsibility of the organization to see that the report is dated and submitted within the appropriate time limitations.
8. Changes to a project once a sponsorship has been awarded will necessitate a formal written Request for Project Change. A revised budget must be submitted. This request for change cannot be guaranteed. Applications will not be accepted for projects which are in progress.

AWARD CRITERIA

The HRC reviews and evaluates each application based on the following criteria. These criteria may not apply to every application and do not represent the only means of evaluation.

1. INNOVATION:

- highlights quality of the project and its intended aesthetic or cultural impact on its audience
- explains how the project will expand or further the organization's goals and mission

2. IMPACT:

- provides a direct service to the citizens of Elgin
- brings awareness of Elgin's diversity of population to greater public attention
- promotes access to special and diverse populations

- demonstrates dedication to reaching and educating new audiences provides evidence of sound management and planning and a realistic timeline for the project
- is directed towards disenfranchised community members

3. FEASIBILITY:

- provides evidence of sound management and planning and a realistic timeline for the project
- demonstrates evidence of strong or developing financial support from the community for the organization
- demonstrates a personnel/volunteer support structure commensurate with the scope of the proposed project

4. OPPORTUNITY:

- offers economic opportunities for Elgin organizations, businesses, etc.
- encourages area businesses to participate in new events or projects
- promotes effective collaboration between artists and organizations • offers opportunities for guest speakers, artists, and other professionals to participate in an Elgin event

FUNDING REQUESTS

Sponsorship applications must be made at least sixty (60) days in advance of the event.

Actual sponsorships will be contingent on the budget available once the then current Fiscal Year Municipal Budget is approved by the Elgin City Council. All applicants who are approved for funding in an amount over \$500 shall enter into a sponsorship agreement with the City of Elgin. The sponsorship agreement shall be signed and returned to the City of Elgin no later than fifteen (15) days after receipt of the document. Failure to return the sponsorship agreement within that time period will result in loss of the sponsorship award. Payment of approved sponsorship awards will be made within ninety (90) days prior to the start of the project and only after full execution of the sponsorship agreement and the processing of appropriate cash request documents.

NOT ELIGIBLE

Funding will not be given for:

1. Construction
2. Purchasing permanent equipment or capital expenditures
3. An existing deficit from a previous year or a previous project
4. Projects with no public or community purpose
5. Any project for a church or any sectarian purpose.
6. Any group receiving money directly from the City Council or payment in-kind agreements is ineligible.
7. HRC sponsorship monies will not fund: operating expenses, educational programs in any school which are required for graduation or are a part of a school's required curriculum, endowment or debt reduction campaigns, political or lobbying activities, capital improvements, fund raising campaigns.

If a sponsorship is awarded, the Applicant HEREBY AGREES THAT:

1. The activities and services for which assistance is sought will be administered or under the

supervision of the applicant.

2. The applicant has read and will conform to the program guidelines.
3. The applicant organization will expend funds received as a result of this application solely on the projects and programs described herein.
4. Any funds received under this sponsorship shall not be used to supplant any budgeted funds.
5. The applicant organization will comply with all laws, acts and ordinances of the United States, the State of Illinois and the City of Elgin, and further agrees that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or disability. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
6. The figures, facts, and representation in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.
7. Failure to follow these guidelines will disqualify you for future sponsorships.

SPONSORSHIP SUBMISSION CHECKLIST

Please provide seven (7) copies of the following information IN THE ORDER LISTED.

1. NARRATIVE/PROPOSAL: 1-3 paragraph narrative/proposal addressing the awards criteria (Impact, Innovation, Feasibility and Opportunity)
2. ORGANIZATIONAL BUDGET: 1 page containing the organization's proposed budget for the year
3. PROJECT BUDGET: 1 page containing the organization's proposed project budget
4. ORGANIZATION HISTORY: 1 page with the organization's history
5. PRIOR YEAR'S ACTIVITIES: 1 page summary of the organization's prior year's activities including number of paid and volunteer persons involved, audience numbers, ticket prices, venue, number of performances, etc.
6. BOARD OF DIRECTORS: 1 page listing the Board of Directors. Include name and address.
7. If appropriate, IRS Tax-exempt letter
8. If appropriate, a copy of the most recent annual report to the Secretary of State of Illinois under the Illinois General Not-For-Profit Corporation Act, dated not more than twelve months ago.
9. Audited financial statement (if organization's cash budget is \$150,000 and above).
10. If the project for which funding is sought is a collaboration with other agencies, include letters of agreement from collaborating agencies.