

## 2021 SECA Fund Application Form with Quiz

### Before You Begin

#### Application Instructions

Please refer to the Special Events & Cultural Amenities (SECA) Fund Policy and Procedures Manual for a complete list of eligibility and application requirements. The manual may be downloaded at [www.naperville.il.us/seca.aspx](http://www.naperville.il.us/seca.aspx).

#### **APPLICATIONS FOR GRANT REQUESTS UNDER \$2,000**

Applicants applying for grants that total under \$2,000 per project are only required to complete SECTION ONE of the application. Applicants must also submit the required documentation listed in the SECA Fund Manual.

#### **APPLICATIONS FOR GRANT REQUESTS OVER \$2,000**

Applicants applying for grants over \$2,000 are required to complete the ENTIRE application and submit the required documentation.

**Please note:** Only **ONE** application may be submitted per project.

#### Helpful Tips

- Limit your use of bullets and other formatting.
- You may copy and paste as needed.
- Log into your account at [https://www.grantrequest.com/SID\\_2289?SA=AM](https://www.grantrequest.com/SID_2289?SA=AM) to access saved and submitted requests.
- Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications.

## General

### Section One: General Information

All Applicants must complete this section

Organization Contact Person

#### **Organization Name**

Naperville Sister Cities Foundation

#### **Name of Project**

Cinco De Mayo Celebration

#### **Federal Employer Identification Number**

██████████

#### **Is your organization required to file a Federal 990 Form?**

Indicate Yes or No

No

Organization Primary Contact

**Prefix**

Ms.

**First Name**

Patty

**Last Name**

Lindstrom

**Title**

Chairman of Sister Cities Foundation

**Phone**

[REDACTED]

**Address**

[REDACTED]

**City**

Naperville

**State**

IL

**Zip Code**

60540

**E-mail**

[REDACTED]

Administration

**Who is responsible for the management of the project?**

**Check here if same as Organization Contact.**

**Prefix**

Dr.

**First Name**

Lance

**Last Name**

Fuhrer

**Project Detail****2021 SECA Theme**

The Theme For CY21 is "Come Together". Explain How Your Project Relates to This Year's Theme:

The SECA's Commission theme of "Come Together" is reflected in the 'Inclusion' mandate of the Sister Cities Commission. The SCC is very excited to have recently added Cancun as a new Sister City and wants to take this opportunity to show the impact of Hispanic culture and individuals to the Naperville community. One key aspect of our plan is to have the Naperville City Council recognize three Hispanic individuals that have contributed to making Naperville culturally diverse through community action, business development and education. Coming together to unite Naperville's diverse cultures as one community.

**Total Cost of Event or Project**

26458

**Total SECA Funding Requested**

(If applicable)

26458

**Cost of City Services Requested in this application**

(if applicable)

**Cost of Capital Funding Requested in this application**

(if applicable)

**Cash / City Services**

Indicate the percentage of Cash and/or City Services you are requesting. (Total must equal 100%)

**Anticipated Attendance**

600

**Number of years the organization has been in existence**

16

**Number of years the project has been in existence**

0

**How many years has your event/project been supported by SECA funds?**

0

**If you have received SECA funding in the past, please list the last 3 years of funding received. Include year(s) and amount.**

2017 - \$10,000  
2016-2017 - \$5500  
2015 - 5500

**In what year will your organization no longer need SECA funding?**

2022

**Sustainability**

The SECA Commission encourages organizations to develop a plan to be self-sustaining outside of the SECA Fund. What is the organization’s plan to make the project self-sustaining?

The Naperville Sister Cities Commissioners and Chairs have been appointed by the Mayor and most have been on the Commission for a little less that two years. Together with the Sister Cities Foundation a strategic plan is being implemented that includes a major event in 2020 celebrating the establishment sister cities partnership with Cancun, Mexico. This is the celebration of the beginning and we plan to celebrate our relationship with Cancun continually. Some sustainable initiatives will be launched this year with events planned for fall 2021 and throughout 2022.

**Project Abstract**

a) Briefly describe the project for which you are requesting funds. (100 words or less)

We plan to host a cultural event including special recognition of Hispanic individuals contribution to our City of Naperville and celebrate Mexican culture with music and entertainment. This event will help support and build cultural exchanges, for all Naperville residents to participate in Naperville Sister Cities programs and educational opportunities with our new Sister City-- Cancun.

**Project Abstract**

b) Demonstrate a need for supplemental funding through the SECA fund. (100 words or less)

The Cinco de Mayo event will be the first large scale event the Sister Cities Commission and Foundation have organized for many years. We are asking for full funding of our project as we

do not currently have the name recognition and resources to fund the project at this time. We are hopeful after the success of this event we will be able to connect to new resources in the community to help fund future endeavors.

## Purpose

### Section Two: Project Purpose

Grant requests over \$2,000 must complete the remaining sections. Grant requests under \$2,000 may proceed to Finances.

#### 2.1 Organizational History

**In 200 words or less, please describe the organization, including:**

- a. Brief history
- b. Mission statement
- c. Demonstrated ability to carry out the project

Naperville Sister Cities Foundation was established in 2004 to support the work of the Commission.

Our Foundation is to support the cultural programming of the Sister Cities Commission and to bring a broad array of events, cultural exchanges, economic opportunities, and educational exchanges to Naperville.

The Naperville Sister Cities Commission and Foundation board members have a diverse group of individuals with many different backgrounds and experiences in developing and implementing small and large scale events for the Naperville community. We will be working jointly to handle the logistics of the event.

#### 2.2 A. Project Category

Choose One

Special Event

#### 2.2 B. Type of Event

**For Example:**

**Festival, Parade, Theater, Art, Dance, Music, Other (Please Describe)**

Festival including cultural music and dance

#### 2.3 Project Description

**In 300 words or less, please provide the details regarding the event or project, including:**

- a. Description of the project

**b. Timeline - When is the Event?**

The Naperville Sister Cities Commission and Foundation want to celebrate the addition of Cancun, Mexico as a Sister City. We are organizing this festival during Cinco de Mayo to highlight the Hispanic influence in our city of Naperville.

The event will take place in Central Park in Naperville using the Band Shell as our stage. The event will start with a recognition of Cancun as a new Sister City by the Naperville City Council and the Mayor. The presentation will include recognition of three Hispanic individuals who have made a significant contribution to Naperville by their business endeavors and cultural exchanges.

The second part of the event will be to have the Naperville Municipal Band play musical selections targeted to Cinco de Mayo and accompanied by a Mariachi Band.

The event will be on May 5th, 2021, 6-10pm.

**2.4 Longevity of Capital Purchase**

If SECA funds will be used for a capital purchase, Describe the specific purchase and the life expectancy of the item(s). (100 words or less)

N/A

**2.5 Location**

Provide the location of your event or project. If a location has not been secured, list the venue (s) that are being considered. (100 words or less)

Central Park and Naperville Municipal Bandshell

**Impact****Section Three: Impact to Naperville Community****3.1 Community-Wide Benefit**

**In 300 words or less, please explain the following:**

- a. Who is the target audience?
- b. How do you measure your target audience?
- c. What is the cost to attend?
- d. Is your event open to the public? If not, why?
  - a. Everyone in the community
  - b. We do general counts of the attendees, and provide email link for comments
  - c. Free to attend
  - d. Yes.

The community will benefit by seeing the recognition of Individuals of Hispanic descent that are contributing to our city and celebrating the diversity of Naperville with the addition of Cancun as a Sister City.

### **3.2 A. Project Objectives**

#### **How will this event or project benefit the Naperville community?**

This event will raise more awareness of the existence of Naperville Sister Cities Commission and the importance of diverse culture in our community.

### **3.3 B. Project Outcomes**

#### **In 300 words or less, please provide details about the following:**

- a. What are the specific outcomes you are trying to achieve?
  - b. How do the objectives advance the SECA mission.
  - c. How will the objectives be tracked and evaluated?
- a. The Sister Cities Commission and Foundation want to spread acknowledgement of Naperville's focus on inclusion by the incorporation of Sister Cities to celebrate our diversity and cultures thus bringing new understanding and interaction of our city to unite as one community.
- b. The SECA mission of Inclusion and Culture will be accomplished in our Festival as we will be uniting the Naperville community with a new connection to Mexico with the addition of Cancun as a Sister City. The Festival will highlight the hispanic culture through music and dance and recognize the contribution hispanic individuals have made to Naperville.
- c. The audience will be given a card with information on Sister Cities and a link to submit comments and suggestions.

### **3.4 Accessibility**

#### **In 200 words or less, please describe the event accessibility plan, if applicable.**

The event will be held in venues maintained and supported by the city of Naperville and we will ensure where applicable that all barriers that limit accessibility will be mitigated.

### **3.5 Environmental Sustainability Plan**

#### **In 200 words or less, please describe your plans to reduce waste and increase recycling at your event.**

The contractor will be asked to provide recycling receptacle along with the general waste receptacles. Any vendors will be asked to serve using recyclable or compostable containers.

## Finances

### Section Four: Project Finances

#### Important Information

**NOTE: All budgets must be reviewed by the applicant for accuracy prior to submission. The application will not be considered if the budget section is inaccurate or not completed.**

*Each applicant shall disclose whether any Director, Board Member, or employee of the applicant/organization receiving funds has a family interest, employment interest or ownership interest in the applicant's/organization's use of the SECA funds being requested. Family interest, employment interest and ownership interest are defined in 1-13-1 of the Naperville Municipal Code. For Example: If an applicant owns a web design firm and is applying for SECA funds for work being done by that firm, the interest must be disclosed. \*\*If the applicant is also an artist or receives an honorarium, the interest must be disclosed.\*\**

#### 4.1 Finance Details

Applicant must provide a complete and accurate budget worksheet of project finances. A budget worksheet will be e-mailed to you, please upload this document at the end of this application.

#### 4.2 Interest in Applicant's Use of Funds

**Do any of employees or parties listed above have a family interest, employment interest, or ownership interest in the applicant's use of the SECA funds being requested?**

No

**If Yes, please explain**

#### Certification

By typing your name in the box below, the undersigned certifies that to the best of his or her knowledge and belief, data in this application and its attachments are true and correct, the document has been duly authorized by the governing body of the organization, and the organization will comply with all regulations and guidelines applicable to the City of Naperville's Special Events and Cultural Amenities Fund as applicable. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act.

**I have read and understand the SECA Fund Manual and the regulations contained therein. I have the authority to sign and submit this application on behalf of this organization.**

**Authorized Signer Name**

Alan Lowe

**Authorized Signer Title**

Naperville Sister Cities Commissioner

**Attachments****Required Documentation**

All applicants are required to submit the following documentation in addition to the application form. Submissions that include an incomplete application or insufficient supporting documentation will be eliminated from consideration.

To upload a document, click the BROWSE , or CHOOSE FILE button. Locate the document on your computer. Highlight it and click OK. Click UPLOAD to complete.

**Nonprofit Status Document**

Attach a copy of your 501(c) or other Not-for-Profit status  
2020 Sister City NFP Filing.pdf

**Most Recent Financials**

Attach a copy of the most recently completed agency audit or annual financial statement  
EOY 2019 Sister Cities Budget.pdf

**Budget Worksheet**

Please Complete a 2019 SECA Budget Worksheet and Upload Here  
CY21-Budget Worksheet SECA Sister Cites 9 26 2020 v1.xlsx

**Federal Form 990**

Attach a copy of your most recent Federal 990 Form.  
2019 IRS Proof of File Form 990-N.png

**Governing Body Authorization**

A resolution or written endorsement by your governing body authorizing this application.  
NSC FoundationSECA Authorization.pdf

**Disclosure of Interest**

Each Applicant shall disclose whether any Director, Board Member, or employee of the Applicant has a family interest, employment interest or ownership interest in the Applicant's use of the SECA funds being requested. Family interest, employment interest and ownership interest are defined in 1-13-1 of the Naperville Municipal Code. For Example: If an applicant owns a web design firm and is requesting SECA funds for work being done by that firm, the interest must be disclosed in the application. If an applicant is also an artist or receives an honorarium, the interest must be disclosed.

NSC Foundation notice of excl.pdf