

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: February 25, 2013 (BOT) Date: March 7, 2013
TITLE: Grant Application for the 2013 DuPage Sculpture Show
SUBMITTED BY: Village Manager's Office

BACKGROUND/POLICY IMPLICATIONS:

The Community Promotions & Tourism Committee transmits for your consideration a request from the Friends of the DuPage Theater for \$3,000 from Hotel/Motel funds for costs associated with the 2013 DuPage Sculpture Show.

The Community Promotions & Tourism Committee recommended approval of a grant not to exceed \$3,000.

Please place this item for consideration on the March 7, 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.



February 22, 2013

TO: Village President and Board of Trustees

FROM: Joelyn M. Kott *Joelyn*
Communications Coordinator

RE: Hotel/Motel Grant Recommendation

The Community Promotions & Tourism Committee met on February 12, 2013 and reviewed hotel/motel tax grant applications. The grant request from the Friends of the DuPage Theater and accompanying recommendations are provided below for your consideration.

Grant Request—DuPage Sculpture Show

A request from the Friends of the DuPage Theater was submitted for consideration to help fund the DuPage Invitational Sculpture Show, to be held May 11, 2013 in Lilacia Park. The grant application and supporting documentation is attached for your review.

HISTORY

This is the third consecutive year that the Friends of the DuPage Theater have requested the \$3,000 grant. In 2011 and 2012 the grant was awarded in the amount of \$3,000.

STAFF RECOMMENDATION

Finance Director Tim Sexton was asked by the Community Promotions & Tourism Chair Trustee Fitzpatrick to review the grant request based on the grant application and the budget submitted. Based on the budget submitted, it appears that this group has had a surplus for each of the last three years that totals \$6,296.13 (\$865.08 in 2010; \$1,956.95 in 2011; and \$3,474.10 in 2012). This group is seeking a \$3,000 grant in 2013. Based on this surplus from the previous years, it appears that they should have sufficient surplus funds from previous years that exceed the grant amount they are seeking for the current year. Therefore, staff recommends that this grant not be funded until the surplus from previous years is expended. This item was not separately budgeted as an individual line.

COMMITTEE RECOMMENDATION

The Community Promotion & Tourism Committee recommends awarding the Friends of the DuPage Theater a grant not to exceed \$3,000 to be used for costs associated with the DuPage Invitational Sculpture Show.

Please place this item on the consent agenda of the March 7, 2013 Lombard Board of Trustees meeting. Thank you.

Attachment

Polak, Cindy

From: support@civicplus.com
Sent: Sunday, December 09, 2012 3:29 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:
12/9/12

Why are you requesting Hotel/Motel Tax funding?
DuPage Sculpture Show during Lilac Time

Amount of funds being requested:
\$3000.00

Specifically, what will the Hotel/Motel Tax funding be used for?
Promotion, scholarships and prizes associated with the show.

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

Yes

No

Upload documents here

[]

Uploaded: [Sculpt Show Budget 2012.xlsx](#)

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:
Friends of the DuPage Theatre

Name of Person Submitting Grant Application:
Deb Dynako, President

Phone:
1-312-286-4170

Email:
deb.dynako@earthlink.net

Event/Project/Activity
DuPage Invitational Sculpture Show

Date of Event/Project/Activity
May 11, 2013

Estimated Attendance:
1200, weather permitting

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?

Art enthusiasts and patrons that otherwise would not visit Lombard will come visit Lilacia Park and other activities. The local restaurants show an increase in business as well.

Will any profits generated be returned to the community?

- Yes
No

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

Friends of the DuPage Theatre

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

Deb Dynako, 156 S. Craig Street, Lombard, Illinois

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.:

Date: 12/9/12

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Amount of funds being requested: \$3000.00

Specifically, what will the Hotel/Motel Tax funding be used for?: Promotion, scholarships and prizes associated with the show.

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

Upload documents here: Sculpt Show Budget 2012.xlsx

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: Friends of the DuPage Theatre

Name of Person Submitting Grant Application: Deb Dynako, President

Phone: 1-312-286-4170

Email: deb.dynako@earthlink.net

Event/Project/Activity: DuPage Invitational Sculpture Show

Date of Event/Project/Activity: May 11, 2013

Estimated Attendance: 1200, weather permitting

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? : Art enthusiasts and patrons that otherwise would not visit Lombard will come visit Lilacia Park and other activities. The local restaurants show an increase in business as well.

Will any profits generated be returned to the community?: No

If the grant is approved, who should the check be made out to?: Friends of the DuPage Theatre

Please list the address where the check should be mailed to: Deb Dynako, 156 S. Craig Street, Lombard, Illinois

Additional Information:

Form Submitted on: 12/9/2012 3:28:34 PM

Submitted from IP Address: 98.226.250.69

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

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

SCULPTURE SHOW BUDGET

	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Revenues						
Current balance	\$ 2,013.67	\$ 2,273.00	\$ 2,273.00	\$ 2,892.87	\$ 2,119.24	\$ 3,534.81
Artist Fees	\$ 500.00	\$ 700.00	\$ 553.00	\$ 800.00	\$ 25.00	direct to LAC
Grants	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Village of Lombard						
Fundraiser	\$ 1,510.00	\$ 3,000.00	\$ 1,046.00	\$ 3,000.00	\$ 1,155.00	\$ 2,000.00
Sponsors						
Klein, Thorpe, J	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
UPS	\$ 500.00	\$ 500.00	-	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Inland Bank	\$ 250.00	\$ 500.00	\$ 250.00	\$ 500.00		
Waste Mgmt	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00
UP	\$ 450.00	\$ 450.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
new sponsors		ad purchase \$85 in kind				\$ 2,000.00
Total Revenue	\$ 9,773.67	\$ 12,423.00	\$ 9,622.00	\$ 12,692.87	\$ 9,799.24	\$ 14,534.81
Expenses						
Graphic Design	\$ 250.00	\$ 250.00				
Advertising	\$ 1,142.64	\$ 600.00	\$ 250.00	\$ 250.00	\$ 63.65	\$ 200.00
ads, website	in kind 0	\$ 700.00	\$ 96.06	\$ 500.00	\$ 250.00	\$ 400.00
Printing	\$ 95.00	\$ 300.00	\$ 518.99	\$ 500.00	\$ 419.00	\$ 500.00
Postage	\$ 415.00	\$ 415.00	-		x	direct to LAC
Cert of Insurance	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,250.00	\$ 3,500.00
Scholarships	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00
ribbon prizes	\$ 420.95	\$ 420.95	-		x	donated by LP
park overtime						
HS group project fees						
judges	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 600.00
food						
donations	\$ 235.00	\$ 235.00	\$ 800.00	\$ 1,000.00	\$ 142.49	\$ 150.00
Arts Coalition	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	x	direct to LAC
FODT	\$ 700.00	\$ 1,000.00	\$ 150.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Fundraiser	\$ 200.00	\$ 200.00	\$ 400.00	\$ 300.00		\$ 400.00
fundraiser entert						\$ 300.00
community sculpture						\$ 5,000
total expenses	\$ 8,908.59	\$ 9,250.00	\$ 7,665.05	\$ 8,500.00	\$ 6,325.14	\$ 14,250.00