

Metro East Park and Recreation District MEPRD FY18 Event Sponsorship Grant Program Information and Application

Metro East Park and Recreation District (MEPRD) has allocated \$30,000 for the MEPRD FY18 Event Sponsorship Grant Program. Funds were made available on July 1, 2017 and will be available for request until June 30, 2018 or until the grant program funds are depleted. Check MEPRD's website for remaining program fund balance: www.meprd.org. Grant requests are reviewed on a first come first served basis.

If your organization is approved for an Event Sponsorship Grant from MEPRD you must provide acknowledgement of MEPRD's support. Examples may include: MEPRD's logo on signs, t-shirts, brochures, etc. Use a vector version of MEPRD's logo when possible. MEPRD's logo can be downloaded at: www.meprd.org/funding.html

Important: Grant awards are conditional on the event actually taking place. A reimbursement packet will have to be submitted for review to and approval by MEPRD following the event for reimbursement to occur. The event **MUST** take place in order for payment to be issued by MEPRD, regardless of event cancellations due to inclement weather, lack of participation, or any other foreseen or unforeseen occurrence.

Eligible Events include: walking, running, and/or biking events, to include biathlons and triathlons.

Events must also meet the following criteria:

- The event must promote or make use of public parks, trails or outdoor recreation facilities in the area. An event utilizing public streets is also eligible and be located entirely within Madison and/or St. Clair Counties, IL.
- Grant requests shall not exceed 25% of the total out-of-pocket event cost, an amount not to exceed \$2,500 for public organizations and \$1,000 for non-profit organizations defined by IRS Code 501(c)(3).
- Events must be open to the public, however entrance/participant fees are permissible.
- No less than 10% of event net proceeds must go towards assisting/funding developments or improvements within any public park or along any public trail, or may go towards assisting/funding public recreational programs; all of which must be completed within Madison or St. Clair Counties in Illinois. Said developments, improvements or programs must be completed within 9 months after the MEPRD grant funded event. In addition, hosting/funding other special events does not satisfy the requirements set forth in this section.

Eligible applicants include:

- Grant applications must come from a public agency/department or a nonprofit organization as defined by IRS Code 501(c)(3). Additionally, the applicant must be the Lead Event Host. The Lead Event Host must be figuratively advertised as such at the Event. No more than one Lead Event Host is allowed per application.

When should you apply?

- Grant applications should be submitted no less than 45 days prior to the event date, but no earlier than nine months prior to the event date.

How many times can an applicant apply per grant round?

- Eligible applicants are limited to one event sponsorship grant award per MEPRD fiscal year (July 1- June 30). Note: awards are tracked by the "Award Notification Date", not the "Event Date".

MEPRD will not provide event sponsorship grants to events that meet any of the following descriptions:

- Capital expenditures, political/religious programs, picnics, parades, fireworks, entertainment festivals/events, concerts, memorials, conferences, exhibits, photo contests, fundraising meals, testimonials or similar events.
- Individuals, families, or sports teams (scholarships, stipends, fellowships, personal assistance, sponsorships).
- Events that discriminate on the basis of race, gender, religion or sexual orientation.
- Any event or activity not listed within the eligible events line item listed above.

Metro East Park and Recreation District
MEPRD FY18 Event Sponsorship Program

Please complete the application in full. Incomplete applications will not be considered.

1. Lead Event Host (only one): _____
2. Event Name: _____
3. Event Date(s): _____
4. Event Location: _____
5. Event Cost: Only include actual expected out-of-pocket cash expenditures for the Applicant. **The value of: (donated time, labor, materials, supplies and equipment) should not be included in this total.** In addition, a line item expenditure budget should be attached to this application showing these expected out-of-pocket event expenditures equivalent to this amount: \$ _____
6. MEPRD Event Sponsorship Request: This amount should not exceed 25% of line 5, \$2,500 max for public entities and \$1,000.00 max for 501(c)3 organizations. In addition, no portion of this amount should be budgeted as profit. \$ _____ which is _____ % of the amount shown in line 5.
7. Applicant FEIN: _____
8. Applicant Address: _____
9. Contact Person Information:
 - a. Contact Name: _____
 - b. Office Phone: _____ Cell Phone: _____
 - c. Email: _____
10. Please list all other event sponsors: _____

11. How will MEPRD be advertised/featured at the event : _____

12. Please describe the event and how it meets the criteria listed in MEPRD's application:

13. No less than 10% of event net proceeds must go towards funding developments or improvements within any public park or along any public trail, or may go towards funding public recreational programs; all of which must be completed within Madison or St. Clair Counties in Illinois. Said developments, improvements, or programs must be completed within 9 months after the MEPRD grant funded event. Note: hosting/funding other special events does not satisfy the requirements set forth in this section.

_____ % of the Event's Net Proceeds will go to: _____

for: _____

REQUIRED: provide additional information below such as details regarding the project scope or recreational program. Details might include: who, what, when, where, how, and cost. Important Note: permission must be granted by the recipient of such improvements, developments, or assistance; confirmation of which must be documented within your application submittal/packet.

**Metro East Park and Recreation District
Certification Statement and Indemnification Agreement/Release**

I certify that I am duly designated to represent the Lead Event Host a.k.a. the Applicant, as well as the Event.

I further certify that the information presented in this event sponsorship grant application is true and correct, and the Lead Event Host listed below is the exclusive Lead Event Host for the Event.

I do further certify that if selected to receive a Sponsorship Grant, said Lead Event Host will provide advertising for MEPRD and will only use funds for the "Event", and in compliance with MEPRD's requirements listed in this sponsorship application.

I further certify that if selected to receive a Sponsorship Grant, said Lead Event Host will contribute the percentage of net proceeds specified by the Lead Event Host in this Application ($\geq 10\%$ of the event net proceeds) to assist in the development of parks, trails and/or recreational programs within Madison or St. Clair Counties in Illinois, as specified in the approved event sponsorship grant application.

In addition, the undersigned agrees to indemnify and hold MEPRD harmless from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the "Event" and/or the participation therein or use thereof, and the undersigned further releases MEPRD from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the "Event" and/or the participation therein or use thereon.

The undersigned acknowledges and represents that he/she has the authority and permission to execute this Certification Statement and Indemnification Agreement/Release and to bind the undersigned Lead Event Host, thereby.

Name of Lead Event Host: _____

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

Submit completed application and detailed expense budget to: Metro East Park and Recreation District
Attn: Event Sponsorship Request
104 United Drive
Collinsville, IL 62234