

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

\_\_\_\_\_ Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
  X   Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_\_\_ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES  
FROM: David A. Hulseberg, Village Manager  
DATE: March 20, 2013 (B of T) Date: April 4, 2013  
TITLE: Grant Application for Sweet's Civil War Encampment  
SUBMITTED BY: Village Manager's Office

BACKGROUND/POLICY IMPLICATIONS:

The Community Promotions & Tourism Committee transmits for your consideration a request from the Lombard Historical Society for \$6,000 from Hotel/Motel funds for costs associated with a Civil War Encampment to be held on July 26-28, 2013 at Four Seasons Park. The Community Promotions & Tourism Committee recommended a grant in an amount not to exceed \$6,000.

The Community Promotions & Tourism Committee recommended a grant in an amount not to exceed \$6,000.

Please place this item on the April 4, 2013 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X _____	Date _____
Village Manager X _____	Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



**TO:** Village President and Board of Trustees

**FROM:** Joelyn M. Kott *JMK*  
Communications Coordinator

**DATE:** March 20, 2013

**RE: Hotel/Motel Grant Recommendation – Civil War Encampment**

The Community Promotions & Tourism Committee met on March 12, 2013 and reviewed a hotel/motel tax grant application from the Lombard Historical Society. The grant request is to help fund a Civil War Encampment in Lombard in July. The grant application and budget are attached for your information.

The grant request is for \$6,000 and would be used for entertainment costs associated with the event including music, reenactment supplies, advertisements and logistical costs.

**HISTORY**

In 2012, a \$4,200 grant was requested. The Community Promotions & Tourism Committee reviewed the request and recommended approval to the Board of Trustees who ultimately approved the grant in the full amount for costs associated with the Civil War Encampment.

**RECOMMENDATION**

The Community Promotion & Tourism Committee recommends awarding the Lombard Historical Society a grant not to exceed \$6,000 for costs associated with the Civil War Encampment, to be held July 26-28, 2013.

Attachment

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**From:** noreply@civicplus.com [mailto:noreply@civicplus.com]  
**Sent:** Monday, February 25, 2013 8:24 PM  
**To:** Kott, Joelyn; Polak, Cindy  
**Subject:** Online Form Submittal: Hotel/Motel Tax Grant Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## **Hotel/Motel Tax Grant Application**

**This application is to request funding from the Hotel/Motel tax fund. Applications must be accompanied by a budget that reflects the request by the organization. Applications are reviewed by the Community Promotions & Tourism Committee and are then referred to the Village Board.**

**Date:**  
February 25, 2013

**Why are you requesting Hotel/Motel Tax funding?\***

It is the mission of the Lombard Historical Society to collect, preserve, interpret, promote the history of Lombard and advocate for our community's history. In continuing commemoration of the sesquicentennial of the Civil War (2011-2015) the Lombard Historical Society would like to host a Civil War Encampment in Lombard at Four Seasons Park. The event in the last two years was well received and we have been

encouraged by our visitors, supporters, and members to repeat the effort. The weekend long event features living history reenactors of Union and Confederate units camped in the park and staging two skirmishes on each day.

**Amount of funds being requested:\***

\$6000.00

**Specifically, what will the Hotel/Motel Tax funding be used for?\***

It will be used for entertainment (the battle announcer, embalmer, and surgeon ,all of which are living history that educates and entertains), music from local artists, reenactment program supplies, advertisements, and logistic costs such as toilets and tents.

**Have you requested Hotel/Motel tax funds in the past?**

Yes

No

Upload documents here:

[       ]

Uploaded: Lombard Park district request13.docx

Please login to view the uploaded file.

**A budget of the event or item that is being requested must be attached to the application or the grant application may be not be addressed until the budget is received. If this is a repeat request, the cancelled check(s) from the previous year must have been received by the Village Finance Department or be attached to the application.**

**Name of Organization Requesting Funding:\***

Lombard Historical Society

**Name of Person Submitting Grant Application:\***

Jeanne Schultz Angel

**Phone:\***

630-629-8233

**Email:\***

[lombardhistory@att.net](mailto:lombardhistory@att.net)

**Event/Project/Activity**

Sweet's Civil War Encampment

**Date of Event/Project/Activity**

July 26-28, 2013

**Estimated Attendance:**

5000+

**Is the event open to the general public?**

Yes

No

**Do you intend to apply for a liquor license for this event/project/activity?**

Yes

No

**How does this promote tourism/overnight stays in Lombard?**

Due to the movie Lincoln and the 150th anniversary of Gettysburg, Civil War living history is currently a popular topic. This event is special in that there is no other encampment of this size in the region and we expect to host over 125 reenactors. Last

year, we had visitors and participants from Indiana, Iowa, Wisconsin, and Virginia stay in Lombard hotels. This year, we are expanding our advertisement to areas like northern Indiana and southern Wisconsin so we can better promote it as a regional attraction.

**Will any profits generated be returned to the community?**

Yes

No

**If so, how?**

All proceeds in the form of donations or fees to the event benefit the Lombard Historical Society and museums.

**If the grant is approved, who should the check be made out to?**

Lombard Historical Society

**Please list the address where the check should be mailed to:**

23 W. Maple Lombard, IL 60148

The following form was submitted via your website: Hotel/Motel Tax Grant Application

This application is to request funding from the Hotel/Motel tax fund. Applications must be accompanied by a budget that reflects the request by the organization. Applications are reviewed by the Community Promotions & Tourism Committee and are then referred to the Village Board.:

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Upload documents here: Lombard Park district request13.docx

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Name of Organization Requesting Funding: Lombard Historical Society

Name of Person Submitting Grant Application: Jeanne Schultz Angel

Phone: 630-629-8233

Email: [lombardhistory@att.net](mailto:lombardhistory@att.net)

Event/Project/Activity: Sweet's Civil War Encampment

Date of Event/Project/Activity: July 26-28, 2013

Estimated Attendance: 5000+

Is the event open to the general public?: Yes

Do you intend to apply for a liquor license for this event/project/activity?: No

How does this promote tourism/overnight stays in Lombard? : Due to the movie Lincoln and the 150th anniversary of Gettysburg, Civil War living history is currently a popular topic. This event is special in that there is no other encampment of this size in the region and we expect to host over 125 reenactors. Last year, we had visitors and participants from Indiana, Iowa, Wisconsin, and Virginia stay in Lombard hotels. This year, we are expanding our advertisement to areas like northern Indiana and southern Wisconsin so we can better promote it as a regional attraction.

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If so, how?: All proceeds in the form of donations or fees to the event benefit the Lombard Historical Society and museums.

If the grant is approved, who should the check be made out to?: Lombard Historical Society

Please list the address where the check should be mailed to: 23 W. Maple Lombard, IL 60148

Additional Information:

Form Submitted on: 2/25/2013 8:24:12 PM

Submitted from IP Address: 99.21.168.105

Referrer Page: <http://www.villageoflombard.org/FormCenter/HotelMotel-Grant-Request-11-11/HotelMotel-Tax-Grant-Application-79-79>

Form Address: <http://www.villageoflombard.org/FormCenter/HotelMotel-Grant-Request-11/HotelMotel-Tax-Grant-Application-79>

**Civil War Event 2013 Budget**

<b>EXPENSES</b>	
<b>Description</b>	<b>Amount</b>
<b>Entertainment</b>	
Jerome Kowalski- battle announcer	150
Embalmer	250
Civil War surgeon	250
Plank Road Music	100
Caller for Civil War Ball	200
Movie in the Park-Friday night	300
<b>subtotal</b>	<b>1250</b>
<b>Program Supplies</b>	
Gun Powder	1300
Straw/Hay	200
Battlefield effects	350
Safety	150
Transportation for battery units	300
<b>subtotal</b>	<b>2300</b>
<b>Advertisement</b>	
Banner signs	200
Ad in Newspaper	315
Direct Mailers	200
Poster/flyers printing	50
Passport booklet ad	85
<b>subtotal</b>	<b>850</b>
<b>Other</b>	
Porta-potty rental	700
Rental tent 30x50	500
Reenactor meal	400
<b>subtotal</b>	<b>1600</b>
<b>Total</b>	<b>6000</b>