



GRANT APPLICATION

Mission Statement

The mission of the Festival Foundation is to showcase the strengths of the community by developing and producing world-class special events that raise revenue for local charities and beautification projects. Uniting residents for a celebration of arts and culture while presenting an array of exciting entertainment. The creation of the Festival Foundation enables non-profits the ability to apply each season for a grant while participating in the success of the event and enhancing the economic vitality of the surrounding area.

Please check the event(s) you would like to be considered for grantseeking opportunities.

Chicago Mayfest



ROCK Around the Block



North Side Summerfest



Making Grass Roots Greener

Grant applications will be available to all area not-for-profits. The Festival Foundation provides an opportunity for local non-profits to receive revenue raised at the Event by participation in our fundraising programs and grant applications. Non-profits will be allowed to file an application each season for committee review. Each recipient will be required to participate in select activities designed to generate more awareness and revenue for their organization and the event. Responsibilities may include; staffing an entrance point, selling products, assisting with logistics, and a variety of other event related tasks. A meeting will be set-up once the organization is approved for funding.

Building Communities

If chosen as a grant recipient, each entity will be offered an opportunity to participate in the event while showcasing their services to all attendees. The charity will be designated, in advance, a percentage of the event proceeds by a committee of prominent local residents, businessmen and local officials. This will create an incentive to assist in the marketing and success of the event. All proceeds will go directly to local charities! This is a strong commitment to our neighborhoods providing financial assistance to non-profits.

Event Ownership

The longevity of the event will be in the hands of the community! Each city, township or ward will be given the opportunity to dictate the dates, location, duration and content of each event. Options will be given and suggestions taken for the "Event" from all residents interested in involvement. Interactive forms will be made available on the Foundation's website to allow for easy access by all residents. This way the community truly has control of the impact of each festival.

World-Class Events

Our partner, StarEvents, has produced world-class special events for almost ten years. Their staff has over 50 years of event experience and has raised over *\$5 million dollars for charities throughout the Midwest. Specializing in management and production, family entertainment, main stage talent, art fairs, logistics, marketing, public relations and all other details of event planning.

Foundation Grant Awards

Community officials and neighborhood representatives will be selected to be a part of each review committee. This committee will be derived of well respected people dedicated to the community. Each committee will serve a minimum of one season for the Festival Foundation and assist us with deciding who participates in the fundraising components of each event.

Festival Foundation Grant Application Form

Grant Request

Amount Requested \$ _____

Maximum amount = \$2,500

This request is for: General operating support Capital Other: _____

Program/project title: _____

Organizational Information

Organization name _____

Address, city, state, zip _____

Telephone _____ Fax _____ E-Mail _____

Executive director _____ Telephone _____

Name/title of contact person _____ Telephone _____

Total organization budget for current year \$ _____

Date of incorporation _____ FEIN number (or equivalent) _____

Is your organization tax exempt under Section 501(c)(3)? Yes No **Section 509(a)** Yes No

If not, do you have a fiscal agent? (please identify organization, contact person, and telephone number) _____

Primary service category of organization (check only one)

Arts & culture Human services Education Environment

Health Civic / economic development Other (specify) _____

Summarize the organization's mission (2-3 sentences) _____

Geographic service area(s)

City of Chicago County Regional / National

Chicago neighborhood(s) (specify) _____

Other (specify) _____

Proposal Narrative *Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.*

A. Background

1. Organizations mission, history, overall goals and objectives.
2. Description of current programs and activities. Please emphasize major achievements of the past two years.
3. Description of formal and informal relationships with other organizations.

B. Purpose of funding request

1. If applying for general operating support, briefly state how this grant will be used.
2. If your request is for a specific project or capital campaign, please provide the following information:
 - The community and/or agency needs or problems that this effort will address, including population served.
 - Describe how the project addresses these identified needs.
 - Program or Capital Campaign description to include strategies employed to implement the proposed project; (1) goals and objectives, (2) timetable for accomplishing stated goals and objectives, (3) program methodology (program only), (4) staffing, and (5) collaboration with other agencies
 - If this is a collaboration, briefly describe the partners.
 - If this request is for a specific program, explain how it will be supported after termination of the grant.

C. Evaluation

1. Explain how you will measure the effectiveness of your activities
 2. Describe your criteria for success.
 3. Describe the results you expect to have achieved by the end of the funding period.
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Required Attachments *Please provide in the following order.*

A. Finances

1. Audited financial statements for the last fiscal year, if available, or Form 990. If neither document is available, include unaudited financial statement.
2. Current year's operating budget to include both projected expenses and revenues. Categorize expenses under program general and administrative, and fundraising.
3. Program budget (with narrative, if applicable).
4. Capital budget and a list of Campaign Committee members (if applicable).
5. A list of foundations, corporations, or governmental agencies which funded the organization in the last fiscal year, including amounts contributed (\$1,000 and above).
6. Itemization of use of requested funds.

B. Other Supporting Materials

1. Verification of the organization's or fiscal agent's tax-exempt status under 501(c)3 and 509(a) of the IRS code. If using a fiscal agent, please include Letter of Authorization.
2. Latest annual report or a summary of the organization's prior year's activities.
3. Current board list with related employment affiliation
4. Letters of support and/or reviews (if applicable).

Please submit your application prior to August 15th.
Awards will be granted in November following the event season.

Applications submitted late will be considered for the following season.