

• Council QA – Aug. 17, 2021

Thursday, August 12, 2021 8:54 AM

F. AWARDS AND RECOGNITIONS:

- 1. **21-1013** Presentation of the Better Business Towns Award to the City of Naperville
- 2. **21-1012** Proclaim August 25, 2021 Jane Bowers Day in the City of Naperville

I. CONSENT AGENDA:

- 1. **21-1033** Approve the Cash Disbursements for the period of 07/01/2021 through 07/31/2021 for a total of \$36,966,422.63
- 2. **21-0999** Approve the regular City Council meeting minutes of July 20, 2021

Q:	Can staff confirm that Mayor Chirico was not on the prevailing side of the March 2021 vote related to Century Walk?	Kelly
A:	<p><u>March 16, 2021 – Agenda item O3</u></p> <p>Receive the Century Walk Long-Range Plan for Public Art and table discussion until such time staff, the SECA Commission, and the proposed Public Art Task Force review and bring a recommendation to the City Council</p> <p>A motion was made by Councilwoman Sullivan, seconded by Councilman Kelly, to receive the Century Walk Long-Range Plan for Public Art and table discussion until such time staff, the SECA Commission, and the proposed Public Art Task Force review and bring a recommendation to the City Council.</p> <p>A motion in substitution was made by Councilman Coyne, seconded by Mayor Chirico, to receive the Century Walk Long-Range Plan for Public Art, make Century Walk a City Obligation beginning in 2022, and direct staff and SECA Commission to work with Century Walk to develop an operating agreement to address the questions that have been raised.</p> <p>The motion in substitution failed by the following vote: Aye: 4 - Chirico, Coyne, Gustin, and Hinterlong Nay: 5 - Brodhead, Kelly, Krummen, Sullivan, and White</p> <p>The original motion made by Councilwoman Sullivan, seconded by Councilman Kelly, to receive the Century Walk Long-Range Plan for Public Art and table discussion until such time staff, the SECA Commission, and the proposed Public Art Task Force review and bring a recommendation to the City Council.</p> <p>The motion carried by the following vote: Aye: 6 - Brodhead, Coyne, Kelly, Krummen, Sullivan, and White Nay: 3 - Chirico, Gustin, and Hinterlong</p> <p>Mayor Chirico was on the non-prevailing side of both motions.</p> <p>The Naperville Municipal Code provides that absent a Motion to Reconsider (which must be brought by member of the prevailing side at the same or next regularly scheduled meeting), the Council may not consider an action within 62 days of the Council's decision. May 17, 2021 was the 62nd day after March 16, 2021, so the Council is able to again consider the Century Walk matter.</p>	DiSanto/ Gallahue

- 3. **21-1066** Approve the City Council meeting schedule for September, October, and November 2021
- 4. **21-1055** Approve the fireworks display application and issue a permit for the August 21, 2021 Naperville Country Club event

Q:	Just wondering what the celebration is?	Hinterlong
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A:	They are celebrating their 100 th year.	Scheller
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- 5. **21-0707** Approve the award of Bid 21-167, Panasonic Refresh, to CDS Technologies for an amount not to exceed \$121,352

Q:	One bid makes me uncomfortable. I read that you reached out to two vendors who provided excuses why they didn't bid. I believe that both CDW and Connection would love to bid on this business. I can call CDW and Connection and see if they would like to bid; just give me the specs. I am not sure that they would have the lowest bids, but this would satisfy my need to ensure that we did our due diligence.	Leong
A:	Staff initially conducted cooperative market research and identified a contract through Omnia with Insight. A cooperative quote was received for \$133,560. Based on past purchases of similar equipment, staff felt a better price could be attained by bidding. A pricing comparison was done to confirm that the low bid was fair and in line with previous purchases of similar equipment. Procurement staff can remind CDW-G to confirm their registration status and notification settings in Demandstar. The City has not done business with Connections.	Catalano

- 6. **21-1020** Approve the award of Bid 21-245, Central Parking Facility - LED Lighting Retrofit, to Rag's Electric Inc. for an amount not to exceed \$187,975 plus a 5% contingency

- 7. **21-0857** Approve the award of Bid 21-232, 2021 New Sidewalk Improvements Program, to Triggs Construction, for an amount not to exceed \$239,558.00, plus a 5% contingency

- 8. **21-0850** Approve the award of Option Year Three to Contract 18-221, Accounting and Payroll Services, to Lauterbach & Amen, LLP for an amount not to exceed \$172,020 for a one-year term

- 9. **21-0968** Approve the award of Option Year Two of Contract 20-001, Pipefitting, Plumbing and Mechanical Services, to Dahme Mechanical Industries, Inc. for an amount to not exceed \$204,000 and for a one-year term

- 10. **21-0963** Approve the award of RFP 21-096, Information Technology Support Services, to Sentinel Technologies, Inc. and Mindsight for an amount not to exceed \$600,000 and for a three-year term with two, one-year options to Extend

Q:	Have you considered removing O365 support from the RFP and resubmitting to vendors? I didn't see the bids of Sentinel or Mindsight. Did any of the other 6 vendors submit a bid? Or were they precluded from bidding due to not being full-service enough? What is the split for Sentinel or Mindsight? Is this by the hour? If yes, how much per hour per company?	Leong
A:	This was an RFP. All proposals were evaluated and scored based upon written scoring criteria. Six vendors submitted proposals. All vendors were qualified, responsive and responsible; however, none were able to demonstrate an experienced staff member for O365. Staff selected the most qualified/capable for the majority of the support items and solicit separately for qualified O365 support. The split is not determined up front. As needs arise, a detailed scope of work will be issued to both vendors and engagement will be awarded based on vendor expertise, resource availability and cost. Depending on the type of engagement (ad hoc or project), the cost could be hourly or a fixed amount as rate varies based on the level of expertise.	Nguyen

- 11. **21-1025** Approve the award of RFP 21-192, Hosting Capacity Study, to CMY Solutions, LLC for an amount not to exceed \$160,000

Q:	Will this report include recommendations that support the expansion of renewable energy?	Sullivan
A:	This report will be used by the Utility to ensure that its engineering and construction standards continue to support the integration of renewable energy resources while ensuring the stability of the electric grid. Additionally, the consultant will be providing a map, which will be maintained by the Utility and shared with the public, showing the current deployment of renewable resources throughout the City as well as the limit of resources given the current infrastructure deployed, this will be factored into long term planning for utility capital and maintenance projects.	Groth
Q	Consultants typically charge by the hour. I don't see the hourly rate proposed by any of the companies. Did your RFP specify the budget of the work? Please clarify.	Leong

A:	The Electric Utility issued an RFP for a defined scope of work and after review of qualifications the Electric Utility and City Finance Department narrowed the vendor list to two firms, CMY and Quanta. The contract is milestone based with a fixed, not-to-exceed contract amount. Procurement did receive hourly pricing from both vendors and CMY is lower for all job classifications.	Groth/Catalano
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12. **21-1019** Approve the award of Change Order #1 to Contract 21-088, Central Parking Facility Maintenance Improvements, to J. Gill and Company for an amount not to exceed \$46,854.25 and a total award of \$1,056,380.38

Q:	Did the city and contractor know going into the contract that the cost might change depending on the number of steel sheer connectors? If so, was there an agreement that the cost would go up or down if the actual number was more or less than anticipated?	Kelly
A:	The bid quantity provided a conservative estimate of the number of sheer connectors to be repaired or replaced. At the beginning of the project, given the age and condition of the deck, the consultant, contractor and city were aware additional work might be necessary once the sheer connectors were exposed. The agreement includes language that allows compensation for quantity overages at the unit price contained in the bid.	Dublinski
Q:	Is the current state causing any substantial risk to the safety of the users of the parking facility? Did our internal staff verify the findings and costs offered by the vendor?	Leong
A:	Left unrepaired, the state of the deck posed a significant safety risk as the it would continue to deteriorate forcing the City to take sections or possibly levels of parking out of service. The project manager from DPW and the principal from J Gill and Company attended routine field meetings to review staging, progress and quantities. Walker Inc., the city's consultant and representative on this project, provided oversight and validated the quantities.	Dublinski

13. **21-1027** Approve the award of Change Order #1 to Option Year Three of Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$15,500 and a total award of \$504,616

Q:	If the total award is less than the \$600k, why do we need to have this as an agenda item?	Hinterlong
A:	The City Procurement Code requires that any contract modification greater than \$10,000 to a contract valued at \$100,000 or more be authorized by City Council. Since the value of this contract is > \$100,000, and the total change is > \$10,000, this triggers CC approval.	Catalano

14. **21-1023** Approve the award of Sole Source Procurement 21-294, S&C Switchgear, to Weldy Lamont Group, Inc. for an amount not to exceed \$541,370 and for

15. **21-0982** Waive the applicable provisions of the Naperville Procurement Code in order to establish pricing for the 2021-2022 winter season and award Procurement 21-261, Roadway Snow Removal, to certain contractors for an amount not to exceed \$401,700, and for the period of October 1, 2021 through April 30,2022 (requires 6 positive votes)

Q:	How do Naperville's current rates compare now with other municipalities? How was the 3% rate increase across the board recommendation by staff arrived at?	Sullivan
A:	The recommended rates are currently at the mid point in comparison to other communities. Because there has not been an increase to the hourly rate since 2018, staff felt a 3% increase would be fair due to the increase in wages and fuel costs that the contractors incur. Staff feels that this increase will help keep us competitive with other communities.	Dublinski

16. **21-1040** Accept the public underground improvements at Wagner Farm Phase 3 and authorize the City Clerk to reduce the corresponding public improvement surety

17. **21-1036** Adopt the resolution authorizing the conveyance of real property on Mill Street to the Naperville Park District

18. **21-0997** Pass the ordinance to establish temporary traffic controls and issue a

Special Event permit for Saints Peter and Paul Catholic Church
Homecoming Fest on Saturday, August 28, 2021

19. **21-1017** Pass the ordinance establishing temporary street closures, and issue Special Event and Amplifier permits for the Water Street Long Table Dinner scheduled on Sunday, August 29, 2021
20. **21-1026** Pass the ordinance to establish temporary traffic controls and issue Special Event and Amplifier permits for the 2021 Last Fling and Labor Day Parade scheduled for Friday, September 3 through Monday, September 6, 2021

Q:	Did the SECA grant of \$157,546 anticipate Last Fling taking place only on Jackson Avenue and Porter St., or did it anticipate a larger event including Rotary Hill?	Kelly
A:	At the time of the CY21 award the Jaycees planned to have the traditional event footprint which includes Rotary Hill. It was not until staff and organizers began to meet that the footprint was reduced. The CY22 Special Event application includes Rotary Hill.	Gallahue

21. **21-1035** Pass the ordinance granting a deviation to the 33' platted rear-yard setback line for the property located at 815 South Julian - PZC 21-1-092

Q:	What would the yard setback be if not for the 1927 subdivision plat? Because this did not go through PZC, were any surrounding property owners notified?	Kelly
A:	1) The rear yard setback would default to the underlying zone district requirements. This lot is zoned R1A, which has a rear yard setback requirement of 25% of the lot depth not to exceed 30'. In this case, it would be 30'. 2) Per the requirements under 7-1-13:2.4, a sign is required to be posted on the site at least 15 days in advance of the meeting notifying the public of the application and the public hearing. A sign was posted on the site on 8/2/2021. The deviation to platted setback process does not require mailed notice to neighbors.	Green

22. **21-1024B** Pass the ordinance granting a variance from Section 6-2-12:1 to permit a 6' privacy-style fence within the required corner side yard at 2714 Gateshead Drive - PZC 21-1-075
23. **21-1062** Pass the ordinance approving the third amendment to the final condominium plat of survey for Central Park Place Residential Condominium (110 S. Washington) - PZC 18-1-110
24. **21-1063** Pass the ordinance granting a temporary use to Pulte Home Company to allow for a temporary construction sign at Naper Commons

Q:	When is the development expected to be completed? Can a photograph of the existing sign and a rendering of the proposed sign be provided?	Kelly
A:	Pulte is anticipating a 2025 Buildout. Please see attachments 01 – Exhibit C – Sign, and 02 – Existing Sign.	Venard

L. ORDINANCES AND RESOLUTIONS:

1. **21-0966B** Option A: Concur with the Planning and Zoning Commission and Petitioners and pass the ordinance granting a variance to the percentage of required yard occupied section of the Municipal Code to permit a carport at 203 Center Street - PZC #21-1-036
- Option B: Concur with staff and deny the variance to the percentage of required yard occupied section of the Municipal Code thereby requiring

removal of the carport improvement recently installed at 203 Center Street
 - PZC #21-1-036

- 2. **21-1071** Adopt the resolution supporting the continued recreational use of the West Branch of the DuPage River through Naperville

O. REPORTS AND RECOMMENDATIONS:

- 1. **21-1021** Approve the Calendar Year 2022 (CY22) allocations for the City Obligations category of the SECA Grant Fund Program in the amount of \$1,123,717

Q:	<p>(1) If the City is not already in possession of them, please ask Century Walk to provide financial records for the past five years, including but not limited to “financial reports” of the type that are being proposed to be provided to the City moving forward.</p> <p>(2) Please request a corporate document from Century Walk confirming how many directors the board of directors is comprised of, and identifying the currently serving directors on the board.</p>	Kelly
A:	<p>1) See attached document submitted by Century Walk, 03 – August 17 Kelly Q-A for CW Financials.</p> <p>2) Below are the current board members as submitted by Century Walk:</p> <ul style="list-style-type: none"> • W. Brand Bobosky • Caroline Senetar • Bart Vittori, Jr. 	Gallahue
Q/A	<p>A) Please describe the process by which organizations included under "City Obligations" apply for and receive reimbursement from the city.</p> <p>In July of every year, staff requests funding updates from organizations in the City Obligations category as well as a short description on how the funds will be used. This information is included in the agenda item. Upon approval of both discretionary and non-discretionary funding allocations (January/February), staff executes agreements with grant recipients. Upon execution, the City Obligations awards can be distributed throughout the grant year. Because the City does not reimburse more than \$50,000 at one time, most City Obligations are requested quarterly via email. The following City Obligations require an internal transfer rather than an executed agreement:</p> <ol style="list-style-type: none"> 1. Riverwalk maintenance 2. Carillon maintenance 3. Gifts Online – SECA application software 4. Special Events Coordinator’s salary 5. DuPage Children’s Museum debt repayment <p>Please include the reimbursement requests from NDP, Naperville Municipal Band and Century Walk for CY18,19 & 20.</p> <p>Naperville Development Partnership (City Obligation)</p> <ul style="list-style-type: none"> • 2018 - \$175,000 • 2019 - \$175,000 • 2020 - \$175,000 <p>Naperville Municipal Band (City Obligation)</p> <ul style="list-style-type: none"> • 2018 - \$153,151 • 2019 - \$155,820 • 2020 – \$153,615 <p>Century Walk – Maintenance (City Obligation)</p> <ul style="list-style-type: none"> • 2018 - \$50,000 • 2019 - \$50,000 • 2020 - \$50,000 <p>Century Walk – Public Art Program (Discretionary Funding)</p> <ul style="list-style-type: none"> • 2018 Request - \$75,000 2018 Allocation - \$23,500 • 2019 Request - \$90,000 2019 Allocation - \$0 • 2020 Request - \$120,000 2020 Allocation - \$50,000 	Sullivan

Do any of these groups need to provide proof of payment to get reimbursed?

A reimbursement form is required of all groups. Some submit additional documentation such as a budget or invoice. Specifically, the Naperville Municipal Band submits a budget at the beginning of each year and Naperville Responds for our Veterans, NCTV17, Century Walk (Maintenance), and Gifts Online submit invoices. There is no requirement for canceled checks or other proof of payment.

B) Please describe the process by which all 501c3 organizations who apply for SECA funds are allocated money and reimbursed, including a copy of the current SECA application they must use.

Each year all the 501c3 organizations outside of City Obligations follow the process below:

- Each recipient attends a mandatory SECA meeting, held prior to the application becoming available, to receive updates on the program as well as a refresher on the history, policies, and procedures of the program.
- Once the application goes live, the organization completes the online application.
- When the application period closes, each application is reviewed to verify completeness and that necessary documents are submitted. If any documents are missing, staff will follow up with the applicant.
- The applications are compiled and forwarded to the SECA Commission for review.
- Once the SECA Commission has reviewed and reached a unified recommendation, the applications are submitted to the City Council for review.
- Once reviewed, and allocations recommended, an agenda item is presented to the City Council for approval.
- Once approved, each grant recipient will receive an agreement to be signed and witnessed. Upon City execution, the funds are available for reimbursement.
- After the event/program the grant recipient will submit a SECA Reimbursement form with any receipts and/or invoices.
- Each reimbursement request is reviewed and if any issues arise, the recipient will be contacted.
- Once the review is complete, the reimbursement request will be processed through the Finance Department and a check will be deposited into the recipient's back account.

Please also include the DuPage Children's Museum and Century Walk's CY18,19 & 20 applications, how much money they were allocated in the final SECA commission recommendations approved by City Council, and all documents they filed with the city for the reimbursement of funds for those SECA awards.

Please see attachments: 04 - August 17 CW 1 of 2; 05 - August 17 CW 2 of 2; 06 - August 17 DCM 1 of 2; 07 - August 17 DCM 2 of 2.

Specific awards are as follows:

Century Walk for Public Art (Discretionary)

2018 Request/Allocation - \$75,000/\$23,000
 2019 Request/Allocation - \$90,000/\$0
 2020 Request/Allocation - \$120,000/\$50,000

Century Walk Maintenance (City Obligation)

2018 Obligation - \$50,000
 2019 Obligation - \$50,000
 2020 Obligation - \$50,000

DCM Project (Discretionary)

2018 Request/Allocation - \$34,700/\$13,500
 2019 Request/Allocation - \$61,450/\$30,058
 2020 Request/Allocation - \$50,000/\$40,000

DCM (City Obligation)

2018 Obligation - \$150,000
 2019 Obligation - \$150,000
 2020 Obligation - \$150,000

C) Can Century Walk please provide the names of all voting members of their board as of 8/15/21 and each person's tenure on the Board? How are board members selected? Do they have term limits? How can they be removed? Does Century Walk have bylaws they can share?

Answers provided by Century Walk:

W.Brand Bobosky, Caroline Senetar, Bart Vittori, Jr.

Our board members serve for an indeterminate term of years with some only at a year up to those who have served for 10 to 15 years in the past. Keep in mind that we are 25 years old. They are selected because of their interest and dedication to public art. We have no term limits and of course they can be removed for misconduct. Our bylaws are common to all small not-for-profit corporations in the state of Illinois.

D) What expenses beyond the commission of art and maintenance services does Century Walk spend (and plan to spend) to maintain itself?

Answer provided by Century Walk:

With the shortness of time provided this is a difficult question to answer. Suffice it to say that we would continue to spend money for the commission of art and maintenance services in the fashion that we have done for the past 25 years.

E) The City Obligation stipulates that a council liaison will be added to the Century Walk board for "financial oversight". What constitutes "financial oversight" in this instance and how would the City Council liaison be held accountable to the City and Century Walk for doing this? Are there other current Council liaison appointments that have a vote on the 501c3 board or commission they are assigned to and/or provide this sort of "financial oversight" to other organizations who receive City funds either through obligations, SECA Commission, or SSG? If so, please explain.

Staff will defer to Council to define "financial oversight" and a description of Century Walk liaison responsibilities. Absent additional direction, staff would not view this obligation as different from other Council liaison positions.

Below is a list of Council board/commission liaison assignments for 2021-2023. Council is not required to notify staff of any participation on a non-profit board unless there is a conflict of interest.

Bruzan-Taylor: Downtown Naperville Alliance, Naperville Public Library Board of Trustees

Gustin: DMMC - Regulatory Committee, NCTV17 Board,
Sister Cities Commission

Hinterlong: Advisory Commission on Disabilities, Naper Settlement Museum Board

Holzhauser: DMMC – Legislative Committee, Riverwalk Commission

Kelly: Historic Preservation Commission, Human Rights & Fair Housing Commission

Leong: Financial Advisory Board, Public Utilities Advisory Board

Sullivan: SECA Commission, Emergency Telephone System Board

White: Downtown Advisory Task Force, Naperville Development Partnership, NCTV17 Board

Chirico: DMMC – Executive Board, Naperville Development Partnership, Naper Settlement Museum Board

F) Last year, Council members asked the SECA commission, staff and Century Walk to set up an Exploratory Art Task to help provide guidance to Council on how a robust, transparent and equitable public art program could be set up as a result of Century Walk's complaints that the SECA process wasn't fair or efficient for them. Thus far, has that task force made any decisions or recommendations regarding how such a program might work, how long it would take to get running, how much it would cost, what types of art would be included and where, or how the program would be maintained? When are those recommendations expected to be proposed to Council?

At its most recent meeting on June 29, 2021, the Exploratory Task Force (ETF) reviewed and approved topics to be addressed by subcommittees. These topics (Vision, Program Administration, Art Curation), when put together, will form the basis for the program recommendation that will be presented to the ETF and, ultimately, the City Council in the fall. The Vision Subcommittee has met once and canceled the second meeting. The Program Administration and Art Curation subcommittees have not met and, like the Vision Subcommittee, have paused any further action pending the outcome of the August 17 vote and any updated direction from City Council.

Staff has talked with several subcommittee members and can confirm that no additional staff (i.e., an Art Director) has ever been considered and that the program will be managed by the Special Events Coordinator via either the SECA Commission or an extension of the SECA Commission made up entirely of community volunteers. Staff anticipates the final recommendation will include a process to direct the annual application/review/approval of not a singular piece, but rather several temporary pieces or projects that will be low/no cost. Due to the temporary nature, the Commission and staff can require a start/end for pieces or performances and no annual maintenance will be required. Staff anticipates that if approved in the fall 2021, an abbreviated program could be ready to accept applications by mid-2022 with a full 12-month, annual program beginning in 2023.

G) Please list the current members of Naperville's Exploratory Art Task Force, denote which are voting members, and please break down which members are also on the board or representatives of either 1) Century Walk, 2) SECA Commission, 3) Art of Inclusion or 4) None of these. Please include subcommittee members.

Members and their assignments are listed below. Both the City/SECA and Century Walk were asked to provide four names for the Exploratory Task Force (ETF) and two names for each committee. Staff would then assign a chair for each.

Staff support

Pam Gallahue and Dawn Portner

ETF Members - all voting members EXCEPT the Student Representative

1. Melvin Kim replaced by Judy Brodhead in June – SECA Commission Chair
2. Brand Bobosky (Century Walk)
3. Debbie Venezia (Century Walk)
4. Sangeeta Panda (Century Walk)
5. Tony Andrews (Art of Inclusion)
6. Shannon Greene Robb (SECA Commission)
7. Anna Lakisch (Student Representative from The Alive Center)

Subcommittees - all have voting rights on the subcommittee but not on the Exploratory Task Force

Bart Vittori, Jr. (Resident) [appointed by Century Walk]

Not yet assigned to a subcommittee

Vision

1. Chair, Sun Kwok (Art of Inclusion) Chair [appointed by City/SECA]
2. Erin Franczyk (Resident) [appointed by City/SECA]
3. Ryder Stejskal (The Alive Center) [appointed by City/SECA]

Program Administration

1. Chair, Melvin Kim (Former SECA Commission Chair) [appointed by City/SECA]
2. Nancy Chen (SECA Commission) [appointed by City/SECA]
3. Nicole Langham (Former Gallery Director at North Central College) [appointed by City/SECA]
4. Sue Omanson (Naperville Park District) [appointed by City/SECA]
5. Philip Buchanan (Resident/Businessman) [appointed by Century Walk]
6. Nina Vittori (Century Walk) [appointed by Century Walk]

Art Curation

1. Chair, Katie Wood (DNA) [appointed by City/SECA]
2. Dustin Thacker (DuPage Children's Museum) [appointed by City/SECA]
3. Peter Thaddeus (Youth Outlook) [appointed by City/SECA]
4. Jacque Clermont (SECA Commission) [appointed by City/SECA]
5. Brittany Malatt (Naperville Park District) [appointed by City/SECA]

H) The City has a long history of financially supporting Century Walk. Do Century Walk and the City currently have a binding legal agreement about who owns the art produced that the city's funds commissioned and who is tasked with maintaining it? If not, does our staff see a need for it? If so, how quickly might we expect that to be negotiated? If not, why not?

Staff has identified several binding legal agreements between the City and the Century Walk. In the late 1990s the City entered into an agreement with the "Central Area Naperville Development Organization" (CANDO) which had formed to develop an ongoing public arts program in Naperville. It seems CANDO incorporated into the Century Walk Corp., a 501(c)(3) organization, and in 2000, the City entered into an agreement with the Century Walk Corp. for a grant to produce works of art during the 2000-2001 fiscal year. In 2001, the City entered into a successor agreement with the Century Walk Corp. for the 2001-2002 fiscal year. Elements of those agreements are still active and since then the City has entered into several other agreements with the Century Walk Corp. concerning grant funding and specific pieces of public art.

Most of the agreements address art maintenance responsibilities as well as indemnification and insurance (generally Century Walk responsibilities). Some agreements memorialize location licenses on public property and donation of specific pieces to the City as restricted gifts. It is notable, however, that the agreements are piecemeal and do not provide a comprehensive approach to the terms and conditions of the public art. The City Manager has directed Legal Staff to work with the Century Walk Corp. on a global agreement that clarifies the rights and responsibilities of the parties. Staff anticipates being able to complete such an agreement before the end of the calendar year.

I) In the last 3 years, how much money has Century Walk contributed in private funding to any of the projects the City has provided public funding for?

Answers provided by Century Walk:

In 2018 for Laughing Lincoln to which the city contributed \$48,500 over a two year period while Century Walk from private sources contributed another approximate \$56,000.

In 2019 for Rotary Harmony Park to which the city contributed \$10,000 Century Walk from private sources contributed another approximate \$42,000.

In 2020 for the Firefighter's Memorial to which the city contributed \$50,000 Century Walk from private sources contributed another approximate \$62,000.

In 2021 for the Goldstar Memorial to which the city contributed \$39,620 Century Walk from private sources contributed at this point another \$71,000.

We are also dedicating a mural paying tribute to homegrown Naperville athletes to which the city will be contributing no funds and which the approximate contribution from private parties will be \$65,000.

J) Has Century Walk provided any specific details about the art projects, artists and costs associated with them that it wishes to add with city obligation funds in CY2022, CY2023 and CY2024? Please include those plans here.

Answer provided by Century Walk:

This is difficult to answer in that it is so far in the future and at this point we really don't know what our funding status will be. If we receive city obligation funding then for sure we will be proceeding with remembering the date 60 years ago when Martin Luther King addressed the students and faculty at North Central College. We have not determined what art medium will be used or if it will be a combination thereof but we do believe for 2022 it would be spectacular.

Who will ultimately decide which projects city money is spent on? Will City Council have any official input into what art is produced, when, and where it is placed?

Based on the conditions suggested under New Business on July 20, the City Obligation award will be prepaid and restricted to "art on public property." There will be no additional approval by City Council and Century Walk will ultimately decide piece and location.

Who will own the art produced with these funds and who will be responsible for maintaining it?

The City Manager has directed Legal staff to work with the Century Walk Corp. on a global agreement that clarifies the rights and responsibilities of the parties. Staff anticipates being able to complete such an agreement before the end of the calendar year.

K) Assuming Council passes this agenda item, what percentage of the total SECA budget is will be City Obligations that no commission oversees versus discretionary SECA funding the SECA commission oversees?

Staff is estimating a beginning SECA Grant Fund balance of \$1,938,000. Upon approval of the City Obligation awards (\$1,123,717, or 58%) the SECA Commission will have the remaining \$814,283 or 42% to allocate.

L) How much money, in total, has the City paid Century Walk in the last three years and which projects did these funds support?

CY18 – Laughing Lincoln statue at Central Park

\$23,500 SECA Commission recommendation. Council concurred.

CY19 – Convert the I Love a Parade Alley into a parkway.

\$0 SECA Commission recommendation because Century Walk did not present to the Transportation Advisory Board (TAB) prior to application/allocation deadlines. Approval from TAB was necessary in order to ensure requested funds would be used for the parkway project. Council concurred.

CY20 – Eight requests totaling \$120,000

\$0 SECA Commission recommendation because the application was vague, submitted for eight projects, and many pieces/locations were still being negotiated. The Commission asked for clarification and for the application to be narrowed. This was not done by the time the Commission recommendations were due.

By the time Council received the CY20 SECA Commission recommendations, Century Walk had narrowed the request from eight to one, The *Firefighter Memorial*, and Council voted to award up to \$50,000 from CY19

underspend for the piece.

M) Back in March 2021 staff prepared a Public Art Task Force timeline for Council. Could you please provide an updated version?

Please see attachment 08 - August 17 Timeline for QA.

N) If Council does agree to obligate food and beverage tax money to Century Walk for \$150K per annum, can Century Walk still compete for additional SECA funding through the vetted process, like they and NCTV and the Children's Museum have done in the past?

Unless limited by Council, Century Walk and other City obligation recipients may still compete for additional SECA funding, however, whether any additional funding is awarded is within the discretion of the SECA Commission (recommendation) and City Council (final action).

O) Is it within the majority of Council's power and discretion to designate any amount of Food & Beverage tax dollars or SECA funding to any group in any amount in any year to the list of City Obligations? Is there any limits to what monies and for what reasons that Council can designate a "City Obligation" award? Likewise, does Council have any limits to their power or discretion to remove a City Obligation in any amount or for any reason whenever it chooses?

The City Code defines how collected food and beverage taxes shall be distributed between the SECA Grant Program, public safety pension funding obligations, the Social Service Grant Program, and the City's long term debt obligations. Any "obligations" determined by Council will be deducted from the funds available for the SECA Grant Program. Whether to set "obligations" is a discretionary function of the Council and may be modified year-to-year. The limit for SECA-related obligations is the amount of SECA funds available in a given year. A majority vote of Council is required to approve obligation commitments or modify them. There could potentially be some liability risk to the City if Council modified an obligation if a recipient were damaged due to having already reasonably relied on an initial grant.

2. **21-0894** Approve the Commuter Parking and Access principles

Q:	If the proposed principles are approved, when would the Parkview Lot be converted to daily fee, and what would the process be moving forward for engaging a consultant?	Kelly
A:	Staff recommends converting the Parkview Lot to daily fee by January 1, 2022. Actions needed to establish the spaces as daily fee could be completed this fall. This would include bringing an ordinance to City Council and making the physical modifications to the lot, such as markings and signage. The current Parkview permit holders would be notified in advance and then issued Burlington permits for the first quarter of 2022. The consultant would be selected through a formal Request for Qualifications process. The scope will include a detailed review of the City's current commuter parking programs and development of recommendations for improvements and/or alternative solutions. The principles, if approved, parking data, and the results of the commuter survey will be shared with the consultant to guide the recommendations. Recommendations will be reviewed by staff and presented to City Council.	Louden

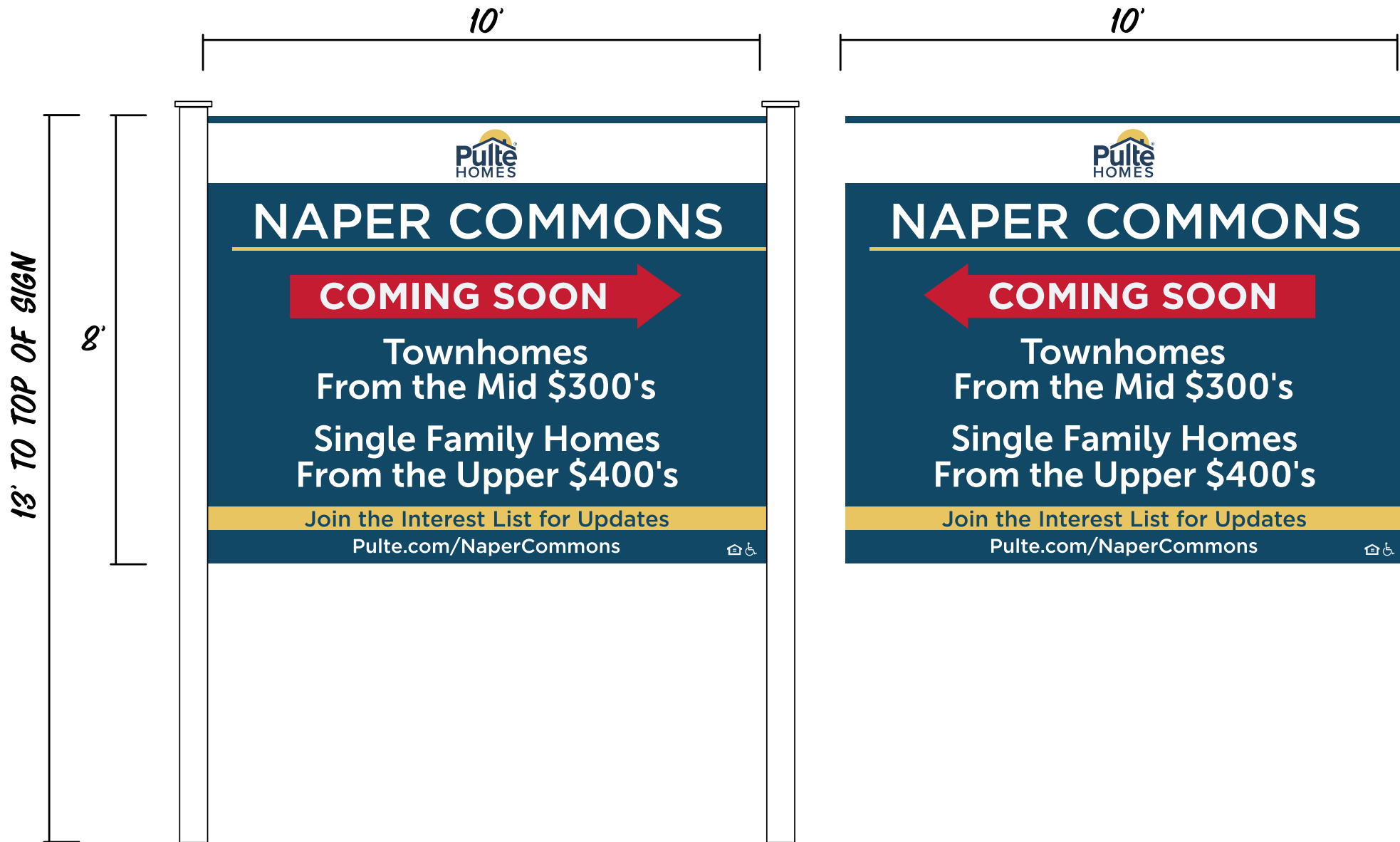
3. **21-1065** Approve the vision and goals to establish expectations for development Of surplus City-owned property and direct staff to prepare an RFP/Q to support development of affordable senior housing and housing for Intellectual and Developmentally Disabled (IDD) individuals on property located near Route 59 and 103rd Street

Q:	What is the expected process for staff/council/public review of the responses to the RFP/Q?	Kelly
A:	If authorized by City Council, part of the RFP/Q document will be dedicated to defining the process for staff/council/public review. This will provide process transparency and awareness for the public and set expectations for those responding. The RFP/Q document, including the proposed process, will be sent to City Council for review and approval prior to any release. While the RFP/Q has not been drafted at this point, based on past practice, the process for staff/council/public review of responses will likely include the following elements: <ul style="list-style-type: none"> • All responses received will be evaluated by a panel and a recommendation made to City Council. Participants in this process are proposed to include staff, council representatives, and community representatives. The scoring information will be available publicly. • All responses to the RFP/Q will be made available on a project web site • The public will also have the opportunity to review and comment on the procurement recommendation as a part of the City Council agenda item seeking authorization to move forward. 	Emery

	<ul style="list-style-type: none"> Beyond the RFP/Q process, staff/council/public will have opportunities for input during public meetings where associated entitlement (e.g., zoning) requests are considered. 	
Q:	Please explain the reference to Inclusionary Zoning Ordinance (IZO) in this memo	Gustin
A:	A single reference is provided in the background section to note IZO was discussed by Council at the September 29, 2020 workshop, along with other ideas and strategies, related to affordable housing. This agenda item is focused on City Council direction to leverage publicly owned land to address housing challenges. IZO discussions will follow a separate path from this land sale agenda item.	Emery

4. 21-1052 Receive the August 2021 Financial Report

<p>Please note that the data table "YTD State Collected Revenues Through July" published in the agenda material inadvertently included actual Home Rule Sales Tax revenue through August. The corrected data table is below.</p> <p>YTD State Collected Revenues through July</p> <table border="1"> <thead> <tr> <th>Revenue</th> <th>Projection (\$)</th> <th>Actual (\$)</th> <th>Difference (\$)</th> <th>Difference (%)</th> </tr> </thead> <tbody> <tr> <td>Sales Tax</td> <td>18,743,511</td> <td>21,512,996</td> <td>2,769,485</td> <td>14.8%</td> </tr> <tr> <td>State Income Tax</td> <td>8,960,446</td> <td>12,782,691</td> <td>3,822,245</td> <td>42.7%</td> </tr> <tr> <td>Home Rule Sales Tax</td> <td>7,502,485</td> <td>8,053,816</td> <td>551,330</td> <td>7.3%</td> </tr> <tr> <td>Motor Fuel Tax/TRF</td> <td>3,153,465</td> <td>3,198,994</td> <td>45,529</td> <td>1.4%</td> </tr> <tr> <td>Local Use Tax</td> <td>3,412,832</td> <td>3,831,278</td> <td>418,447</td> <td>12.3%</td> </tr> <tr> <td>Totals</td> <td>41,772,740</td> <td>49,379,775</td> <td>7,607,035</td> <td>18.2%</td> </tr> </tbody> </table>	Revenue	Projection (\$)	Actual (\$)	Difference (\$)	Difference (%)	Sales Tax	18,743,511	21,512,996	2,769,485	14.8%	State Income Tax	8,960,446	12,782,691	3,822,245	42.7%	Home Rule Sales Tax	7,502,485	8,053,816	551,330	7.3%	Motor Fuel Tax/TRF	3,153,465	3,198,994	45,529	1.4%	Local Use Tax	3,412,832	3,831,278	418,447	12.3%	Totals	41,772,740	49,379,775	7,607,035	18.2%	Munch
Revenue	Projection (\$)	Actual (\$)	Difference (\$)	Difference (%)																																
Sales Tax	18,743,511	21,512,996	2,769,485	14.8%																																
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Totals	41,772,740	49,379,775	7,607,035	18.2%																																
Attachment 09 - August 2021 Monthly Report PPT is the presentation slides for the August Financial Report.	Munch																																			



NAPER COMMONS- REPLACEMENT DIRECTIONAL BILLBOARD LOCATED AT EXISTING LOCATION
3/8" MDO w/ WHITE VINYL COPY & RED VINYL & IMITATION GOLD VINYL DETAIL
MOUNTED TO 6" X 6" X18' POSTS w/ TOPPERS -PAINTED WHITE

EXISTING TEMPORARY CONSTRUCTION SIGN



4:45 AM
05/12/18
Accrual Basis

CENTURY WALK CORPORATION
Balance Sheet
As of December 31, 2016

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Harris SECA 9167712	25,200	13,391	11,810
Napeverville B&T #7527189	74,690	0	74,690
Total Checking/Savings	<u>99,891</u>	<u>13,391</u>	<u>86,500</u>
Other Current Assets			
Book Inventory	15,325	45,975	-30,650
Total Other Current Assets	<u>15,325</u>	<u>45,975</u>	<u>-30,650</u>
Total Current Assets	<u>115,216</u>	<u>59,366</u>	<u>55,850</u>
Other Assets			
Art Collection	2,029,390	1,949,772	79,618
Total Other Assets	<u>2,029,390</u>	<u>1,949,772</u>	<u>79,618</u>
TOTAL ASSETS	<u>2,144,606</u>	<u>2,009,138</u>	<u>135,468</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Deferred Revenue	0	40,833	-40,833
Total Other Current Liabilit...	<u>0</u>	<u>40,833</u>	<u>-40,833</u>
Total Current Liabilities	<u>0</u>	<u>40,833</u>	<u>-40,833</u>
Total Liabilities	<u>0</u>	<u>40,833</u>	<u>-40,833</u>
Equity			
Net Assets - Unrestricted	1,968,305	1,947,342	20,963
Net Income	176,301	20,963	155,338
Total Equity	<u>2,144,606</u>	<u>1,968,305</u>	<u>176,301</u>
TOTAL LIABILITIES & EQUITY	<u>2,144,606</u>	<u>2,009,138</u>	<u>135,468</u>

05/12/18
Cash Basis

CENTURY WALK CORPORATION
Profit & Loss Compared to Prior Year
January through December 2016

	<u>Jan - Dec ...</u>	<u>Jan - Dec ...</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Direct Public Support	52,000	11,360	40,640	358%
Government Grants	111,883	125,833	-13,950	-11%
Reimbursement	109,681	0	109,681	100%
Total Income	<u>273,564</u>	<u>137,193</u>	<u>136,371</u>	<u>99%</u>
Gross Profit	273,564	137,193	136,371	99%
Expense				
Accounting	1,650	1,650	0	0%
Advertising	31,650	4,000	27,650	691%
Bank Fee	5	5	0	4%
Clerical Services	13,635	15,006	-1,371	-9%
Communications	977	867	110	13%
Legal Fees	293	0	293	100%
License fees	0	495	-495	-100%
Management Fees	40,000	20,000	20,000	100%
Miscellaneous Expense	0	2,000	-2,000	-100%
Office expenses	309	102	206	202%
Postage, Mailing Serv...	0	129	-129	-100%
Printing and Copying	230	2,057	-1,827	-89%
Rent, Parking, Utilities	8,000	16,000	-8,000	-50%
Repairs / Maintenance	0	52,640	-52,640	-100%
Taxes	15	15	0	0%
Web Hosting	500	1,263	-763	-60%
Total Expense	<u>97,263</u>	<u>116,230</u>	<u>-18,967</u>	<u>-16%</u>
Net Ordinary Income	<u>176,301</u>	<u>20,963</u>	<u>155,338</u>	<u>741%</u>
Net Income	<u><u>176,301</u></u>	<u><u>20,963</u></u>	<u><u>155,338</u></u>	<u><u>741%</u></u>

05/13/18
Accrual Basis

CENTURY WALK CORPORATION
Statement of Financial Position
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Harris SECA 9167712	41,291	25,200	16,091	64%
Napeverville B&T #7527189	44,217	74,690	-30,473	-41%
Total Checking/Savings	85,508	99,891	-14,382	-14%
Other Current Assets				
Book Inventory	0	15,325	-15,325	-100%
Total Other Current Assets	0	15,325	-15,325	-100%
Total Current Assets	85,508	115,216	-29,708	-26%
Other Assets				
Art Collection	2,134,859	2,029,390	105,469	5%
Total Other Assets	2,134,859	2,029,390	105,469	5%
TOTAL ASSETS	<u>2,220,367</u>	<u>2,144,606</u>	<u>75,761</u>	<u>4%</u>
LIABILITIES & EQUITY				
Equity				
Net Assets - Unrestricted	2,144,606	1,968,305	176,301	9%
Net Income	75,761	176,301	-100,540	-57%
Total Equity	2,220,367	2,144,606	75,761	4%
TOTAL LIABILITIES & EQUITY	<u>2,220,367</u>	<u>2,144,606</u>	<u>75,761</u>	<u>4%</u>

12:28 AM
05/13/18
Accrual Basis

CENTURY WALK CORPORATION
Profit & Loss
January through December 2017

	<u>Jan - Dec 17</u>	<u>Jan - Dec 16</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Direct Public Support	36,272	52,000	-15,728	-30%
Government Grants	110,400	111,883	-1,483	-1%
Reimbursement	0	109,681	-109,681	-100%
Total Income	<u>146,672</u>	<u>273,564</u>	<u>-126,892</u>	<u>-46%</u>
Gross Profit	146,672	273,564	-126,892	-46%
Expense				
Accounting	1,565	1,650	-85	-5%
Advertising	16,325	31,650	-15,325	-48%
Bank Fee	61	5	56	1,128%
Clerical Services	7,196	13,635	-6,439	-47%
Communications	1,201	977	224	23%
Legal Fees	0	293	-293	-100%
License fees	505	0	505	100%
Management Fees	30,000	40,000	-10,000	-25%
Office expenses	1,072	309	764	248%
Printing and Copying	0	230	-230	-100%
Rent, Parking, Utilities	12,000	8,000	4,000	50%
Repairs / Maintenance	354	0	354	100%
Taxes	0	15	-15	-100%
Web Hosting	630	500	130	26%
Total Expense	<u>70,911</u>	<u>97,263</u>	<u>-26,352</u>	<u>-27%</u>
Net Ordinary Income	<u>75,761</u>	<u>176,301</u>	<u>-100,540</u>	<u>-57%</u>
Net Income	<u>75,761</u>	<u>176,301</u>	<u>-100,540</u>	<u>-57%</u>

8:45 AM
05/25/21
Cash Basis

CENTURY WALK CORPORATION
Balance Sheet
As of December 31, 2020

	Dec 31, 18	Dec 31, 19	Dec 31, 20
ASSETS			
Current Assets			
Checking/Savings			
Harris SECA 9167712	7,911.51	1,292.57	3,173.56
Naperville B&T #7527189	53,773.99	16,915.71	18,460.81
Republic Bank	10,000.00	10,000.00	10,000.00
Total Checking/Savings	71,685.50	28,208.28	31,634.37
Total Current Assets	71,685.50	28,208.28	31,634.37
Other Assets			
Art Collection			
95Th Street Library	850.00	850.00	850.00
Art League Mural	32,800.00	32,800.00	32,800.00
Battle Memorial Sculpture	1,200.00	1,200.00	1,200.00
Cars of the Century	8,881.00	8,881.00	8,881.00
Cat in Hat Sculpture	125,422.88	125,422.88	125,422.88
Dick Tracey Sculpture	151,765.46	151,765.46	151,765.46
Fallen Soldier Sculpture	4,400.00	4,400.00	4,400.00
Gingerbread Man	2,050.00	2,050.00	2,050.00
Green Eggs & Ham	123,784.49	123,784.49	123,784.49
Harmony Park	20,107.40	57,257.40	57,257.40
Highlands School Whale Project	21,198.56	21,198.56	21,198.56
Humane Society Sculpture	16,695.00	16,695.00	16,695.00
Kids Matter Mural	69,263.08	69,263.08	69,263.08
Ladder of Light	0.00	0.00	51,000.00
Lincoln Sculpture Model	68,870.26	90,770.26	90,770.26
Man's Search for Knowledge ...	66,260.00	66,260.00	66,260.00
Masonic Lodge Mural	22,252.90	22,252.90	22,252.90
Matea Valley Way Finding Mural	10,000.00	10,000.00	10,000.00
Mill Sculpture at Knoch Knolls	30,000.00	30,000.00	30,000.00
Moser Sculpture	221,147.02	221,147.02	221,147.02
Neuqua Valley Way Finding Mural	10,000.00	10,000.00	10,000.00
Officer Freindly	97,948.00	97,948.00	97,948.00
Olsen Bench Sculpture	2,252.09	2,252.09	2,252.09
Parking Deck Mural	47,800.00	47,800.00	47,800.00
Parting the Prairie	115,076.33	115,076.33	115,076.33
People Love a Parade Mural	5,174.68	5,174.68	5,174.68
Pillars of Community	23,296.00	23,296.00	23,296.00
Reba Steck Schoolhouse Bell	5,614.23	5,614.23	5,614.23
River of Life	22,507.55	22,507.55	22,507.55
Rotary Harmony Plaque	0.00	0.00	2,315.00
Rubin's Way Mural	379,752.26	379,752.26	379,752.26
Service Club Mural	37,110.28	37,110.28	37,110.28
Silver Stan	138,890.85	138,890.85	138,890.85
Spirit of the Navy-Sailor Boy	84,568.72	84,568.72	84,568.72
The Grinch	46,035.98	46,035.98	46,035.98
Tragedy to Triumph Sculpture	68,000.00	68,000.00	68,000.00
Water St - Old Main St Bridge	60,593.00	60,593.00	60,593.00
YMCA Sculpture	81,200.00	81,200.00	81,200.00
Art Collection - Other	500.00	500.00	500.00
Total Art Collection	2,223,268.02	2,282,318.02	2,335,633.02
Total Other Assets	2,223,268.02	2,282,318.02	2,335,633.02
TOTAL ASSETS	2,294,953.52	2,310,526.30	2,367,267.39

CENTURY WALK CORPORATION
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 18</u>	<u>Dec 31, 19</u>	<u>Dec 31, 20</u>
LIABILITIES & EQUITY			
Liabilities			
Long Term Liabilities			
PPP	0.00	0.00	9,882.00
Total Long Term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>9,882.00</u>
Total Liabilities	0.00	0.00	9,882.00
Equity			
Net Assets - Unrestricted	2,238,732.06	2,294,953.52	2,310,526.30
Net Income	56,221.46	15,572.78	46,859.09
Total Equity	<u>2,294,953.52</u>	<u>2,310,526.30</u>	<u>2,357,385.39</u>
TOTAL LIABILITIES & EQUITY	<u>2,294,953.52</u>	<u>2,310,526.30</u>	<u>2,367,267.39</u>

CENTURY WALK CORPORATION
Profit & Loss
January 2018 through December 2020

	Jan - Dec 18	Jan - Dec 19	Jan - Dec 20	TOTAL
Ordinary Income/Expense				
Income				
Direct Public Grants	30,000.00	0.00	0.00	30,000.00
Direct Public Support	65,122.63	35,902.90	34,381.90	135,407.43
Government Grants	73,500.00	50,000.00	100,000.00	223,500.00
In-Kind Contributions	14,391.00	0.00	0.00	14,391.00
Total Income	183,013.63	85,902.90	134,381.90	403,298.43
Gross Profit	183,013.63	85,902.90	134,381.90	403,298.43
Expense				
Advertising	2,881.24	0.00	1,795.00	4,676.24
Bank Fee	192.48	104.25	108.20	404.93
Clerical Services	13,915.00	6,936.80	9,541.00	30,392.80
Communications	613.23	0.00	2,051.44	2,664.67
Donated Labor or Services	14,391.00	0.00	0.00	14,391.00
Event Costs	14,427.47	1,495.00	0.00	15,922.47
Insurance - Liability, D and O	305.00	0.00	0.00	305.00
License fees	495.00	508.00	0.00	1,003.00
Management Fees	30,000.00	10,000.00	20,000.00	60,000.00
Meetings	2,724.46	2,500.00	0.00	5,224.46
Printing and Copying	479.29	695.27	679.67	1,854.23
Professional fees	2,075.00	2,280.00	1,867.50	6,222.50
Rent & Utilities	12,000.00	12,000.00	8,000.00	32,000.00
Repairs / Maintenance	30,278.00	33,657.60	42,800.00	106,735.60
Taxes	15.00	15.00	130.00	160.00
Web Hosting	2,000.00	138.20	550.00	2,688.20
Total Expense	126,792.17	70,330.12	87,522.81	284,645.10
Net Ordinary Income	56,221.46	15,572.78	46,859.09	118,653.33
Net Income	56,221.46	15,572.78	46,859.09	118,653.33

**CENTURY
WALK
CITY
OBLIGATION
2018**

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 18 (CY18)
January 1, 2018 – December 31, 2018**

THIS AGREEMENT is entered into this 22nd day of FEBRUARY, 2018 by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **CENTURY WALK** (hereinafter, "Grantee"), an individual or organization, **34 WEST CHICAGO AVENUE – SUITE B, NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY18** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **CENTURY WALK MAINTENANCE PROGRAM**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

A. **Scope/Compensation**. The City agrees to make a reimbursement based grant in the amount not to exceed **\$50,000** to Grantee for **CENTURY WALK PUBLIC MAINTENANCE PROGRAM** described in Grantee's approved **CY18** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2018** and **December 31, 2018**. The funds shall be expended, and the project or service completed by **December 31, 2018**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2018**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY18** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Century Walk Public Maintenance Program	\$50,000	\$50,000

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year's deficit, activities outside of the Naperville community, subsidy for an individual's academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City's Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any

accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.

E. Financial Records. Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.

F. Reporting. Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

A. Grant Acknowledgement/Recognition. Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.

B. Non-Sponsorship. Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Naperville City Council.

Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.
- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.

- B. City services are defined as "the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities."
- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. Grantee is responsible for providing the necessary number of volunteers for the event who meet the age requirements set by the City as is stated in the Letter of Understanding provided to Grantee by the Special Events Committee.
- E. If Grantee does not provide the amount of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY'S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.

City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE'S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
 1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

Doug Krieger
Signature
Doug Krieger
City Manager

ATTEST:

Pam Gallahue
Signature
Pam Gallahue, PhD
Director - City Clerk's Office

GRANTEE:

W. Brand Bobosky
Signature
Name: W. BRAND BOBOSKY
Title: President

ATTEST:

Ninette M. Vittori
Signature
Name: Ninette M. Vittori
Title: PARALEGAL



418

V Bobosky
9816

OK TO PAY

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

Date: 3/27/18
Contract # 518
Amount \$ 15,000

Organization Name: Century Walk Corporation

Project Name: Maintenance

Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding): 1st

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	<u>\$50,000</u>
2. Sum of Past Claims Paid for this Project:	<u>0</u>
3. Amount of This Request: <i>Must be over \$1,000</i>	<u>\$15,000</u>
4. Total Requests: (Line 2 + Line 3)	<u>\$15,000</u>
5. Current Grant Balance: (Line 1 – Line 4)	<u>\$35,000</u>

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

Susan Bobosky March 16, 2018
Signature Date

W. Brand Bobosky President
Print Name Title

Work was on the Van Buren parking lot murals in the elevator lobbies - see attached email

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.

If requesting salary reimbursement, please provide a copy of a system generated payroll report

Sign in

Timm Etters Studios, Inc.

Invoice

Balance due

Invoice 82
 Due date
 Invoice total \$15,000.00

\$15,000.00

Pay Now

Invoice detail 

 Print  Save PDF



Invoice #82

BILL TO
Naperville Century Walk
 34 West Chicago Ave.
 Naperville, IL - 60540-5302
 boboskylaw@yahoo.com

FROM
Timm Etters Studios, Inc.
 124 Oak Knoll Ct
 Volo, IL - 60020
 timm@timmetters.com | +1 6302721518

Portner, Dawn

From: Brand Bobosky <brand@boboskylaw.com>
Sent: Tuesday, March 20, 2018 10:33 AM
To: Portner, Dawn
Subject: Re: Century Walk Public Art and Maintenance SECA Reimbursement
Attachments: Century Walk Public Art Agreement.pdf; Century Walk Maintenance Agreement.pdf

Hi Dawn:

I hope this works this time. I have no idea why you haven't received the other two emails I sent with the attachments. Please confirm receipt of this email.

As far as the maintenance goes the money was used to work on the maintenance at the Van Buren Parking Garage murals in all the elevator lobbies. Hope this answers your question.

--

Nina Vittori, Paralegal
The Law Office of W. Brand Bobosky
34 W. Chicago Avenue, Suite B
Naperville, IL 60540
630-355-5555
630-355-5768 Fax

From: "Portner, Dawn" <PortnerD@naperville.il.us>
Date: Monday, March 19, 2018 at 8:52 AM
To: Brand Bobosky <brand@boboskylaw.com>
Subject: RE: Century Walk Public Art and Maintenance SECA Reimbursement

Nina,

Good morning...

Last Friday you stated the CY18 Agreements were sent to the City. Were they sent via e-mail? If so, they were never received. Can they be resent?

Also, can you provide a bit more information on the Reimbursement Request for the Maintenance portion your e-mail? How was that money used?

Thanks
Dawn Portner

From: Brand Bobosky [mailto:brand@boboskylaw.com]
Sent: Friday, March 16, 2018 5:00 PM
To: Portner, Dawn <PortnerD@naperville.il.us>
Subject: Century Walk Public Art and Maintenance SECA Reimbursement

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY *S. J. J. J.*

Date: 5/18/18

PO#: Contract # 518

Organization Name: Century Walk Corporation

Amount \$ \$35,000

Project Name: Century Walk Maintenance

Contact Name: W. Brand Bobosky Contact Phone: 630-355-5553

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the *final payout* based on entire funding): 2

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	<u>\$50,000</u>
2. Sum of Past Claims Paid for this Project:	<u>\$15,000</u>
3. Amount of This Request: <i>Must be over \$1,000</i>	<u>\$35,000</u>
4. Total Requests: (Line 2 + Line 3)	<u>\$50,000</u>
5. Current Grant Balance: (Line 1 - Line 4)	<u>-0-</u>

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

W. Brand Bobosky
Signature

May 11, 2018
Date

W. Brand Bobosky
Print Name

President
Title

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense. If requesting salary reimbursement, please provide a copy of a system generated payroll report

INVOICE

MONDERO STUDIOS
10614 Rachel Lane
Orland Park, IL 60467
T 630.290.2429
F 708.479.1681
monderostudios@aol.com
www.MonderoStudios.com
www.LateJulyArt.com



"River Reveries" Tiles Mosaic Bench Restoration Project, 2018

Client: Century Walk Corporation

President: Brand Bobosky

Address: 50 W Chicago Ave, Naperville, IL 60540

Tel: 630 355 5556

Date 5/7/18

ARTIST: DODIE MONDERO - MONDERO STUDIOS

PROJECT ORDER: To restore damaged Mosaic tiles on two benches. Artist, Dodie Mondero is requested to repair all damages to its original state. Broken tiles will be restored to its original construction. To repair cracks and damaged tile, Cleaned grout, Restored colors, and to clear coat to seal from the elements from weather.

COST: Restoration cost **\$2,200**

Item	Cost
"River Reveries"	
a) Bench 1 - Size each - 30" x 6' x 30" W	\$800
a) Bench 2 - Size each - 30" x 6' x 30" W	\$1,200
Materials - paints, cement, clay matching tiles, sealer	\$200
TOTAL	\$2,200

Please make check to 'Mondero Studios'

10614 Rachel Lane Orland Park, IL 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS



INVOICE

"The City In Transit" MURAL Restoration Project, 2018

Client: Century Walk Corporation

President: Brand Bobosky

Address: 50 W Chicago Ave, Naperville, IL 60540

Tel: 630-355-5566

Date 5/7/18

ARTIST: DODIE MONDERO - MONDERO STUDIOS

MONDERO STUDIOS
10814 Rachel Lane
Orland Park, IL 60467
T 630 290 2429
F 708 479 1681
monderostudios.com
www.MonderoStudios.com
www.OrlandParkIL.com

PROJECT ORDER: Artist, Dodie Mondero is ordered to restore the large mural on The Lantern Pub wall to its original state. A) Repair wall from holes and cracks; B) Restore and Enhance colors to it's original vibrancy, C) and clear coat to seal to protect from elements and weather.

COST: Restoration cost **\$19,500** - (includes scissor Lift rental)

Item	Cost
"The City In Transit"	
a) Repair & Restore mid section	\$18,000
Size each - 30' H x 50' W	
Materials - paints & brushes, cement/patch, sealer	\$300
Scissor Lift RENTAL - \$450/week (delivery & pick up - \$250)	\$1,200
TOTAL	\$19,500

Please make check to 'Mondero Studios'

- 10814 Rachel Lane Orland Park, IL, 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS



INVOICE

"A Lifetime Together" Bronze Sculpture Bench Restoration Project, 2018

Client: Century Walk Corporation

President: Brand Bobosky

Address: 50 W Chicago Ave, Naperville, IL 60540

Tel: 630-355-5556

Date 5/7/18

ARTIST: DODIE MONDERO - MONDERO STUDIOS

MONDERO STUDIOS
10614 Rachel Lane
Orland Park, IL 60467
T 630 290 2429
F 708 472 1681
dodier@monderostudios.com
www.monderostudios.com
www.CenturyWalk.com

PROJECT ORDER: To restore bench and bronze sculpture. Artist, Dodie Mondero is requested to restore bench and sculpture to its original state, removing all rust and weathering. To prime and repaint metal bench restoring to its original colors. The plaque will also be cleaned and restored.

COST: Restoration cost **\$1,500**

Item	Cost
"A Lifetime Together"	
a) Metal Bench - remove rust and repaint	\$1,100
b) Clean and restore bronze sculpture	\$150
c) Clean and restore Plaque	\$100
Materials - metal grinder, paints, brushes, cleaning solutions	\$150
TOTAL	\$1,500

Please make check to 'Mondero Studios'

10614 Rachel Lane Orland Park, IL 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS



INVOICE

"Golden Rule Days" Metal Sculpture Restoration Project, 2018

Client: Century Walk Corporation

President: Brand Dobosky

Address: 50 W Chicago Ave, Naperville, IL 60540

Tel: 630-355-5556

Date 5/7/18

ARTIST: DODIE MONDERO - MONDERO STUDIOS

MONDERO STUDIOS
10614 Rachel Lane
Orland Park, IL 60467
T 630.293.2425
F 708.479.1801
monderostudios@comcast.net
www.MonderoStudios.com
www.Facebook.com/monderostudios

PROJECT ORDER: To restore metal sculpture. Artist, Dodie Mondero is requested to remove all rust and restore metal sculpture to its original state, removing all rust and weathering. To prime and repaint metal sculpture restoring to its original colors. The signs with quotes will also be cleaned and restored. Clear coat sculpture to preserve colors and protect from elements.

COST: Restoration cost **\$3,800**

Item	Cost
"Golden Rule Days"	
a) Metal sculpture - remove rust and repaint	\$2,400
b) Clean and restore signs (quotes)	\$300
c) Clear coat	\$500
Materials - metal grinder, scaffolding, paints, brushes, cleaning solutions, clear coat	\$600
TOTAL	\$3,800

Please make check to 'Mondero Studios'

- 10614 Rachel Lane Orland Park, IL 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS

INVOICE

MONDERO STUDIOS
10614 Rachel Lane
Orland Park, IL 60467
Tel: 630-260-3428
F: 708-478-1681
mondero@monderostudios.com
www.monderostudios.com
www.GreatArt.com



"The River of Life" 4th Panel Mosaic Relief Tile Restoration Project, 2018

Client: Century Walk Corporation

President: Brand Bobosky

Address: 50 W Chicago Ave, Naperville, IL 60540

Tel: 630-355-5556

Date: 5/7/18

ARTIST: DODIE MONDERO - MONDERO STUDIOS

PROJECT ORDER: To restore 4th and last mosaic tile panel. Artist, Dodie Mondero is requested to re-sculpt and restore all mosaic tiles to its original state. To prime and repaint each tile to their original colors. Will apply clear coat over the finished panel to preserve colors and protect from elements.

COST: Restoration cost \$8,000

Item	Cost
"The River of Life"	
a) Mosaic tile sculpture - remove rust and repaint	\$7,600
b) Clear coat	\$200
Materials - metal grinder, scaffolding, paints, brushes, cleaning solutions, clear coat	\$200
TOTAL	\$8,000

Please make check to 'Mondero Studios'

- 10614 Rachel Lane Orland Park, IL 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS

Century Walk Corporation - Public Arts Maintenance Project 2018

Project List

	cost
1) "River Reveries" - Repair all damages tiles, Cleaned grout, Restored colors, Seal from the elements from weather.	\$2,200.00
2) "The City In Transit" - restore the large mural on The Lantern Pub wall to its original state	\$19,500.00
3) "A Lifetime Together" - Restore rusting bench, clean statue and Restore plaque	\$1,500.00
4) "Golden Rule Days" - Remove all rust and restore metal sculpture removing all rust and repaint	\$3,800.00
5) "The River of Life" - Repaired cracks and tile damage. Cleaned grout, Restored colors, and clear coated	\$8,000.00
Total -	\$35,000.00

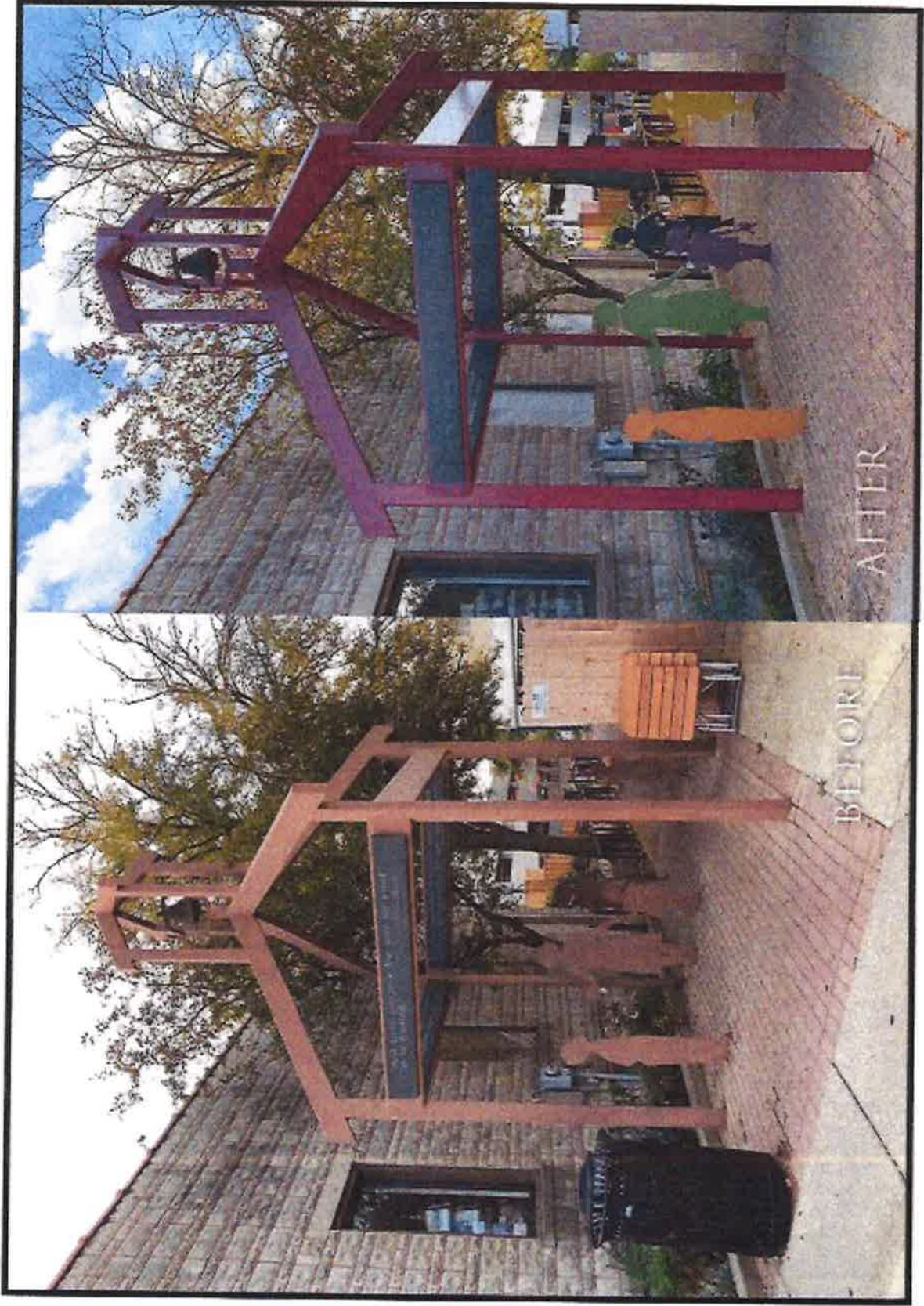
"A City In Transit" - Mural Repair and Restoration - 2018



Repair wall damage from weathering, Patch holes, and Restore Colors



"Golden Rule Days" - Remove Rust, Repair Surface, and Enhance - 2018



"River Reveries" - Benches Yearly Maintenance - 2018



Repair cracks, Restore to original state

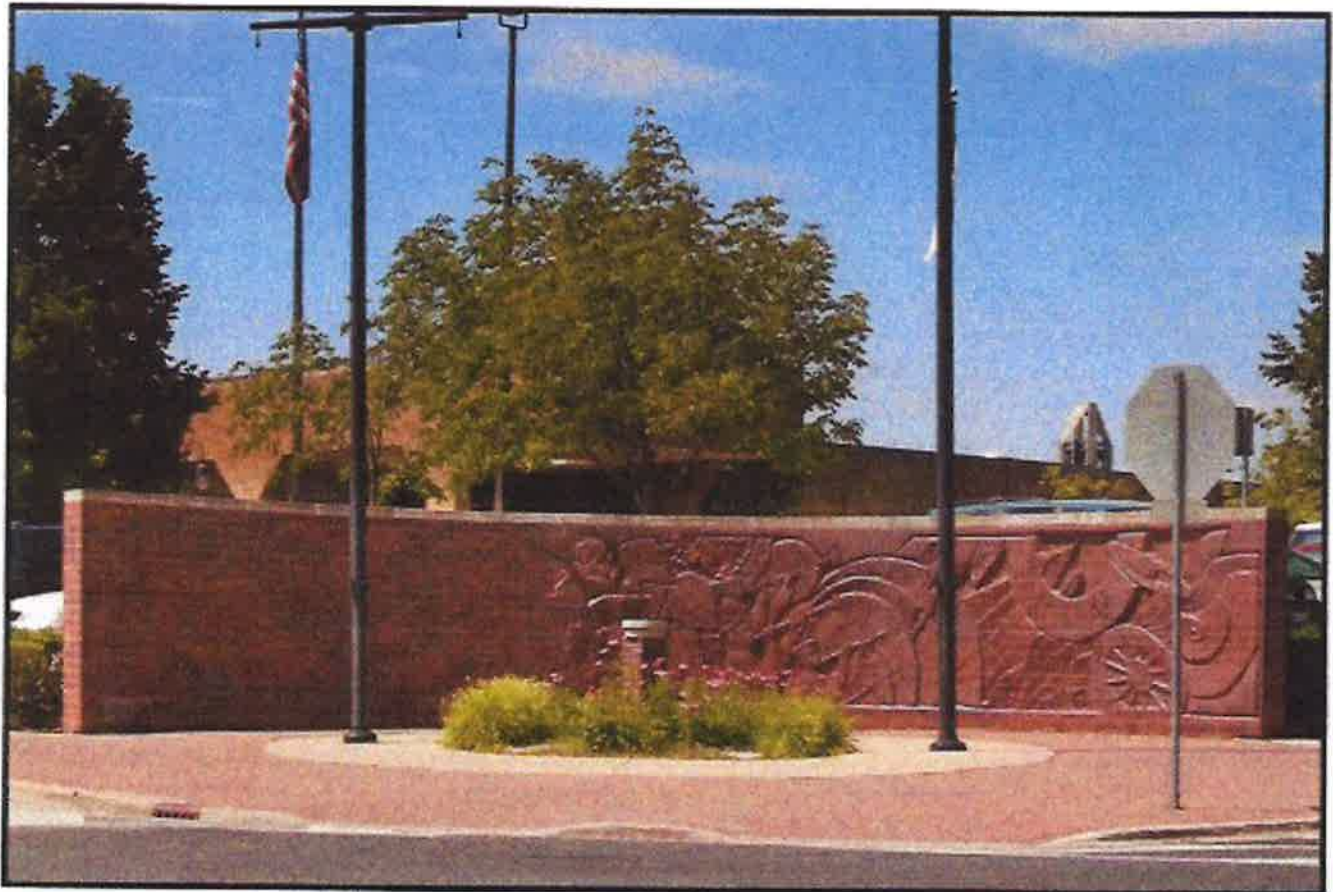


FINAL

"Man's Search for Knowledge" - Yearly Wall Maintenance - 2018



Remove calcium build up, repair minor cracks



FINAL

"A Lifetime Together" - Bench Yearly Maintenance - 2018

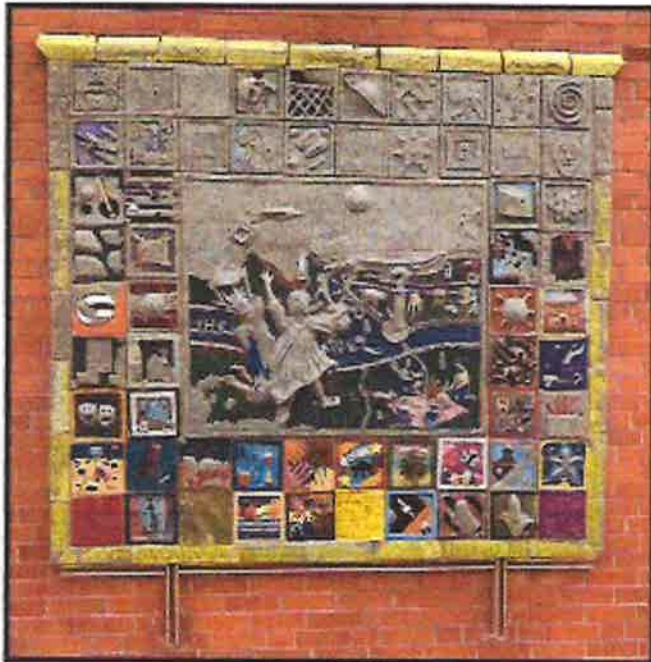


Remove Rust, Clean and Polish Plaque - Restore to origi-



FINAL

"River of Life" - 4th Panel Restoration - 2018



Step 1 - Reconstruction with clay



Step 2 - Primer



FINAL

**CENTURY
WALK
CITY
OBLIGATION
2019**

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 19 (CY19)
January 1, 2019 – December 31, 2019**

THIS AGREEMENT is entered into this 15th day of February, 2019 by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **CENTURY WALK** (hereinafter, "Grantee"), an individual or organization, **34 WEST CHICAGO AVENUE, NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY19** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **CENTURY WALK MAINTENANCE**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

- A. **Scope/Compensation**. The City agrees to make a reimbursement based grant in the amount not to exceed **\$50,000** to Grantee for **CENTURY WALK** described in Grantee's approved **CY19** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2019** and **December 31, 2019**. The funds shall be expended, and the project or service completed by **December 31, 2019**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2019**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A CY19 Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Century Walk Maintenance	\$50,000	\$50,000

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year's deficit, activities outside of the Naperville community, subsidy for an individual's academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City's Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.

E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.

F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.

B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Naperville City Council. Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification

to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.

- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.
- B. City services are defined as "the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities."

- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. Grantee is responsible for providing the necessary number of volunteers for the event who meet the age requirements set by the City as is stated in the Letter of Understanding provided to Grantee by the Special Events Committee.
- E. If Grantee does not provide the number of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY'S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.
- C. City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE'S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund,

recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney); or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

Doug A. Krieger

Signature
Doug Krieger
City Manager

ATTEST:

Pam Gallahue

Signature
Pam Gallahue, PhD
Director - City Clerk's Office



GRANTEE: CENTURY WALK CORPORATION

W. Brand Bobosky

Signature
Name: W. BRAND BOBOSKY
Title: PRESIDENT

ATTEST:

Nina Vittori

Signature
Name: Nina Vittori
Title: Assistant Secretary

OK TO PAY
7/12/19
S. Bobosky
1/12/20

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

Date: 7/12/19
PO#: 1072

Organization Name: Century Walk Corporation Amount \$ 20,000

Project Name: Maintenance

Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding): 2nd

REIMBURSEMENT REQUEST FOR:

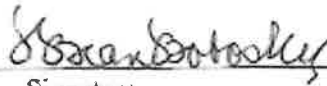
Check all that apply and attach required documentation for payment *

Receipts Invoices Salaries Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	\$50,000.00
2. Sum of Past Claims Paid for this Project:	\$30,000.00
3. Amount of This Request: <i>Must be over \$1,000</i>	\$20,000.00
4. Total Requests: (Line 2 + Line 3)	\$50,000.00
5. Current Grant Balance: (Line 1 - Line 4)	0

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

	July 3, 2019
Signature	Date
W. Brand Bobosky	President
Print Name	Title

***Required documentation for Payment**

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.
If requesting salary reimbursement, please provide a copy of a system generated payroll report detailing the number of hours and hourly rate per person.



INVOICE

Public Art Maintenance & Restoration Project, 2019

Client: Century Walk Corporation

President: Brand Bobosky

Address: 34 W. Chicago Avenue, Naperville, IL 60540

Tel.: 630-355-5555

Date: July 1, 2019

ARTIST: DODIE MONDERO – MONDERO STUDIOS

PROJECT: "Growth and Change", "Symbiotic Sojourn",
"Heartland Harvest", "Pillars of the Community"
"Man's Search for Knowledge"

Description: Clean and restore, remove chlorine/calcium, repaint
Repair cracks and seal.

<u>Item</u>	<u>Cost</u>
<u>1)Growth and Change</u>	<u>\$ 8,300.00</u>
<u>2)Symbiotic Sojourn</u>	<u>\$ 2,800.00</u>
<u>3)Heartland Harvest</u>	<u>\$ 4,500.00</u>
<u>4)Pillars of the Community</u>	<u>\$ 1,200.00</u>
<u>5)Man's Search for Knowledge</u>	<u>\$ 3,200.00</u>
<u>TOTAL</u>	<u>\$20,000.00</u>

Production Date: July to October

Please make check to 'Mondero Studios'
10614 Rachel Lane Orland Park, IL 60567

THANK YOU FOR YOUR BUSINESS – MONDERO STUDIOS

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY

Date: 3/26/19

1 enter
9816

Organization Name: Century Walk Corporation

#: Contract 1072

Project Name: Maintenance

Amount \$ 30,000

Contact Name: W. Brand Bobosky

Contact Phone: 630-355-5555

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the final payout-based on entire funding): 1st

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other: _____

STATUS OF FUNDS

- 1. Grant Amount Awarded: \$50,000
- 2. Sum of Past Claims Paid for this Project: 0
- 3. Amount of This Request: \$30,000
Must be over \$1,000
- 4. Total Requests: (Line 2 + Line 3) \$30,000
- 5. Current Grant Balance: (Line 1 - Line 4) \$20,000

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

W. Brand Bobosky March 20, 2019
Signature Date

W. Brand Bobosky President
Print Name Title

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.
If requesting salary reimbursement, please provide a copy of a system generated payroll report detailing the number of hours and hourly rate per person



INVOICE



Public Art Maintenance & Restoration Project, 2019

Client: Century Walk Corporation

President: Brand Bobosky

Address: 50 W Chicago Ave. Naperville, IL 60540

Tel: 630-355-5556

Date 2/21/19

ARTIST CODE MONDERO - MONDERO STUDIOS

MONDERO STUDIOS
10614 Rachel Lane
Oland Park, IL 60467
T 630 290 2459
F 708 470 1881
www.monderostudios.com
www.monderostudios.com
www.monderostudios.com

PROJECT: Restore "Naperville Loves A Parade"

SIZE: 18' high by 134' long

Description: Repair cracks, Prime wall, Repaint restored sections from weathering. Restore mural to original state.

Item	Cost
1) "Naperville Loves A Parade"	\$11,000
2) Supplies	\$400
TOTAL	\$11,400

Production Date: 2019 March-April, Weather permitting

Please make check to 'Mondero Studios'

- 10614 Rachel Lane Oland Park, IL 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS



INVOICE

Public Art Maintenance & Restoration Project, 2019

Client: Century Walk Corporation

President: Brand Bobinsky

Address: 50 W Chicago Ave, Naperville, IL 60540

Tel: 630-355-5556

Date: 2/21/19

ARTIST: DODIE MONZERO - MONDERO STUDIOS

MONDERO STUDIOS
10614 Rachel Lane
Oland Park, IL 60467
Tel: 630-200-7400
Fax: 630-198-1
monderostudios@mondero.com
www.monderostudios.com
www.CenturyWalk.com

PROJECT: Restore "Parade of the Century"

SIZE: 18ft high by 122ft long

Description: Repair cracks, Prime wall, Repaint peeling paint from weathering.
Restore mural to original state.

Item	Cost
1) "Parade of the Century"	\$17,500
2) Scaffolding Rental	\$500.00
3) Supplies	\$600.00
TOTAL	\$18,600

Production Date: 2019 May-June, Weather permitting

Please make check to "Mondero Studios"

- 10614 Rachel Lane Oland Park, IL 60467

THANK YOU FOR YOUR BUSINESS - MONDERO STUDIOS

**Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2019 (CY19)
January 1, 2019 – December 31, 2019**

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: Century Walk Corporation

Address: 34 W. Chicago Avenue

City/State/Zip Code: Naperville, IL 60540

Contact Person: W. Brand Bobosky

Phone Number: 630-355-5553

E-Mail: brand@boboskylaw.com

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain None

Section Two – Project/Event Information

Name of Project/Event: Century Walk Corporation Maintenance

Brief Description of Project/Event: Maintenance of Naperville's Public Art Program's 50 locations of art in place

Date of the Project/Event: FY2019

Amount of SECA Grant Award for CY18: \$50,000.00

Number of Years the Project/Event has been in Existence: 24

Number of Years the Project/Event has received a SECA Grant: 14

In What Year Does Your Organization Anticipate No Longer Needing SECA Funding: N/A – as this is an ongoing project

SMA
630-778
6677
1238

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Challenges during implementation
- Modifications to original project/event
- If applying for 2020 grant funds, describe any changes that will be implemented.

The \$50,000 was split between several maintenance projects:

Growth and Change

Symbiotic Sojourn

Heartland Harvest

Pillars of the Community

Man's Search for Knowledge

Golden Rule Days

Riverwalk Visionaries

Section Four – Project/Event Evaluation

What was the actual number of participants 1

How was the success and/or effectiveness of the project/event measured

Clerical assistance handled the paper work required while the curator successfully repaired/painted/sealed/cleaned the art pieces that required immediate attention.

What were the expected outcomes of the project/event?

The restoration of the art pieces to their original state.

What were the actual accomplishments of the project/event?

Maintenance was completed on the public art locations identified by the Board of Directors on a priority basis.

How did you make the event affordable to as many participants as possible?

N/A

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

There are no changes as the entire SECA Maintenance award was used toward expenses incurred in the restoration of the above-named locations of art.

List all revenue sources and the amounts of funding received for this project/event in addition to the SECA Grant funds that were awarded.

City of Naperville (SECA) was the only provider of funds for 2019 maintenance.

If you did not receive full funding how did it influence your event?

N/A

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six – Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: Susan Botrosky

Title: PRESIDENT

CITY CLERK'S OFFICE USE ONLY

Reviewed by Special Events Coordinator

Submitted to SECA Commission

Date: _____

(Received stamp)

**CENTURY
WALK
CITY
OBLIGATION
2020**

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 20 (CY20)
January 1, 2020 – December 31, 2020**

THIS AGREEMENT is entered into this 26th day of February, 2020 by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **CENTURY WALK FOUNDATION** (hereinafter, "Grantee"), an individual or organization, 34 WEST CHICAGO AVENUE, NAPERVILLE, ILLINOIS 60540; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY20** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **CENTURY WALK MAINTENANCE**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

- A. **Scope/Compensation.** The City agrees to make a reimbursement based grant in the amount not to exceed **\$50,000** to Grantee for **CENTURY WALK MAINTENANCE** described in Grantee's approved **CY20** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

- B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2020** and **December 31, 2020**. The funds shall be expended, and the project or service completed by **December 31, 2020**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2020**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

- A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY20** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Century Walk Maintenance	\$50,000	\$50,000

- B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year's deficit, activities outside of the Naperville community, subsidy for an individual's academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.
- C. **Payment for City Services.** Grantee agrees that if the **EVENT/PROJECT** qualifies as a **Special Event** under the City's Municipal Code, and City services are required at the **EVENT/PROJECT**, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.
- D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:
1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
 3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
 4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.
- E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.
- F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

- A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.
- B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Naperville City Council. Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification

to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.

- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.
- B. City services are defined as "the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities."

- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. If Grantee does not provide the number of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY'S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.
- C. City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE'S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

Doug Krieger
Signature

Doug Krieger
City Manager

ATTEST:

Pam Gallahue
Signature

Pam Gallahue, PhD
Director - City Clerk's Office

GRANTEE: Century Walk Corporation

W. Brand Bobesky
Signature

Name: W. BRAND BOBESKY
Title: President

ATTEST:

Ninette P. Vittori
Signature

Name: Ninette P. Vittori
Title: Assistant



CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY

Date: 3/20/2020
PO#: 1072
Amount \$ 16,900

Organization Name: Century Walk Corporation
Project Name: Public Art Maintenance
Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555
Contact Email: brand@boboskylaw.com
Payment Request # (1st, 2nd, state if it is the *final payout*--based on entire funding): 1st

REIMBURSEMENT REQUEST FOR:

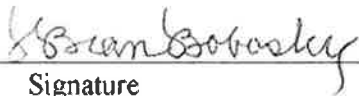
Check all that apply and attach required documentation for payment. *

Receipts Invoices Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	\$50,000.00	_____
2. Sum of Past Claims Paid for this Project:	0	_____
3. Amount of This Request:	\$16,900	_____
4. Total Requests: (Line 2 + Line 3)	\$16,900.00	_____
5. Current Grant Balance: (Line 1 - Line 4)	\$33,100.00	_____

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Grant Fund Agreement between the City and ourselves, as the Grantee.

	March 13, 2020
Signature	Date
W. Brand Bobosky	President
Print Name	Title

*Required documentation for Payment
If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.

**Century Walk Corporation -
Public Arts Repair and Maintenance Projects 2020**

Project List

Cost

	Project List	Cost	
Public	1) "Growth and Change" - <i>Metal Sculpture - Remove excess rust, Clean and Seal Restore to original state.</i>	\$8,200	by Quig
Public A/R	2) "Symbiotic Sojourn" - <i>Restore the large Bronze Fountain Sculpture Remove calcium and stains.</i>	\$3,800	
Public	3) "Parade of the Century" - <i>Repair cracks and prime wall and Restore mural to original state.</i>	\$2,400	
Dem	4) "Parting the Prairie" - <i>Repair/Restore missing-broken leg Requires Scaffolding. (Metal Sculpture)</i>	\$4,200	
Public	5) "Golden Rule Days" - <i>Touch Up painted figures and Metal Sculpture</i>	\$300	
Public	6) "A Lifetime Together" - <i>Remove rust, clean and repaint</i>	\$500	
Public	7) "River of Life" - <i>Repair cracks, Paint and Seal (4 Mosaic tile panels)</i>	\$1,800	
Public	8) "Naperville Loves A Parade" - <i>Repair large cracks lower section, Repaint and restore section (Mural)</i>	\$5,800	
Public	9) "Heartland Harvest" - <i>Repair tile cracks Repaint and restore section.</i>	\$5,500	
Public	10) "Pillars of the Community" - <i>Repair wall cracks on first mural Repaint and restore section.</i>	\$2,400	
Public	11) "River Reveries" - <i>Clean tiles, replace missing tile repair cracks</i>	\$800	
Public	12) "Man's Search for Knowledge" - <i>Yearly maintenance Repair cracks and remove calcium.</i>	\$2,800	Lib 3
Public	13) "The Way We Were" - <i>Restore mural from weathering Repair cracks and seal mural.</i>	\$12,000	

Total - \$50,500

Artist/ Public Art Curator - Dodie Mondero

Vendor
9816

OK TO PAY

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES
REQUEST FOR PAYMENT

Date: 04/17/2020
PO#: 1072
Amount \$ 25,500

Organization Name: Century Walk Corporation
Project Name: Naperville's Public Art Program - Maintenance
Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555
Contact Email: brand@boboskylaw.com
Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding): 2nd

batch
2955

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment. *

- Receipts Invoices Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	_____	\$50,000.00
2. Sum of Past Claims Paid for this Project:	\$16,900.00	_____
3. Amount of This Request:	\$25,500.00	_____
4. Total Requests: (Line 2 + Line 3)	_____	\$42,400.00
5. Current Grant Balance: (Line 1 - Line 4)	_____	\$7,600.00

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Grant Fund Agreement between the City and ourselves, as the Grantee.

W Brand Bobosky _____
Signature Date

Print Name Title

*Required documentation for Payment
If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.

**Century Walk Corporation -
Public Arts Repair and Maintenance Projects 2020**

Project List **Cost**

COMPLETED PROJECTS:

Public Arts	1) "Symbiotic Sojourn" -	<i>Restore the large Bronze Fountain Sculpture Remove calcium and stains.</i>	\$3,800
Public	2) "Golden Rule Days" -	<i>Touch Up painted figures and Metal Sculpture Repair and Restore school bell (Electrical)</i>	\$300 \$1,200
Public	3) "Naperville Loves A Parade" and "Parade of the Century" -	<i>Repair upper and lower section of cracks, Repaint and restore (both Murals)</i>	\$5,800
Public	4) "River of Life" -	<i>Repair cracks, Paint and Seal (4 Mosaic tile panels)</i>	\$1,800
Public	5) "Heartland Harvest" -	<i>Repair tile cracks Repaint and restore section.</i>	\$4,500

Total - \$17,400

Artist/ Public Art Curator - Dodie Mondero

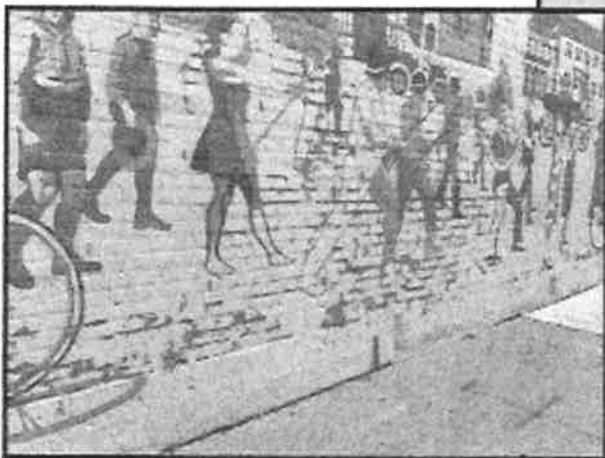
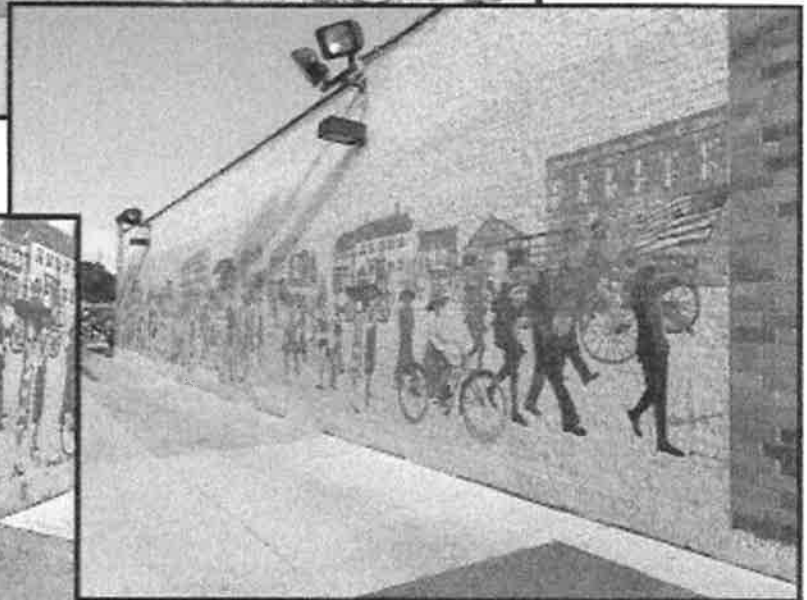
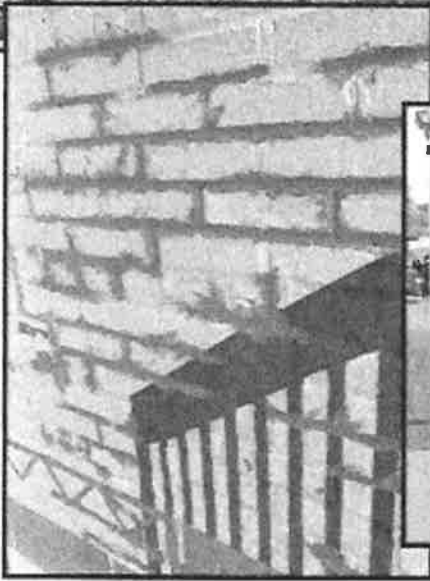
**Century Walk Corporation -
Public Arts Repair and Maintenance Projects 2020**

UPDATED Project List	Cost
1) "Parting the Prairie" - <i>Repair/Restore missing-broken leg Requires Scaffolding. (Metal Sculpture)</i>	\$4,200
2) "River of Life" - <i>Repair cracks, Paint and Seal (4 Mosaic tile panels)</i>	\$1,800
3) "A Lifetime Together" - <i>Remove rust, clean and repaint</i>	\$500
4) "Pillars of the Community" - <i>Repair wall cracks on first mural Repaint and restore section.</i>	\$2,400
5) "River Reveries" - <i>Clean tiles and grout, repair cracks, repair broken tiles</i>	\$800
6) "Man's Search for Knowledge" - <i>Yearly maintenance Repair large hole/cracks and remove calcium. (Updated)</i>	\$8,600
7) "Parade of the Century" - <i>Repair cracks and prime wall and Restore mural to original state.</i>	\$2,400
8) "The Great Concerto" - <i>Repaint 4 faded portraits (newly added)</i>	\$2,800
9) "The Way We Were" - <i>Restore mural from weathering Repair cracks and seal mural</i>	\$12,000.00
	Total - \$35,500

Artist/ Public Art Curator - Dodie Mondero

CENTURY WALK - 2020

"Parade of the Century" 2020 - Repair & Maintenance



•Repaired the weakness in the grouts and patched cracks that were across the mural.

CENTURY WALK - 2020

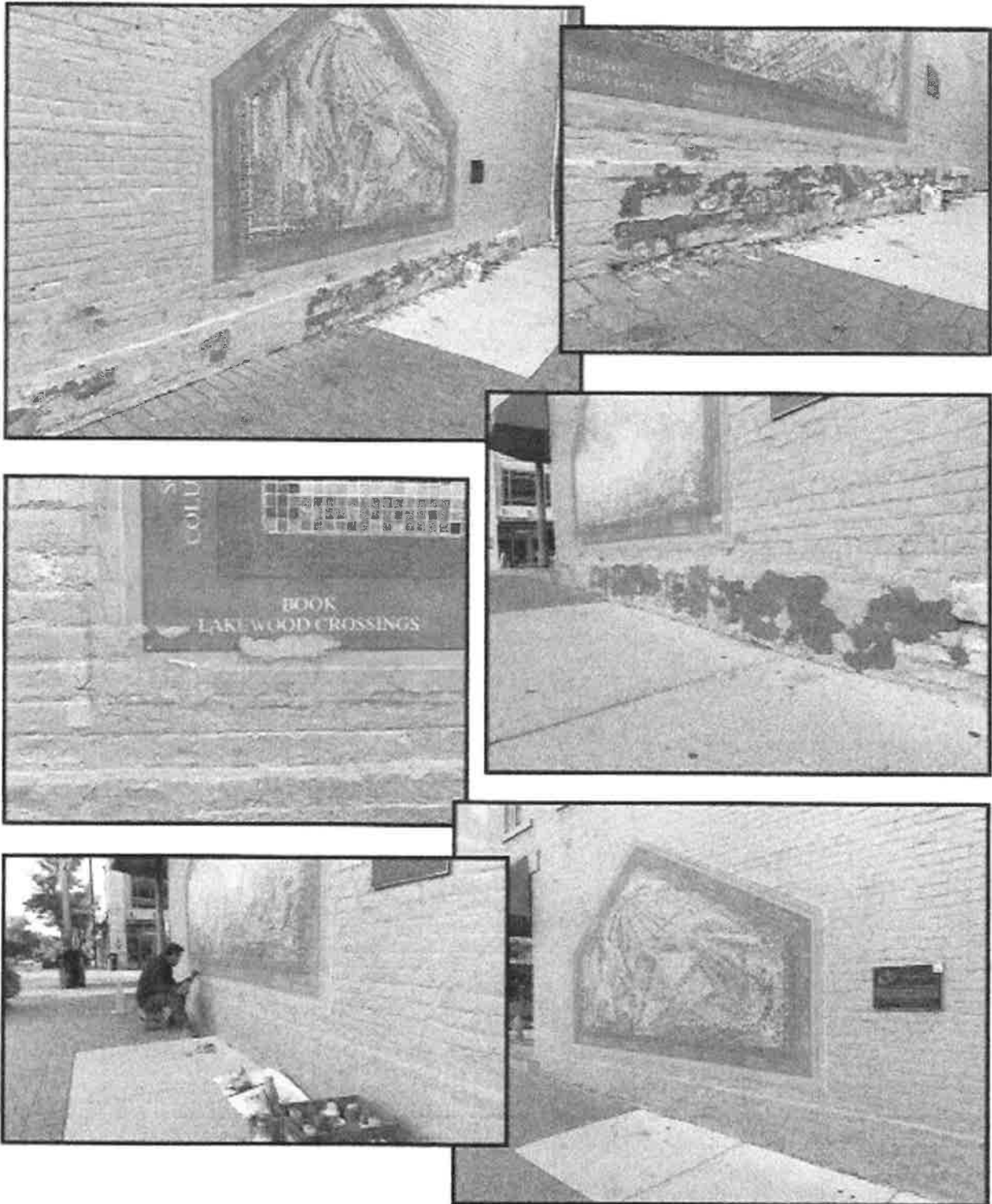
"Symbiotic Sojourn" 2020 - Repair & Maintenance



The bronze statue had severe lime/calcuim buildup
- Project completed

CENTURY WALK - 2020

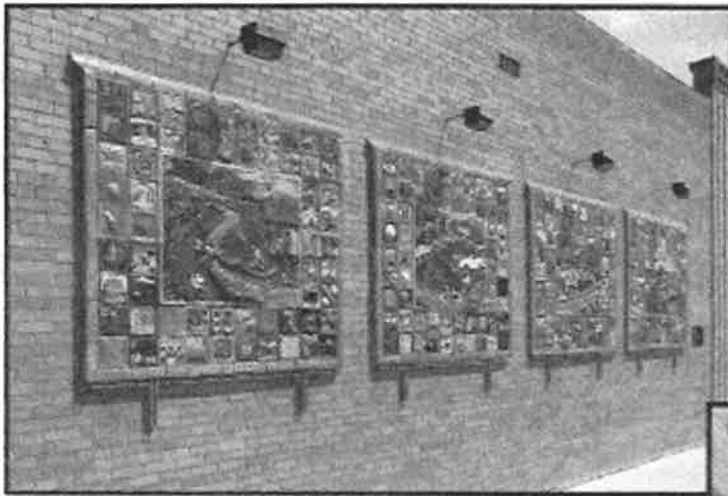
"Heartland Harvest" 2020 - Repair & Maintenance



Above are examples, sections tiles that were damage from ice and salt that were repaired.

CENTURY WALK - 2020

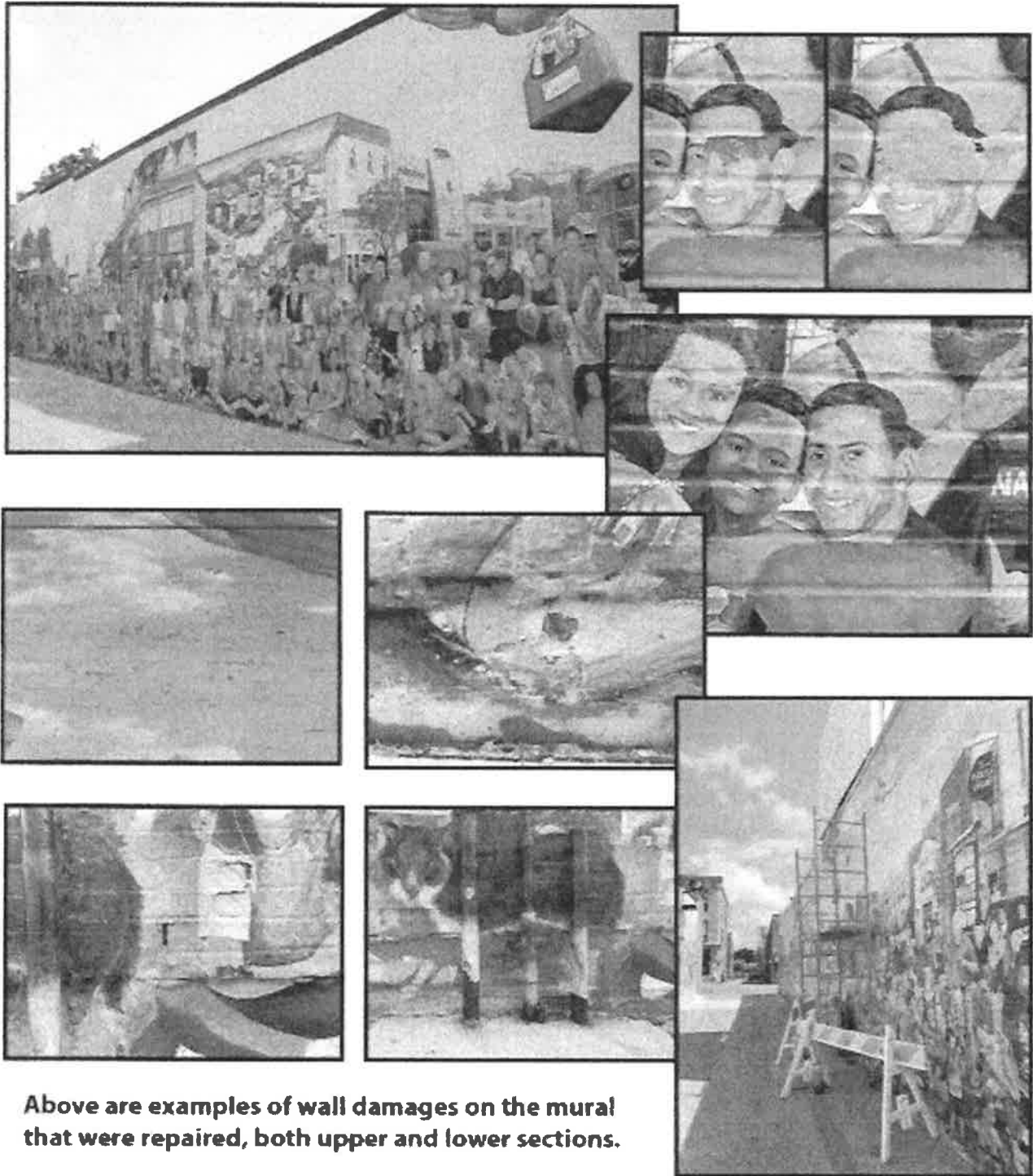
"The River Of Life" 2020 - Repair & Maintenance



Above are examples, sections tiles that were damage from ice and heat that were repaired.

CENTURY WALK - 2020

"Naperville Loves A Parade" 2020 - Repair & Maintenance

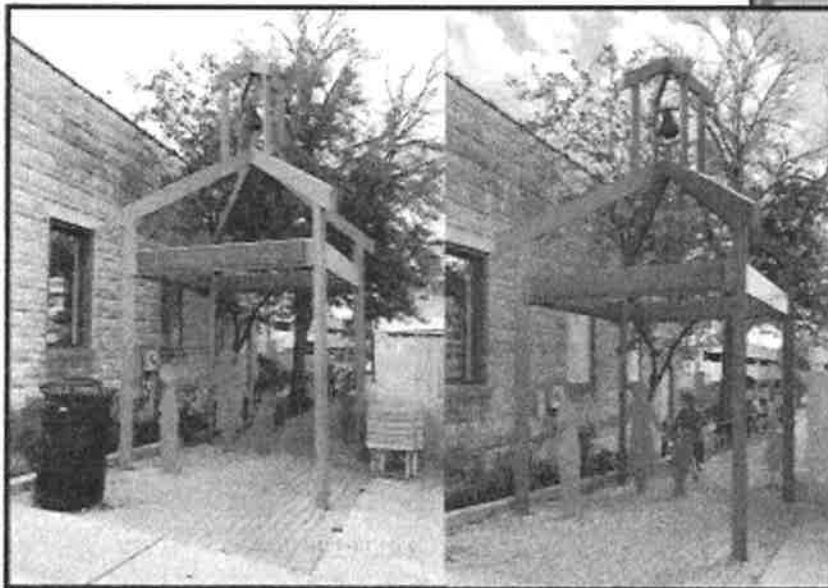
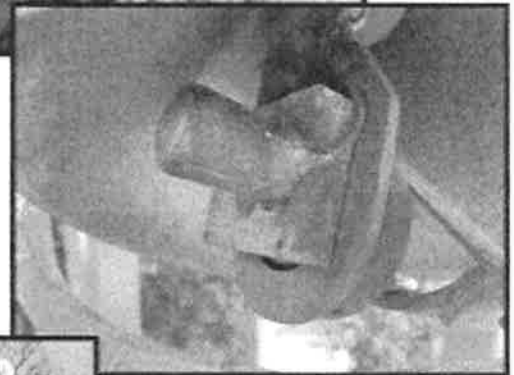
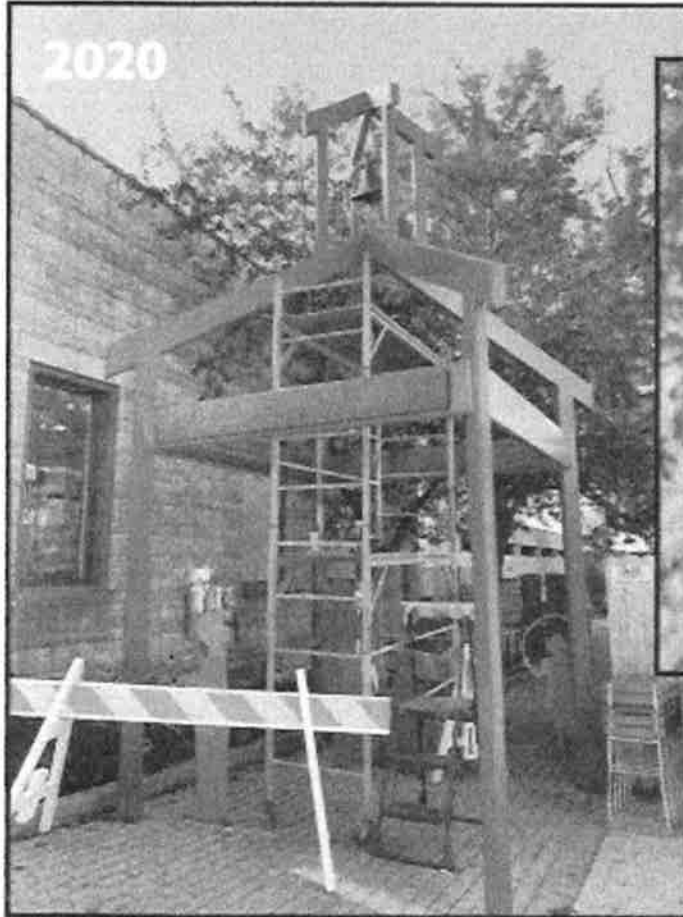


Above are examples of wall damages on the mural that were repaired, both upper and lower sections.

CENTURY WALK - 2020

"Golden Rule Days" 2020 - School Bell Repair & Maintenance

Re-wire and Re-program digital timer to Re-activatite school bell



2018 Restoration

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY

Date: 10/22/2020

PO#: Contract 1072

Amount \$ 7,600

Organization Name: Century Walk Corporation

batch Project Name: Naperville's Public Art Program - Maintenance

47 SP Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding): 3rd $\frac{1}{2}$ Final

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment. *

Receipts Invoices Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	_____	\$50,000
2. Sum of Past Claims Paid for this Project:	<u>\$42,400</u>	
3. Amount of This Request:	<u>\$7,600</u>	
4. Total Requests: (Line 2 + Line 3)	_____	\$50,000
5. Current Grant Balance: (Line 1 - Line 4)	_____	0

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Grant Fund Agreement between the City and ourselves, as the Grantee.

W. Brand Bobosky

Signature

October 15, 2020

Date

W. Brand Bobosky

Print Name

President

Title

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.

**Century Walk Corporation -
Public Arts Repair and Maintenance Projects 2020**

Project List - September 14, 2020

Cost

REMAINING PROJECTS (To be completed)

- | | |
|--|----------------|
| 1) "River Reveries" - (two ceramic benches) <i>Clean tiles and grout, repair cracks, repair broken tiles</i> | \$1,400 |
| 2) "Golden Rule Days" - <i>Touch Up painted figures and Metal Sculpture Level base on bricks lifting.</i> | \$800 |
| 3) "The Great Concerto" - <i>Repaint faded portraits and restore faded areas.</i> | \$1,600 |
| 4) "Naperville Loves A Parade" - <i>Repair chipped areas
Restore figures & portraits - Clean-up</i> | \$1,200 |
| 5) "Veterans Valor" - <i>Clean and Polish bronzo statues and remove stains and restore marbled base. Restore plaque.</i> | \$3,200 |

Total - \$8,200

Artist/ Public Art Curator - Dodie Mondero

**Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2020 (CY20)
January 1, 2020 – December 31, 2020**

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: Century Walk Corporation

Address: 34 W. Chicago Ave., Suite B

City/State/Zip Code: Naperville, IL 60540

Contact Person: W. Brand Bobosky

Phone Number: 630-355-5555

E-Mail: brand@boboskylaw.com

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain None

Handwritten notes:
CA \$42,000
N/A \$50,000
\$109,000

Section Two – Project/Event Information

Name of Project/Event: Century Walk Corporation Maintenance

Brief Description of Project/Event: Maintenance of Naperville's Public Art Program's 50 locations of art in place

Date of the Project/Event: FY2020

Amount of SECA Grant Award for CY19: 50,000.00

Number of Years the Project/Event has been in Existence: 25

Number of Years the Project/Event has received a SECA Grant: 15

In What Year Does Your Organization Anticipate No Longer Needing SECA Funding: N/A - as this is an ongoing project

The \$50,000 was split between several maintenance projects:

A Lifetime Together	Heartland Harvest
Pillars of the Community	Growth & Change
Parade of the Century	Parting the Prairie
River Reveries	River of Life
Golden Rule Days	Symbiotic Sojourn
The Great Concerto	Man's Search for Knowledge
Naperville Loves a Parade	
Veterans Valor	

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Challenges during implementation
- Modifications to original project/event
- If applying for 2021 grant funds, describe any changes that will be implemented.

Section Four – Project/Event Evaluation

What was the actual number of participants 1

How was the success and/or effectiveness of the project/event measured

Clerical assistance handled the paperwork required while the curator successfully repaired/painted/sealed/cleaned the art piccos that required immediate attention.

What were the expected outcomes of the project/event?

The restoration of the art pieces to their original state.

What were the actual accomplishments of the project/event?

Maintenance was completed on the public art locations identified by the Board of Directors on a priority basis.

How did you make the event affordable to as many participants as possible?

N/A

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

There are no changes as the entire SECA Maintenance award was used toward expenses incurred in the restoration of the above-named locations of art.

List all revenue sources and the amounts of funding received for this project/event in addition to the SECA Grant funds that were awarded.

City of Naperville (SECA) was the only provider of funds for 2019 maintenance.

If you did not receive full funding how did it influence your event?

N/A

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six - Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: Stefan Szotovsky

Title: President

CITY CLERK'S OFFICE USE ONLY

Reviewed by Special Events Coordinator

Submitted to SECA Commission

Date: _____

(Received stamp)

**CENTURY
WALK
PUBLIC ART
2018**

Review - (1521) Grant Application Review

Request

Name	Century Walk Corporation
Project Title	Naperville's Public Art Program
Project Description	<p>Other - Public Art Capital Improvement a) This will be our 22nd year before the City Council requesting money for public art. To this point, the total investment in Century Walk art is \$4,016,685. This investment has resulted in the recognition of the City Obligation for maintenance of \$50,000. We are asking in this application for one and a half that amount (\$75,000) so we can continue to complete and create public art well into this Century for thousands to enjoy entirely free of charge.</p> <p>b) In requesting continuing funding from the City, we need to emphasize that Century Walk's Public Art Program is not conducive to the conventional requirements of granting/monitoring public monies for essentially "one and done" projects such as Special Events or Performing Arts. Because our public art is permanent and we maintain and add to our collection yearly, we should be thought of as a Capital Improvement Project which requires a different application of the rules.</p> <p>We are asking that we be given credit for what we have done and award us the monies necessary to carry on our work. Please grant us the funds requested in our Project Abstract of \$75,000. To our thinking after 22 years of partnering with the City to produce a quality public art program, it would be most efficient to award Century Walk these funds as a Capital Project and let our Board anguish over how to spend it, rather than for the Advisory Commission and or Council to micromanage our actions in an arena that we have distinguished ourselves.</p>
Type of Support	Cultural Amenities
Project Objectives	<p>To answer this question Century Walk must again distinguish itself from the other applicants. We need to emphasize that as Naperville's Public Art Program we are basically the only annual applicant for funding that is a Capital Improvement Project and not a specific event requiring City Services or a performing arts amenity that will come and go. The Naperville community benefits from the nature of our public art which blends art with history, is permanent, available to everyone 24-7-365 without cost! No other applicant can make this claim. a) Century Walk's mission revised in 2006 is as follows: "To create culturally significant and diverse public art throughout Naperville in the Twenty-First Century." In pursuit of that mission over the past twenty-two years, we have created 48 locations for our public art valued at an initial cost of approximately \$4,016,685. As we move forward with our mission in this century, we envision two annual outcomes:</p> <ol style="list-style-type: none">1. Maintain our art to keep its superb quality, and2. Continue to create new art at public and private venues as we add to our collection. The ultimate outcome will be an enhancement of our culture by expanding our Naperville inspired history portrayed by our outstanding artists.

2018 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.

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? to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

General

2018SECApgA

Section One: General Information

All Applicants must complete this section

Organization Contact Person

Organization Name

Century Walk Corporation

Name of Project

Naperville's Public Art Program

Federal Employer Identification Number

364201074

Is your organization required to file a Federal 990 Form?

Indicate Yes or No

Yes

Organization Primary Contact

Prefix

Mr.

First Name

W. Brand

Last Name

Bobosky

Title

President

Telephone

Address

34 W. Chicago Avenue, Suite B

City

Naperville

State

IL

Zip Code

60540

E-mail

brand@boboskylaw.com

Administration

Who is responsible for the management of the project?

Check here if same as Organization Contact.

Yes

Prefix

Mr.

First Name

W. Brand

Last Name

Bobosky

Project Detail

Total Cost of Event or Project

126,700

Total SECA Funding Requested

(If applicable)

75,000

Cost of City Services Requested in this application

(if applicable)

0

Cost of Capital Funding Requested in this application

(if applicable)

75,000

Cash / City Services

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

Cash (100%)

Anticipated Attendance

1,000,000

Number of years the organization has been in existence

22

Number of years the project has been in existence

22

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

13

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

2017 - \$50,000

2016 - \$50,000

2015 - \$105,000

How many years does the organization anticipate requesting SECA funding?

3

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?

Our plans to make Century Walk self-sustaining are to continue to solicit private as well as public foundations and benefactors for funds to augment those received from SECA in order to obtain maximum development and enhancement of Naperville's Public Art Program. In fact, in the past 7 years 2011-2016 we have garnered over \$549,532.00 for a non-SECA average of \$78,504 per year.

We have received in our 22 years of creating public art over \$1,973,308 in cash or equivalent contributions (representing 49.1% of our \$4,016,685) NOTE: Neither of the private cash or in-kind contributions include the President's donation of his time, monies and business expertise to the corporation as a lawyer and Chief Executive Officer during its first sixteen years of existence estimated at \$18,000/year for a total of \$288,000.

Nevertheless, as a non-profit engaged solely in creating public art which is generally the first arena to suffer cut backs in philanthropic giving, we don't believe that we can be self sustaining. To create the capital improvements and to maintain them we need an annual commitment from the City (SECA) which was created to foster the culture we provide. The City has approved \$50,000 for maintenance of our public art as a City Obligation and this application is directed at an amount to create a Laughing Lincoln Sculpture at (\$75,000) at Central Park.

This will permit us to plan sufficiently ahead as we move forward with our Capital Improvement public art mission and Board of Director and President succession because we will know the City is committed to our mission and will enable us to continue to create and maintain public art as an important fabric of Naperville's twenty-first century culture.

Organizational Objectives and Evaluation

Please provide the following details:

- The measurable objectives of the organization
- How are the objectives tracked and evaluated

a) The measurable objectives of the Corporation are best determined by observing the 48 works of public art we have created over the past twenty-two years with an initial cost basis \$4,016,685. The first 35 are featured in our Hermes Award Winning coffee-table book by local author, Jini Leeds Clare, entitled Century Walk: Art Imitating History, which concludes with the 35th addition, the "Dick Tracy" sculpture dedicated in April, 2010, at the Naperville Township Offices.

b) Our objectives can also be tracked and evaluated best by reviewing not only the above, but also our soon to be distributed 2017 Brochure including 13 additional placements of public art in the seven years since publication of the book.

All of this is in addition to our dedication in 2011 of the Century Walk Gallery featuring Dick Tracy at the Naperville Township Offices and our partnership with the Riverwalk Commission in dedicating the Fallen Soldier sculpture at the Exelon Plaza on May 26, 2013. Neither of which are included in our public art collection but for which we invested \$10,000 and are mostly responsible.

Project Abstract

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

Century Walk as a cultural amenity is principally a Capital Improvement project that is seeking to add a 49th location to its public art collection at Central Park by creating a "Laughing Lincoln Sculpture" (\$75,000) with approximately an additional \$30,000 to be raised by the private sector.

Project Abstract

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

Naperville's Public Art Program has been managed for over 22 years by a volunteer board. SECA funding provides our bread and butter dollars in addition to monies raised from private sources of almost two million dollars (see sustainability page 4) all of which allows for payment of operating expenses such as web-site, auditing, legal, phone etc. Because our art is free to the public, it is difficult to obtain operational funds as almost all monies raised are specifically directed to creating/ maintaining the art. In short, we cannot exist without SECA funding and will be forced to liquidate within 24 months.

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 300 words or less, please describe the organization, including:

- a. Brief history
 - b. Mission statement
 - c. Demonstrated ability to carry out the project
- a. Century Walk Corporation was incorporated in the State of Illinois in 1996 as a non-profit organization and is a 501(c)3 corporation. This is now our fourteenth year requesting SECA funding and twenty-second requesting funding from the City Council.
 - b. Our revised Mission Statement adopted in 2006 for our Phase II provides: "The mission of Century Walk Corporation is to create culturally significant and diverse public art throughout Naperville in the Twenty-First Century." Hence we now have four art installations South of 75th Street and intend to create more throughout our entire community in the years ahead.
 - c. Undoubtedly our track record demonstrates our ability to carry out our mission. This is undeniably evidenced in our twenty-two years of creating permanent public art, without debt, as evidenced by reference to our Hermes Award Winning coffee-table book, Century Walk: Art Imitating History and afore-referenced 2017 Brochure which illustrates the 48 pieces of art now installed. We doubt that any organization competing for SECA funds other than the Naperville Municipal Band can match our sustained success over such a lengthy period or measure up to the SECA eligibility requirements as well as we do.

2.2 A. Project Category

Choose One

Cultural Amenities

2.2 B. Type of Event

For Example:

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

Other - Public Art Capital Improvement

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?
- a) This will be our 22nd year before the City Council requesting money for public art. To this point, the total investment in Century Walk art is \$4,016,685. This investment has resulted in the recognition of the City

Obligation for maintenance of \$50,000. We are asking in this application for one and a half that amount (\$75,000) so we can continue to complete and create public art well into this Century for thousands to enjoy entirely free of charge.

b) In requesting continuing funding from the City, we need to emphasize that Century Walk's Public Art Program is not conducive to the conventional requirements of granting/monitoring public monies for essentially "one and done" projects such as Special Events or Performing Arts. Because our public art is permanent and we maintain and add to our collection yearly, we should be thought of as a Capital Improvement Project which requires a different application of the rules.

We are asking that we be given credit for what we have done and award us the monies necessary to carry on our work. Please grant us the funds requested in our Project Abstract of \$75,000. To our thinking after 22 years of partnering with the City to produce a quality public art program, it would be most efficient to award Century Walk these funds as a Capital Project and let our Board anguish over how to spend it, rather than for the Advisory Commission and or Council to micromanage our actions in an arena that we have distinguished ourselves.

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)

Century Walk's art represents a permanent Capital Improvement amenity. A mural's expected life is twenty years before repainting is required. So too for our reliefs and mosaics. For our sculptures the life would be indefinite even though maintenance is required from time to time. We do maintain all of our art on an annual basis and obviously we have invested heavily in all 48 pieces and we will continue to do so with the annual \$50,000 City Obligation.

2.5 Proceeds

If the project is a fundraiser, explain who will receive the proceeds. Provide a list of organizations or individuals which received proceeds in the most recent year. (100 words or less)

Century Walk is Naperville's Public Art Program and does not fund raise per se. But with the City awarding us funds requested in this application we will be able to continue to create and add to our collection of Public Art as well as expand our Board and begin to raise monies from multiple sources.

Basically, going back through history, public art has been a function of royalty, religious organizations and government. In the United States we benefit from foundations, private benefactors and philanthropists and Century Walk is pursuing these additional sources of funds in addition to SECA/City assistance.

2.6 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)

Per the Project Abstract our 48 locations for our public art are throughout the Naperville community, particularly in close proximity to the downtown and also including 4 in South Naperville. The Sculpture that is the subject of this application will be situated near the downtown at Central Park.

Impact

Section Three: Impact to Naperville Community

3.1 Economic Benefit

In 200 words or less, please describe the economic benefit to local businesses and the Naperville community.

To economically benefit business and our community as a whole has been a major goal of Century Walk since its inception in 1995. By literally making "The Century Walk" a person is subtly led to a business/ educational/governmental location upon which the art is located or in close proximity. Many times, if the person is a visitor, it will be the first time to be exposed to same. Hopefully on occasion such a person will "inquire within" and maybe leave some SECA and/or sales tax dollars behind. Records show that fifty percent of SECA dollars come from non-Napervillians. We sincerely believe that we generate a sizable portion of sales and/or food and beverage tax over the years because we're always available to free viewing by consumers who then shop/eat in our stores and restaurants. Awarding us the monies requested is a very good investment for the City as we believe we earn it day in and day out and will continue to do so in the years ahead, especially with tourist draws such as the Dick Tracy sculpture, Naperville Loves a Parade mural and the five ceramic tile panels at the Water Street Development which were recently dedicated.

3.2 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?
 - a) Our target audience is everyone who resides in or visits our community every time they come upon one of our 48 locations of public art. Note that this is all inclusive of age, gender, race, religion and nationality. In fact, we're proud to call attention to the fact that the City denotes Century Walk Art on its downtown informational kiosk maps with "gold star" locaters.
 - b) When someone measures the number of stars in the sky Century Walk will be able to measure its target audience, i.e., how many citizens and visitors come upon our almost fifty locations of public art daily over twenty-two years?
 - c) Simply stated and most important, our 48 locations of public art cost nothing to view as they are FREE all day, every day, all year.
 - d) YES. After all we are Naperville's PUBLIC art Program!!!

3.3 Collaboration

In 200 words or less, please describe and list any collaborative arrangements that have been developed with other organizations to either fund or otherwise implement the project.

We collaborate with the Naperville Convention and Visitor's Bureau. They produce several publications which include our public art as they promote Naperville as a great community to live/work in www.visitnaperville.com. They will also distribute our 2017 Brochure featuring us as a Naperville Cultural Amenity to further induce people and businesses to visit/locate here.

Also, we partner with many teachers from public and private schools who take their art and/or local history classes literally on a "Century Walk" as part of their curriculum. Our continuing commitment to public art magnifies this learning experience in collaborating with Naperville not-for-profits (Naperville Area Humane Society; DuPage Children's Museum; Naperville Heritage Society; and Naperville YMCA), Private property owners (BNSF Railroad; BBM Incorporated; Euclid Lodge #65; Rubin Partnership and Marquette Properties) public entities (Naperville Public Libraries; Naperville Park District; and CUSD #203) and the entire community.

Century Walk's economic and cultural contribution to the City is further illustrated and amplified at our state of the art website www.centurywalk.org. Also our www.mcenturywalk.org site enables the public to add to their mobile device narrative descriptions of our art at over forty of our locations enabling the ultimate historical/cultural public art experience. These sites link to several others.

3.4 A. Project Objectives

How will this event or project benefit the Naperville community?

To answer this question Century Walk must again distinguish itself from the other applicants. We need to emphasize that as Naperville's Public Art Program we are basically the only annual applicant for funding that is a Capital Improvement Project and not a specific event requiring City Services or a performing arts amenity that will come and go. The Naperville community benefits from the nature of our public art which blends art with history, is permanent, available to everyone 24-7-365 without cost! No other applicant can make this claim.

3.4 B. Project Objectives/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) Century Walk's mission revised in 2006 is as follows: "To create culturally significant and diverse public art throughout Naperville in the Twenty-First Century." In pursuit of that mission over the past twenty-two years, we have created 48 locations for our public art valued at an initial cost of approximately \$4,016,685. As we move forward with our mission in this century, we envision two annual outcomes:

1. Maintain our art to keep its superb quality, and
 2. Continue to create new art at public and private venues as we add to our collection. The ultimate outcome will be an enhancement of our culture by expanding our Naperville inspired history portrayed by our outstanding artists.
- b) The SECA fund's mission is mirrored by Century Walk public art. In fact, we believe because our art is permanent and free 24-7-365, that we ARE a Special Event that keeps on giving as a Cultural Amenity. As such, Century Walk personifies in the most continuous and visual manner the cultural character that separates Naperville from other comparative communities.
- c) Public art, being permanent and available at all times, is imminently trackable. However, being art each individual piece is subjectively viewed and in the eye of the beholder evaluating it. We try to aid the process with our website www.centurywalk.org, our mobile website www.mcenturywalk.org and 2017 Brochure. We believe we measure up well to SECA standards by any evaluation method.

3.5 Accessibility

In 200 words of less, please describe the event accessibility plan, if applicable.

Century Walk's public art is by its nature readily accessible to the entire public all the time and therefore complies with the American's with Disabilities Act. It should be noted that persons with visual needs, including the disabled blind, enjoy much of our art as they can touch and truly "visualize" many of our pieces. In addition, our audio www.mcenturywalk.org enhances the experience of a visually impaired member of the public at over forty locations. With our public art being available visibly and audibly to everyone, every minute of every day, no one is disabled.

3.6 Environmental Sustainability Plan

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

We believe this question is non-applicable.

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

4.3 Partial Funding

Partial Funding

In 300 words or less, please describe the following:

- a. What would happen to the project if it did not receive SECA funds?
- b. How would partial funding affect the scope or scale of the project?
- c. At what funding level would the project not be possible?

a) Without SECA funding we will be unable to create new art. Our Board sees no point in keeping the corporation going if it is simply to maintain current art because that would be a complete compromise of its mission statement. In essence, without such funding the Corporation will more than likely be forced to liquidate (See Project Abstract (b) on page 5.)

b) Monies are being requested for only one project - the "Laughing Lincoln Sculpture" at Central Park. Certainly, if the total requested is not granted, the Board of Directors will have to make adjustments to raise replacement dollars from other sources as it has in the past years in order to create some new public art.

c) Partial funding would not be evidence of the commission's/council's recognition of our significant role in the culture of Naperville. This positive direction is important to our volunteer board and will enable us to expand it, seek out a successor to our President and carry on with the corporate mission of creating culturally significant and diverse public art throughout Naperville in the Twenty-First Century.

A new and expanded Board will enable us to raise monies from other foundations and benefactors and to generate monies for operational expenses such as salaries. Creating a Board with new ideas and energy will also enable Century Walk to adopt a plan of succession for its President who does not want to serve beyond another three years.

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

W. Brand Bobosky

Authorized Signer Title

President

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
Century Walk 501(c)3 Status.pdf

Most Recent Financials

Attach a copy of the most recently completed agency audit or annual financial statement
Century Walk Annual Report.pdf

Budget Worksheet

Please Complete a 2018 SECA Budget Worksheet and Upload Here
SECA Financial Document.pdf

Federal Form 990

Attach a copy of your most recent Federal 990 Form.
Century Walk form 990.pdf

Governing Body Authorization

A resolution or written endorsement by your governing body authorizing this application.
SECA Board Resolution.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.

DISCLOSURE OF INTEREST 2018.doc

2018SECApgZ

SECA Budget Worksheet

Please upload the Budget Worksheet to the end of your Gifts Online SECA Application

In the table below, please provide DETAILED information regarding the expenses and income for the proposed event/project
For each item, please indicate the total cost and how much of that cost is proposed to be paid for with SECA funds

Applicant/Agency Name:	Century Walk Corporation	
Total Project/Event Costs:	\$126,700 Estimate	
Name of Project/Event:	Laughing Lincoln Sculpture	
Total From All Sources:	\$126,700 Estimate	
Total SECA Funds Requested:	75,000	
Expenses in Order of Priority	Project/Event	SECA Request
Artist Fees/Honorarium	73,500	
Facility Fees		
Event Materials/Overhead	7,500	
Capital Purchase		
City Services		
Miscellaneous (List each item separately)		
R.F.P. from (4) Artists @ \$500 each	2,000	
Landscape Architects Signature Design	3,000	
Artist Extras Per Contract	7,000	
Installation Materials - Concrete Etc.	10,000	
Site work Landscaping	8,500	
Transportation	2,000	
Insurance	500	
Auditing	4,000	
Marketing and Advertising	4,300	
Contingency	4,400	
Total Expenses:	126,700	75,000
Project/Event Revenues: Income		
Sponsorship		
Donations 2017 SECA	25,000	
Ticket Sales		
SECA Grant	75,000	
Raffle		
Miscellaneous Initial D. Wehrli Memorial	6,000	
Contribution from over 40 citizens		
To be raised from community and on-line sources	20,700	

SECA Budget Worksheet

Please upload the Budget Worksheet to the end of your Gifts Online SECA Application

In the table below, please provide DETAILED information regarding the expenses and income for the proposed event/project
For each item, please indicate the total cost and how much of that cost is proposed to be paid for with SECA funds

Total Income:	126,700	
Annual In-Kind Contributions		
Professional Services and Board time and expertise		
TOTAL IN-KIND (\$15,000)		
Total In-Kind Contributions:		
Total Net Revenues:	126,700	

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 18 (CY18)
January 1, 2018 – December 31, 2018**

THIS AGREEMENT is entered into this 22nd day of FEBRUARY, 2018 by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **CENTURY WALK** (hereinafter, "Grantee"), an individual or organization, **34 WEST CHICAGO AVENUE, - SUITE B NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY18** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **NAPERVILLE'S PUBLIC ART PROGRAM**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

A. **Scope/Compensation.** The City agrees to make a reimbursement based grant in the amount not to exceed **\$23,500** to Grantee for **NAPERVILLE'S PUBLIC ART PROGRAM** described in Grantee's approved **CY18** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2018** and **December 31, 2018**. The funds shall be expended, and the project or service completed by **December 31, 2018**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2018**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY18** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Naperville's Public Art Program	\$75,000	\$23,500

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year's deficit, activities outside of the Naperville community, subsidy for an individual's academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City's Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any

accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
 3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
 4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.
- E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.
- F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

- A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.
- B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Naperville City Council.

Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.
- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.

- B. City services are defined as “the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities.”
- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. Grantee is responsible for providing the necessary number of volunteers for the event who meet the age requirements set by the City as is stated in the Letter of Understanding provided to Grantee by the Special Events Committee.
- E. If Grantee does not provide the amount of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY’S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.

City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE’S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

Doug Krieger
Signature
Doug Krieger
City Manager

ATTEST:

Pam Gallahue
Signature
Pam Gallahue, PhD
Director - City Clerk's Office

GRANTEE:

W. Brand Bobosky
Signature
Name: W. BRAND BOBOSKY
Title: President

ATTEST:

Ninette M. Vittori
Signature
Name: Ninette M. Vittori
Title: Paralegal



34 w chgo
Vendor 9816

Proj #
658626

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

Organization Name: Century Walk Corporation

Project Name: Public Art – Laughing Lincoln Sculpture

Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding): 1st

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other: Artist Agreement

STATUS OF FUNDS

- 1. Grant Amount Awarded: \$23,500
- 2. Sum of Past Claims Paid for this Project: 0
- 3. Amount of This Request: \$23,5000
Must be over \$1,000
- 4. Total Requests: (Line 2 + Line 3) \$23,500
- 5. Current Grant Balance: (Line 1 – Line 4) 0

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

W. Brand Bobosky

March 16, 2018

Signature

Date

W. Brand Bobosky

President

Print Name

Title

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.
If requesting salary reimbursement, please provide a copy of a system generated payroll report

**ARTIST AGREEMENT
BETWEEN
CENTURY WALK CORPORATION AND
DAVID ALAN CLARK**

1. Parties

The parties to this Contract are Century Walk Corporation, duly organized and existing under the laws of the State of Illinois, (hereinafter "Century Walk"), whose mailing address is 34 W. Chicago Avenue, Suite B, Naperville IL 60540 and David Alan Clark (hereinafter "Artist") whose mailing address is 753 South Second Street, Lander, Wyoming 82520.

2. Purpose of Agreement

The purpose of this Contract is to commission the Artist to produce the life-sized bronze sculpture titled "Laughing Lincoln," (hereinafter "Sculpture.") The Artist's original clay maquette will be used as the model for enlargement, which will then be cast in bronze. The Sculpture will resemble the original maquette allowing for minor discrepancies which the Artist may choose for added creativity and design and/or minor discrepancies in texture and form which result from the inability to perfectly replicate minuscule qualities in an enlarged version of the Sculpture.

3. Effective Date

This Contract is effective when all parties have executed it and all approvals have been granted. The term of this Contract shall be from July 1, 2017, through June 30, 2018.

4. Payment

For the work described in paragraph 2 above, Century Walk agrees to pay the total amount of \$73,000 (seventy-three thousand dollars) to Artist in accordance with paragraph (5) below, which shall include all materials, production and installation expenses except for rental/operation of the crane, preparation of the base and related labor. Artist shall bill, and Century Walk shall pay on an invoice basis. Final payment shall be tendered no more than 30 days after installation is complete and accepted by Century Walk. In no event shall the amount paid under this contract, including all materials and labor, exceed \$73,000 for the above-described Sculpture.

**ARTIST AGREEMENT
BETWEEN
CENTURY WALK CORPORATION AND
DAVID ALAN CLARK**

5. Century Walk Responsibilities

Century Walk shall:

A. Payment 1

Upon receipt of a proper invoice from the Artist and not later than October 31, 2017, advance 10% of the amount in paragraph (4) above; for costs for design and preliminary expenses.

B. Payment 2

Upon receipt of a proper invoice from the Artist and not later than January 31, 2018, pay 50% of the amount in paragraph (4) above for acquisition of materials, labor and special work services necessary for the mold making and full-service foundry casting for the Sculpture.

C. Payment 3

Upon installation and receipt of a proper invoice from the Artist and not later than June 1, 2018, pay the final 40% of the amount in paragraph (4) for transportation and delivery of Sculpture to 104 E. Benton Avenue, Naperville, Illinois (commonly known as Central Park and hereinafter as the "Site.")

D. Site Preparation

Provide all expenses, labor and equipment to prepare the site for the timely installation of the work, including landscaping and footings.

E. Permits

Secure and pay for all necessary permits, zoning variances and any other permits, fees and licenses necessary for completion and installation of the Sculpture.

**ARTIST AGREEMENT
BETWEEN
CENTURY WALK CORPORATION AND
DAVID ALAN CLARK**

I. Prior Approval.

This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract nor shall payment be made until this Contract has been reduced to writing and approved by all necessary authorities.

J. Risk of Loss.

Risk of loss shall remain with Artist until the Sculpture is completed and delivered to the Site.

K. Termination.

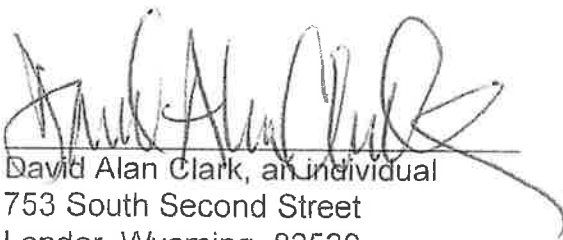
Either party may terminate this Contract for cause without liability in the event the other party fails to perform, provided the non-terminating party is first notified of the breach and a 60-day period to cure any breach that has occurred.

10. Signatures

In witness thereof, the parties to this Contract, through their duly authorized representatives, have executed this Contract on the days and dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The contract date is the date of the last signature affixed to this page.

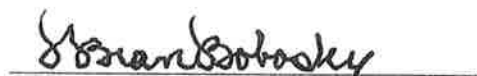
ARTIST



David Alan Clark, an individual
753 South Second Street
Lander, Wyoming 82520

307-332-0176

CENTURY WALK CORPORATION



W. Brand Bobosky, President
34 W. Chicago Avenue, Suite B
Naperville IL 60540

630-355-5553

DATED this 1st day of September, 2017

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RETAIN A COPY FOR YOUR RECORDS
CITY OF NAPERVILLE
FINANCE DEPARTMENT CHECK REQUEST

HOLD CHECK FOR PICKUP: Name: _____ Extension: _____

Vendor # : _____ 9816

Total Amount Requested: \$23,500.00 Date Requested: 03/23/18
(Enter Amounts in section below)

Requested By: Clerk/Portner

Make Check Payable To: Century Walk Corporation

Address: 34 West Chicago Avenue
Naperville, IL 60540

Does Vendor accept Credit Cards? Yes No

If YES please explain below why procurement card was not used:

Is this check request for over \$1,000? Yes No

If YES please state why a Purchase Order has not been entered:

Was advised to complete a Check Request for a one-time SECA reimbursement.

Project #	WF #	Job #	Account #	Amount	Invoice #	Inv. Date
658626	WF00		13144000	23,500.00		03/16/18
	WF00		561604			
	WF00					
	WF00					

Description:

SECA Reimbursement for CY18 - Century Walk Corporation - Public Art - Laughing Lincoln Statute for Central Park.
Account Number 13144000561604

Attach Appropriate Documentation:

Invoice Order Form Letter Mileage/MapQuest Other

I certify the goods or services described are a requirement of this agency, and that there is a sufficient budgeted amount within the specified accounts.

Tom Gallahue March 26, 2018
Department Approval Date

For Finance Dept. use only	
Financial Analyst (\$0 - \$5,000)	Date

Director of Finance (Over \$5,000) Date

Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2018 (CY18)
January 1, 2018 – December 31, 2018

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: Century Walk Corporation

Address: 34 W. Chicago Avenue, Suite B,

City/State/Zip Code: Naperville, IL 60540

Contact Person: W. Brand Bobosky

Phone Number: 630-355-5553

E-Mail: brand@boboskylaw.com

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain

Section Two – Project/Event Information

Name of Project/Event: Creation of "Laughing Lincoln" sculpture for Central Park Per Artist Agreement

Brief Description of Project/Event: Lincoln's connection with Naperville/DuPage County will be portrayed by his sculpture to be located at Central Park and dedicated to the City of Naperville, county and State of Illinois in Celebrating the State's 200th Anniversary of Statehood.

Date of the Project/Event: Sunday, December 2, 2018. Which is one day prior to the actual date the State was admitted to the union.

Amount of SECA Grant Award for CY18: \$23,500

Number of Years the Project/Event has been in Existence: Project 2 years, Corporation 22 years

Number of Years the Project/Event has received a SECA Grant: Since the beginning of SECA - 14 years

Number of Years the Organization Anticipates Requesting SECA Grant Money: Indefinitely for the creation and maintenance of Naperville's Public Art Program.

sponsorship
donate

12,000

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Challenges during implementation
- Modifications to original project/event
- If applying for 2019 grant funds, describe any changes that will be implemented.

We have signed an Agreement with the artist for \$73,000 and have received approximately \$48,000 from the City and will fund raise for the \$25,000 balance needed per the contract and also another \$25,000 needed for installation, lighting and landscaping etc.

Section Four – Project/Event Evaluation

What was the actual number of participants

How was the success and/or effectiveness of the project/event measured

N/A

What were the expected outcomes of the project/event?

A community awareness of local and national history in a celebration of statehood at the site of DuPage County's original county courthouse in 1839.

What were the actual accomplishments of the project/event?

Since the actual event the unveiling and dedication of the "Laughing Lincoln" sculpture won't occur until Sunday, December 1, 2018 this question cannot be answered, but we expect it to be a tremendous event continuing to create cultural and historical awareness for thousands for years to come.

How did you make the event affordable to as many participants as possible?

Because our public art is free 24/7/365 it is most affordable.

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

Because original monies requested over two years (\$75,000) were not awarded, it became necessary to raise funds from the public at large. It is hoped that we will be successful in doing so by the December 2, 2018 due date.

List all revenue sources used for this project/event in addition to the SECA Grant funds that were awarded.

Per prior question we hope to raise additional funds needed by holding two dedication events in conjunction with the State of Illinois 200th Anniversary of statehood: Dedication of the courthouse cornerstone at Central Park on Sunday, September 30, 2018 and dedication of the sculpture on Sunday, December 2, 2018 at Wentz Hall reception followed by a sculpture dedication at Central Park.

What financial resources, other than SECA Grant funds, will be available to sustain this program/event?

See answer to prior question.

If you did not receive full funding how did it influence your event?

Made us scramble as quality public art can be expensive and avenues to raise necessary funds are limited because the product (the Public Art) is free all day every day and, unlike many other non-profits, we have no admission charge. In short, capital improvements are a different breed when it comes to funding.

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six – Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: Suzanne Bosky

Title: President, Century Walk Corporation

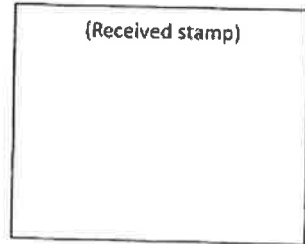
CITY CLERK'S OFFICE USE ONLY

Reviewed by Special Events Coordinator

Submitted to SECA Commission

Date: _____

(Received stamp)



Event Budget

TOTAL EXPENSES

Estimated Total	SECA Request	Actual Total (Final Report)
\$ 75,000.00	#####	\$ -

Site	Estimated Total	SECA Request	Actual Total
Venue Rental Fees	N/A		
Equipment	N/A		
Tables and Chairs	N/A		
Totals	\$ -	\$ -	\$ -

Program	Estimated Total	SECA Request	Actual Total
Artist Fees /Honorariums	75,000.00	75,000.00	
Royalty Fees			
Per contract with Artist for Laughing Lincoln Sculpture			
Totals	\$ 75,000.00	#####	\$ -

Event Materials			
N/A			
Totals	\$ -	\$ -	\$ -

City Services			
N/A			
Totals	\$ -	\$ -	\$ -

Marketing and Publicity			
N/A			
Totals	\$ -	\$ -	\$ -

Miscellaneous			
Costumes			
N/A			
Totals	\$ -	\$ -	\$ -

Catering			
N/A			
Totals	\$ -	\$ -	\$ -

Catering			
N/A			
Totals	\$ -	\$ -	\$ -

Event Budget

Estimated SECA Actual Total
Total Request (Final Report)

TOTAL REVENUE

\$ - - \$ - - \$ - -

Project/Event Revenue	Estimated	SECA	Actual
	Total	Request	Total
Sponsorshi N/A			
Tickets N/A			
Donations N/A			
Totals	\$ - -	\$ - -	\$ - -

SECA Grant	Estimated	SECA	Actual Total
	Total	Request	
N/A			
Totals	\$ - -	\$ - -	\$ - -

Miscellaneous	Estimated	SECA	Actual
	Total	Request	Total
N/A			
Totals	\$ - -	\$ - -	\$ - -

Other	Estimated	SECA	Actual Total
	Total	Request	
N/A			
Totals	\$ - -	\$ - -	\$ - -

Key:

Estimated Total = Entire Estimated Project Cost Before the Event
 SECA Request = Amount Requested Toward Total Event Cost
 Actual Total = Entire Project Cost After the Event has Occurred

**CENTURY
WALK
PUBLIC ART
2019**

**Note – No funds were
awarded for Public Art
in 2019**

Review - (1913) Grant Application Review

Request

Name	Century Walk Corporation
Project Title	Naperville's Public Art Program
Project Description	<p>Other - Public Art Capital Improvement a) If granted the money in this application we will close the private alleyway, between The Gap and Talbot's where our two Parade Murals are located, create a pedestrian promenade and install benches and a gateway arch. Signature Design Group, Inc. estimates a total of \$92,362.60: Demolition - Existing Pavement Removal/Hauling \$4,650.00; hardscape & Pavement - Sidewalks, Curbs, Apron, Pavers \$29,816.00; Site Furnishings - Metal Benches, Planters, Bollard \$28,000.00; Site Amenities -Gateway Arch, Speakers \$13,500.00; Design Fees \$ 8,000.00; Contingency \$ 8,396.60; TOTAL \$92,396.60</p> <p>b) To be installed and completed in 1st half of 2019 and enjoyed thereafter by hundreds of thousands of citizens and visitors.</p>
Type of Support	Cultural Amenities
Project Objectives	<p>To answer this question Century Walk must again distinguish itself from the other applicants. We need to emphasize that as Naperville's Public Art Program we are basically the only annual applicant for funding that is a Capital Improvement Project and not a specific event requiring City Services or a performing arts amenity that will come and go. The Naperville community benefits from the nature of our public art which blends are with history, is permanent, available to everyone 24-7-365 without cost! No other applicant can make this claim. a) Century Walk's mission revised in 2006 is as follows: "To create culturally significant and diverse public art throughout Naperville in the Twenty-First Century. "In pursuit of that mission over the past twenty-three years, we have created 48 locations for our public art valued at an initial cost of approximately \$4,016,685.</p> <p>As we move forward with our mission in this century, we envision two annual outcomes:</p> <ol style="list-style-type: none">1. Maintain our art to keep its superb quality, and2. Continue to create new art at public and private venues as we add to our collection. The ultimate outcome will be an enhancement of our culture by preserving and expanding our Naperville inspired history portrayed by our outstanding artists. <p>b) The SECA fund's mission is mirrored by Century Walk public art. In fact, we believe because our art is permanent and free 24-7-365, that we ARE a Special Event that keeps on giving as a Cultural Amenity. As such, Century Walk personifies in the most continuous and visual manner the cultural character that separates Naperville from other comparative communities.</p> <p>c) Public art, being permanent and available at all times, is imminently trackable. However, being art each individual piece is subjectively viewed and in the eye of the beholder evaluating it. We try to aid the process with our website www.centurywalk.org,</p>

	our mobile website www.mcenturywalk.org and Brochure. We believe we measure up well to SECA standards by any evaluation method.
Community Benefit	<p>a) Our target audience is everyone who resides in or visits our community every time they come upon one of our 48 locations of public art. Note that this is all inclusive of age, gender, race, religion and nationality. In fact, we're proud to call attention to the fact that the City denotes Century Walk Art on its downtown informational kiosk maps with "gold star" locaters.</p> <p>b) When someone measures the number of stars in the sky Century Walk will be able to measure its target audience, i.e., how many citizens and visitors come upon our almost fifty locations of public art daily over twenty-three years?</p> <p>c) Simply stated and most important, our 48 locations of public art cost nothing to view as they are FREE all day, every day all year.</p> <p>d) YES. After all we are Naperville's PUBLIC Art Program!!! Not only are we open to the public - we are FREE to the public!!!</p>
Ant Attendance	1,000,000
Project Budget	\$92,362.60
Requested Amount	\$90,000.00
Partial Funding	<p>2018 - \$23,500</p> <p>2017 - \$50,000</p> <p>2016 - \$50,000 a) Without SECA funding we will be unable to create new art or enhance existing art. Our Board sees no point in keeping the corporation going if it is simply to maintain current art because that would be a complete compromise of its mission statement. In essence, without such funding the Corporation will more than likely be forced to liquidate (See Project Abstract (b) on page 5.)</p> <p>b) Monies are being requested for only one project - the Pedestrian Promenade at Parade Plaza. Certainly, if the total requested is not granted, our new Board of Directors will have to make adjustments to raise replacement dollars from other sources as it has in the past years in order to create some new public art.</p> <p>c) Partial funding would not be evidence of the commission's/council's recognition of our significant role in the culture of Naperville. This positive direction is important to our volunteer board and will enable us to continue to expand it, seek out a successor to our President and carry on with the corporate mission of creating culturally significant and diverse public art throughout Naperville in the Twenty-First Century.</p> <p>Our new and expanded Board has enabled us to raise monies from other foundations and benefactors and to generate monies for operational expenses such as salaries. Creating a Board with new ideas and energy will also enable Century Walk to adopt a plan of succession for its President who does not want to serve beyond another two years.</p>

Years Supported by SECA	14
Years Anticip Seca Funding	2
Finance Detail Narrative	FY17 Request - \$200,000 Award - \$50,000 SY17 Request - \$101,500 Award - \$50,000 CY18 Request - \$75,000 Award - \$23,500
Last Grant Amount	\$23,500.00
Cash / City Services	Cash
Your Review	
Yes/No	Undecided
Suggested Amount	\$0.00
Review Long Notes	

2019 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.

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? to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

General

2018SECApgA

Section One: General Information

All Applicants must complete this section

Organization Contact Person

Organization Name

Century Walk Corporation

Name of Project

Naperville's Public Art Program

Federal Employer Identification Number

364201074

Is your organization required to file a Federal 990 Form?

Indicate Yes or No

Yes

Organization Primary Contact

Prefix

Mr.

First Name

W. Brand

Last Name

Bobosky

Title
President
Phone
630-355-5553
Address
34 W. Chicago Avenue, Suite B

City
Naperville
State
IL
Zip Code
60540
E-mail
brand@boboskylaw.com
Administration

Who is responsible for the management of the project?

Check here if same as Organization Contact.

Yes

Prefix

Mr.

First Name

W. Brand

Last Name

Bobosky

Project Detail

Total Cost of Event or Project

92362.60

Total SECA Funding Requested

(If applicable)

90000.00

Cost of City Services Requested in this application

(If applicable)

0

Cost of Capital Funding Requested in this application

(If applicable)

90000.00

Cash / City Services

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

Cash (100%)

Anticipated Attendance

1000000

Number of years the organization has been in existence

23

Number of years the project has been in existence

23

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

14

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

2018 - \$23,500

2017 - \$50,000

2016 - \$50,000

How many years does the organization anticipate requesting SECA funding?

2

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?

Our plans to make Century Walk self-sustaining are to continue to solicit private as well as public foundations and benefactors for funds to augment those received from SECA in order to obtain maximum development and enhancement of Naperville's public art program. In fact, in the past 8 years 2011-2017 we have garnered over \$549,532.00 for a non-SECA fund average of \$78,504 per year.

In the latter half of 2018 we have two major fund raising projects which are planned to enable us to raise a like amount to the above referenced 8 year average - \$75,000: A "Laughing Lincoln" Jubilee on Sunday, September 30, 2018 at Central Park and a Bicentennial Birthday Bash on Sunday December 2, 2018 at Wentz Concert Center at North Central College. Both events will feature a dedication - the former of the DuPage County Court House Cornerstone and the latter of the sculpture of "Laughing Lincoln" who will be seated on the cornerstone for posterity.

To enhance our sustainability we have received over \$1,973,308 in cash or equivalent contributions (representing 49.1% of our \$4,016,685) in our 23 years of creating public art. NOTE: Neither of the private cash or in-kind contributions include the President's donation of his time, monies and business expertise to the corporation as a lawyer and Chief Executive Officer during its first sixteen years of existence estimated at \$18,000/year for a total of \$288,000.

However, as a non-profit engaged solely in creating public art which is generally the first area to suffer cut backs in philanthropic giving and because we are free to the public, we don't believe that we can be self-sustaining. To create the capital improvements and to maintain them we need an annual commitment from the City (SECA) which was created to foster the culture we provide. The City has approved \$50,000 for maintenance of our public art as a City Obligation and this application is directed at an amount to create a "Pedestrian Promenade" at "Parade Plaza" for (\$92,262.60) in the alley way west of Main Street between The Gap and Talbots.

This will permit us to plan sufficiently ahead as we move forward with our Capital Improvement public art mission and Board of Director and President succession because we will know the City is committed to our mission and will enable us to continue to create and maintain public art as an important fabric of Naperville's twenty-first century culture.

Organizational Objectives and Evaluation

Please provide the following details:

- The measurable objectives of the organization
- How are the objectives tracked and evaluated

a) The measurable objectives of the Corporation are best determined by observing the 48 works of public art we have created over the past twenty-three years with an initial cost basis \$4,016,685. The first 35 are featured in our Hermes Award Winning coffee-table book by local author, Jini Leeds Clare, entitled Century Walk: Art Imitating History, which concludes with the 35th addition, the "Dick Tracy" sculpture dedicated in April, 2010, at the Naperville Township Offices.

b) Our objectives can also be tracked and evaluated best by reviewing not only the above, but also our Brochure including 13 additional placements of public art in the eight years since publication of the book.

All of this is in addition to our dedication in 2011 of the Century Walk Gallery featuring Dick Tracy at the Naperville Township Offices and our partnership with the Riverwalk Commission in dedicating the Fallen Soldier sculpture at the Exelon Plaza on May 26, 2013. Neither of which are included in our public art collection but for which we invested \$10,000 and are mostly responsible.

Project Abstract

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

Our 130 ft long, 18 ft high mural "Naperville Loves a Parade" is directly across the present alleyway from our mural "The Parade of the Century", at Parade Plaza west of Main Street in downtown Naperville. We have invested over \$260,000 of private funds of the \$330,000 total in this project and have it insured for \$400,000. If granted the money in this application we will close the alleyway, create a pedestrian promenade and install benches and a gateway arch. Signature Design Group, Inc. estimates a total of \$92,352.60.

Project Abstract

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

Naperville's Public Art Program has been managed for over 23 years by a volunteer board. SECA funding provides our bread and butter dollars in addition to monies raised from private sources of almost two million dollars (see sustainability page 4) all of which allows for payment of operating expenses such as web-site, auditing, legal, phone etc.

Because our art is free to the public, it is difficult to obtain operational funds as almost all monies raised are specifically directed to creating/maintaining the art. We cannot exist without SECA funding and will be forced to liquidate within 24 months.

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 300 words or less, please describe the organization, including:

a. Brief history

b. Mission statement

c. Demonstrated ability to carry out the project

a) Century Walk Corporation was incorporated in the State of Illinois in 1996 as a non-profit organization and is a 501(c)3 corporation. This is now our fifteenth year requesting SECA funding and twenty-third requesting funding from the City Council.

b) Our revised Mission Statement adopted ten years after our founding in 2006 for our Phase II provides: "The mission of Century Walk Corporation is to create culturally significant and diverse public art throughout Naperville in the Twenty-First Century." Hence we now have four art installations South of 75th Street and intend to create more throughout our entire community in the years ahead.

c) Undoubtedly our track record demonstrates our ability to carry out our mission. This is undeniably evidenced in our twenty-three years of creating permanent public art, without debt, as evidenced by reference to our Hermes Award Winning coffee-table book, Century Walk: Art Imitating History and afore-referenced Brochure which illustrates the 48 locations of public art now within our collection. We doubt that any organization competing for SECA funds other than the Naperville Municipal Band can match our sustained success over such a lengthy period or measure up to the SECA eligibility requirements as well as we do.

2.2 A. Project Category

Choose One

Cultural Amenities

2.2 B. Type of Event

For Example:

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

Other - Public Art Capital Improvement

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?

a) If granted the money in this application we will close the private alleyway, between The Gap and Talbot's where our two Parade Murals are located, create a pedestrian promenade and install benches and a gateway arch. Signature Design Group, Inc. estimates a total of \$92,362.60: Demolition - Existing Pavement Removal/Hauling \$4,650.00; hardscape & Pavement - Sidewalks, Curbs, Apron, Pavers \$29,816.00; Site Furnishings - Metal Benches, Planters, Bollard \$28,000.00; Site Amenities - Gateway Arch, Speakers \$13,500.00; Design Fees \$ 8,000.00; Contingency \$ 8,396.60; TOTAL \$92,396.60

b) To be installed and completed in 1st half of 2019 and enjoyed thereafter by hundreds of thousands of citizens and visitors.

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)

Century Walk's art represents a permanent Capital Improvement amenity. A mural's expected life is twenty years before repainting is required. So too for our reliefs and mosaics. For our sculptures the life would be indefinite even though maintenance is required form time to time. We do maintain all of our art on an annual basis and obviously we have invested heavily in all 48 locations and we will continue to do so with the annual \$50,000 City Obligation.

2.5 Proceeds

If the project is a fundraiser, explain who will receive the proceeds. Provide a list of organizations or individuals which received proceeds in the most recent year. (100 words or less)

As Naperville's Public Art Program Century Walk has not fund-raised per se. Over the past year we have begun implementation of enlarging our board from three to ten and are engaged in major fund raising efforts culminating in a Bicentennial Birthday Bash at Wentz Concert Hall on December 2, 2018 the day before the State of Illinois celebrates its 200th Birthday.

Public art has been a function of royalty, religious organizations and government. In the United States we benefit from foundations, private benefactors and philanthropists and Century Walk is pursuing these additional sources of funds in addition to SECA/City assistance.

2.6 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)

Per the project abstract our 48 locations for our public art are throughout the Naperville community, particularly in close proximity to the downtown and also including 4 in South Naperville. The Pedestrian Promenade that is the subject of this application will be the enhancement of the alleyway at Parade Plaza west of Main Street between Talbots and The Gap retail store.

Impact

Section Three: Impact to Naperville Community

3.1 Economic Benefit

In 200 words or less, please describe the economic benefit to local businesses and the Naperville community.

To economically benefit business and our community as a whole has been a major goal of Century Walk since its inception in 1995. By literally making "The Century Walk" a person is subtly led to a business/educational/governmental location upon which the art is located or in close proximity. Many times, if the person is a visitor, it will be the first time to be exposed to same. Hopefully on occasion such a person will "inquire within" and maybe leave some SECA and/or sales tax dollars behind. Records show that fifty percent of SECA dollars come from non-Napervilleans. We sincerely believe that we generate a sizable portion of sales and/or food and beverage tax over the years because we're always available to free viewing by consumers who then shop/eat in our stores and restaurants. Awarding us the monies requested is a very good investment for the City as we believe we earn it day in and day out and will continue to do so in the years ahead, especially with tourist draws such as the Dick Tracy sculpture, Naperville Loves a Parade mural (greatly enhanced by completion of our Pedestrian Promenade which is the subject of this application).

3.2 Community-Wide Benefit

In 300 words or less, please explain the following:

- Who is the target audience?
 - How do you measure your target audience?
 - What is the cost to attend?
 - Is your event open to the public?
- a) Our target audience is everyone who resides in or visits our community every time they come upon one of our 48 locations of public art. Note that this is all inclusive of age, gender, race, religion and nationality. In fact, we're proud to call attention to the fact that the City denotes Century Walk Art on its downtown informational kiosk maps with "gold star" locaters.
- b) When someone measures the number of stars in the sky Century Walk will be able to measure its target audience, i.e., how many citizens and visitors come upon our almost fifty locations of public art daily over twenty-three years?
- c) Simply stated and most important, our 48 locations of public art cost nothing to view as they are FREE all day, every day all year.
- d) YES. After all we are Naperville's PUBLIC Art Program!!! Not only are we open to the public - we are FREE to the public!!!

3.3 Collaboration

In 200 words or less, please describe and list any collaborative arrangements that have been developed with other organizations to either fund or otherwise implement the project.

We collaborate with the Naperville Convention and Visitor's Bureau. They produce several publications which include our art as they promote Naperville as a great community to live/work in www.visitnaperville.com. They also distribute our Brochure featuring us as a Naperville Cultural Amenity to further induce people and business to visit/locate here.

Also, we partner with many teachers from public and private schools who take their art and/or local history classes literally on a "Century Walk" as part of their curriculum. Our continuing commitment to public art magnifies this learning experience in collaborating with Naperville not-for-profits (Naperville Area Humane Society; DuPage Children's Museum; Naperville Heritage Society; and Naperville YMCA), private property owners (BNSF Railroad; BMM Incorporated; Euclid Lodge #65; Rubin Partnership and Marquette Properties) public entities (Naperville Public Libraries; Naperville Park District; and CUSD #203) and the entire community.

Century Walk's economic and cultural contribution to the City is further illustrated and amplified at our state of the art website www.centurywalk.art. Also our www.mcenturywalk.org site enables the public to add to their mobile device narrative descriptions of our art at over forty of our locations enabling the ultimate historical/cultural public art experience. These sites link to several others.

3.4 A. Project Objectives

How will this event or project benefit the Naperville community?

To answer this question Century Walk must again distinguish itself from the other applicants. We need to emphasize that as Naperville's Public Art Program we are basically the only annual applicant for funding that is a Capital Improvement Project and not a specific event requiring City Services or a performing arts amenity that will come and go. The Naperville community benefits from the nature of our public art which blends are with history, is permanent, available to everyone 24-7-365 without cost! No other applicant can make this claim.

3.4 B. Project Objectives/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) Century Walk's mission revised in 2006 is as follows: "To create culturally significant and diverse public art throughout Naperville in the Twenty-First Century." In pursuit of that mission over the past twenty-three years, we have created 48 locations for our public art valued at an initial cost of approximately \$4,016,685.

As we move forward with our mission in this century, we envision two annual outcomes:

1. Maintain our art to keep its superb quality, and
 2. Continue to create new art at public and private venues as we add to our collection. The ultimate outcome will be an enhancement of our culture by preserving and expanding our Naperville inspired history portrayed by our outstanding artists.
- b) The SECA fund's mission is mirrored by Century Walk public art. In fact, we believe because our art is permanent and free 24-7-365, that we ARE a Special Event that keeps on giving as a Cultural Amenity. As such, Century Walk personifies in the most continuous and visual manner the cultural character that separates Naperville from other comparative communities.
- c) Public art, being permanent and available at all times, is imminently trackable. However, being art each individual piece is subjectively viewed and in the eye of the beholder evaluating it. We try to aid the process with our website www.centurywalk.org, our mobile website www.mcenturywalk.org and Brochure. We believe we measure up well to SECA standards by any evaluation method.

3.5 Accessibility

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

Century Walk's public art is by its nature readily accessible to the entire public all the time and therefore complies with the American's with Disabilities Act. It should be noted that persons with visual needs, including the disabled blind, enjoy much of our art as they can touch and truly "visualize" many of our pieces. In addition, our audio www.mcenturywalk.org enhances the experience of a visually impaired member of the public at over forty locations. With our public art being available visibly and audibly to everyone, every minute of every day, no one is disabled.

3.6 Environmental Sustainability Plan

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

We believe this question is non-applicable.

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

4.3 Partial Funding

Partial Funding

In 300 words or less, please describe the following:

- a. What would happen to the project if it did not receive SECA funds?
- b. How would partial funding affect the scope or scale of the project?
- c. At what funding level would the project not be possible?

a) Without SECA funding we will be unable to create new art or enhance existing art. Our Board sees no point in keeping the corporation going if it is simply to maintain current art because that would be a complete compromise of its mission statement. In essence, without such funding the Corporation will more than likely be forced to liquidate (See Project Abstract (b) on page 5.)

b) Monies are being requested for only one project - the Pedestrian Promenade at Parade Plaza. Certainly, if the total requested is not granted, our new Board of Directors will have to make adjustments to raise replacement dollars from other sources as it has in the past years in order to create some new public art.

c) Partial funding would not be evidence of the commission's/council's recognition of our significant role in the culture of Naperville. This positive direction is important to our volunteer board and will enable us to continue to expand it, seek out a successor to our President and carry on with the corporate mission of creating culturally significant and diverse public art throughout Naperville in the Twenty-First Century.

Our new and expanded Board has enabled us to raise monies from other foundations and benefactors and to generate monies for operational expenses such as salaries. Creating a Board with new ideas and energy will also enable Century Walk to adopt a plan of succession for its President who does not want to serve beyond another two years.

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

W. Brand Bobosky
Authorized Signer Title
President

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

Century Walk 501(c)3 Status.pdf

Most Recent Financials

Attach a copy of the most recently completed agency audit or annual financial statement

Century Walk 2017 Financial Statement.pdf

Budget Worksheet

Please Complete a 2019 SECA Budget Worksheet and Upload Here

Century Walk Budget.pdf

Federal Form 990

Attach a copy of your most recent Federal 990 Form.

Century Walk 2017 990.pdf

Governing Body Authorization

A resolution or written endorsement by your governing body authorizing this application.

Century Walk Minutes.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.

Century Walk Disclosure of Interest.pdf

2018SECAp2

Event Budget

	Estimated Total	SECA Request	Actual Total (Final Report)
TOTAL EXPENSES:	\$ 75,000.00	#####	\$ -

		Estimated Total	SECA Request	Actual Total
Site				
Venue Rental Fees	N/A			
Equipment	N/A			
Tables and Chairs	N/A			
Totals		\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
Program			
Artist Fees /Honorariums	75,000.00	75,000.00	
Royalty Fees			
Per contract with Artist for Laughing Lincoln Sculpture			
Totals	\$ 75,000.00	#####	\$ -

		Estimated Total	SECA Request	Actual Total
Event Materials				
N/A				
Totals		\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
City Services			
N/A			
Totals	\$ -	\$ -	\$ -

		Estimated Total	SECA Request	Actual Total
Marketing and Publicity				
N/A				
Totals		\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
Miscellaneous:			
Costumes			
N/A			
Totals	\$ -	\$ -	\$ -

		Estimated Total	SECA Request	Actual Total
Catering				
N/A				
Totals		\$ -	\$ -	\$ -

Event Budget

	Estimated Total	SECA Request	Actual Total (Final Report)
TOTAL REVENUE	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
Project/Event Revenue			
Sponsorshi N/A			
Tickets N/A			
Donations N/A			
Totals	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
SECA Grant			
N/A			
Totals	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
Miscellaneous			
N/A			
Totals	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Total
Other			
N/A			
Totals	\$ -	\$ -	\$ -

Key:

Estimated Total = Entire Estimated Project Cost Before the Event
 SECA Request = Amount Requested Toward Total Event Cost
 Actual Total = Entire Project Cost After the Event has Occurred

**CENTURY
WALK
PUBLIC ART
2020**

2020 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.

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 to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

General

2018SECApgA

Section One: General Information

All Applicants must complete this section

Organization Contact Person

Organization Name

Century Walk Corporation

Name of Project

Naperville's Public Art Program

Federal Employer Identification Number

36-4201074

Is your organization required to file a Federal 990 Form?

Indicate Yes or No

Yes

Organization Primary Contact

Prefix

Mr.

First Name

W. Brand

Last Name

Bobosky

Title

President

Phone

630-355-5553

Address

34 W. Chicago Avenue, Suite B

City

Naperville

State

IL

Zip Code

60540

E-mail

brand@boboskylaw.com

Administration

Who is responsible for the management of the project?

Check here if same as Organization Contact.

Yes

Prefix

Mr.

First Name

W. Brand

Last Name

Bobosky

Project Detail

2020 SECA Theme

The Theme For CY20 is "Come Together". Explain How Your Project Relates to This Year's Theme:

Century Walk will be celebrating 25 years as Naperville's Public Art Program in 2020. Our art whatever the medium, tells a story about a particularly significant person, place or event reflecting Naperville's history since founded in 1831. In brief, it is "Art with a Story". What better way to "COME TOGETHER" than by viewing our art which is available and free to everyone 24-7-365?

In 2020 we intend to continue to "COME TOGETHER" by creating art at Jaycees' Park and relocating "The Printed Word" mural in the DOWNTOWN. We are also exploring partnering with the Park District to establish a public art element at Frontier Park and/or Wolf's Crossing Park, both in SOUTH NAPERVILLE.

In addition, we are working with the Naperville Fire Department in enhancing the Fireman's Memorial Plaza WEST OF THE RIVERWALK at Jefferson Avenue for the 50th anniversary of the tragedy that took three fire fighters lives as well as working with the League of Women Voters as they celebrate their 100th Anniversary.

Finally, we are in the process of completing a contract with the developers of City Gate West whereby we will create two additional locations next year in NORTH NAPERVILLE. The Agreement will also provide for many more additions to our public art over future years as the development proceeds through to completion.

With our public art popping up all over the City in the immediate future and beyond, we will enable Naperville's North, South, East and West to "COME TOGETHER".

Total Cost of Event or Project

120000.00

Total SECA Funding Requested

(If applicable)

120000.00

Cost of City Services Requested in this application

(if applicable)

0

Cost of Capital Funding Requested in this application

(if applicable)

120000.00

Cash / City Services

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

Cash (100%)

Anticipated Attendance

1000000

Number of years the organization has been in existence

25

Number of years the project has been in existence

26

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

15

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

2019 - None

2018 - \$23,500.00 for Laughing Lincoln

2017 - \$50,000.00 for Laughing Lincoln

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

2030

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?

Our plans to make Century Walk self-sustaining are to continue to solicit private as well as public foundations and benefactors for funds to augment those received from SECA in order to obtain maximum development and enhancement of Naperville's Public Art Program. In fact, in the past 9 years 2011-2018 we have garnered over \$609,532 (including in excess of \$60,000 raised in 2018 for the Bicentennial Birthday Bash) for a non-SECA fund average of \$67,726 per year.

To enhance our sustainability in our 24 years of creating public art we have received over \$2,033,308 in cash or equivalent contributions (representing 49.3% of our total capital improvement investment of \$4,126,685). NOTE: Neither of the private cash or in-kind

contributions include the President's donation of his time, monies and business expertise to the corporation as a lawyer and Chief Executive Officer during its first sixteen years of existence estimated at \$18,000/year for a total of \$288,000.

However, as a non-profit engaged solely in creating public art which is generally the first area to suffer cut backs in philanthropic giving and because we are free to the public with never an admission charge, we don't believe that we can be self sustaining. To create the capital improvements and to maintain them we need an annual commitment from the City (SECA) which was created to foster the culture we provide.

The City has approved \$50,000 for maintenance of our public art as a SECA City Obligation and this application is directed at an amount of \$120,000.00 to create additional public art with themes and locations determined by our Board of Directors in concert with the respective property owners as indicated in the Project Abstract a) which immediately follows.

Project Abstract

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

We are seeking a Capital Improvement Award of \$120,000.00 to enable us to create two or more public art locations:

Two SOUTH at 95th Street Frontier Park and Wolf's Crossing Park;
Two DOWNTOWN at Jaycees' Park and Rubin Partnership Properties; and
Two NORTH at City Gate West.

Themes: (at locations T/B/D)

One in partnership with the Naperville Fire Department completing Firemen's Memorial Park;
and

One in partnership with the League of Women Voters celebrating their 100th Anniversary.

Our Board will be flexible as it negotiates art location, concepts, artists and monies with each respective property owner, as we "COME TOGETHER".

Project Abstract

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

Naperville's Public Art Program has been managed for over 24 years by a volunteer board. SECA funding provides our bread and butter dollars in addition to monies raised from private sources of almost two million dollars (see sustainability page 4) all of which allows for payment of operating expenses such as web-site, auditing, office rental, legal, phone etc.

Because our art is free to the public it is difficult to obtain operational funds as almost all monies raised are specifically directed to creating/maintaining the art. Another year without SECA funding and we'll be forced to liquidate within 12 months.

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
- a) Century Walk Corporation was incorporated in the State of Illinois in 1996 as a non-profit organization and is a 501(c)3 corporation. This is now our sixteenth year requesting SECA funding and twenty-fourth requesting funding from the City Council.
- b) Our revised Mission Statement adopted ten years after our founding in 2006 for our Phase II provides: "The mission of Century Walk Corporation is to create culturally significant and diverse public art throughout Naperville in the Twenty-First Century." Hence we now have four art installations South of 75th Street and intend to create at least two more throughout our entire community in 2020 per our Project Abstract on page 5 hereof.
- c). Undoubtedly our track record demonstrates our ability to carry out our mission. This is undeniably evidenced in our twenty-four years of creating a collection of permanent public art, without debt, at 50 locations and valued at over \$4M. We doubt that any organization competing for SECA funds other than the Naperville Municipal Band can match our sustained success over such a lengthy period or measure up to the SECA eligibility requirements as well as we do.

2.2 A. Project Category

Choose One

Cultural Amenities

2.2 B. Type of Event

For Example:

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

Other - Public Art Capital Improvement

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?
- a) In providing a "project description" it is essential that the essence of what Century Walk does is fully understood. For 24 years now we have created public art throughout Naperville and have

50 dedicated locations within our collection. As noted on Page 3 hereof under the 2020 SECA theme of "Come Together", we believe that we have done just that with our public art depicting significant local people, places and events in our city's history.

In early years before the City Council the process was to approve funding based upon our performance over the preceding year(s). Now SECA requires more specificity with what we are going to create. We are requesting a reversion in 2020 to a more generic award because our "project" includes eight possibilities for theming and locating public art as stated in the project abstract on page 5 hereof including several property owners and partnering organizations. Basically, over the next several months our "project" is in a status of flux.

Our only certainty is our Agreement with the developers at City Gate West to fund two installations upon their property by October 1, 2020. Further, we will be working with the others enumerated in this application to partner with them in establishing additional public art.

We trust that after twenty-four years our need to be flexible and that we only receive awarded monies after invoices are approved by SECA is understood. You can be assured that monies awarded will be used only toward two or more of the above referenced themes/locations in pursuing our mission.

b) Two or more public art locations to be dedicated not later than October 1, 2020 and enjoyed thereafter by hundreds of thousands of citizens and visitors.

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)

Century Walk art represents a permanent Capital Improvement amenity. A mural's expected life is twenty years before repainting is required. So too for our reliefs and mosaics. For our sculptures the life would be indefinite even though maintenance is required from time to time. Our curator, Mondero Studios, Inc. supervises the maintenance on an annual basis and we will continue to maintain our quality with the annual \$50,000 SECA City Obligation.

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)

Per the Project Abstract our 50 locations for our public art are throughout the Naperville community, particularly in close proximity to the downtown and also include 4 in South Naperville. At the close of 2020 we will be adding at least three more in North Naperville as we continue employing public art to "COME TOGETHER" as a community.

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). Our target audience is everyone who resides in or visits our community every time they come upon one of our 50 location of public art. Note that this is all inclusive of age, gender, race, religion and nationality. In fact, we're proud to call attention to the fact that the City denotes Century Walk Art on its downtown informational kiosk maps with "gold star" locaters further enabling our community to "COME TOGETHER".
- b) When someone measures the number os stars in the sky Century Walk will be able to measure its target audience, i.e., how many citizens and visitors come upon our fifty locations of public art daily over twenty-four years; How many students become familiar with our local history via school programs or the Naperville Trolley tours: How many homebound make a "virtual" tour via our website www.centurywalk.org?
- c) Simply stated and most important, our 50 locations of public art cost nothing to view as they are FREE TO EVERYONE: all day - every day - all year!
- d). YES. After all we are Naperville's PUBLIC ART PROGRAM!!! Not only are we open to the public - we are FREE to the public!!! And it is this ironic aspect of Public Art, that it is free to the public, that creates the need for SECA funds - we do not charge admission and therefore, we must rely on private and public SECA funding to continue to exist.

3.2 A. Project Objectives

How will this event or project benefit the Naperville community?

To answer this question Century Walk must again distinguish itself from other applicants. We need to emphasize that as Naperville's Public Art Program we are basically the only annual applicant for funding that is a Capital Improvement Project and not a specific event requiring City Services or a performing arts amenity that will come and go. The Naperville community benefits from the nature of our public art which blends art with history, is permanent, available to everyone 24-7-365 without cost! No other applicant can make this claim.

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). Century Walk's mission revised after ten years of operation in 2006 is as follows: "To create culturally significant and diverse public art throughout Naperville in the Twenty-First Century."

In pursuit of that mission over the past twenty-four years, we have created 50 locations for our public art valued at an initial cost of approximately \$4,126,685.

As we move forward with our mission in this century, we envision two annual outcomes:

1. Maintain our art to keep its superb quality, and
 2. Continue to create new art at public and private venues as we add to our collection. The ultimate outcome will be an enhancement of our culture by preserving and expanding our Naperville inspired history portrayed by our outstanding artists and yet another jewel in the city's cultural crown.
- b). The SECA fund's mission is mirrored by Century Walk public art. In fact, we believe because our art is permanent and free 24-7-365, that we ARE a Special Event that keeps on giving as a Cultural Amenity. As such, Century Walk personifies in the most continuous and visual manner the cultural character that separates Naperville from other comparative communities.
- c). Public art, being permanent and available at all times, is imminently trackable. However, being art each individual piece is subjectively viewed and in the eye of the beholder evaluating it. We try to aid the process with our website www.centurywalk.org, our mobile website www.mcenturywalk.org and Brochures with maps included. We believe we measure up well to SECA standards by any evaluation method and that we are the one non-profit with the best return of monies to our community - we are the Cultural Amenity that keeps on giving!

3.4 Accessibility

In 200 words of less, please describe the event accessibility plan, if applicable.

Century Walk's public art is by its nature readily accessible to the entire public all the time and therefore complies with the American's with Disabilities Act. It should be noted that persons with visual needs, including the disabled blind, enjoy much of our art as they can touch and truly "visualize" many of our pieces. In addition, our audio www.mcenturywalk.org enhances the experience of a visually impaired member of the public at over forty locations. With our public art being available visibly and audibly to everyone, in person or via the internet at www.centurywalk.org every minute of every day, no one is disabled. And it's free to boot!

3.5 Environmental Sustainability Plan

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

We believe this question is not-applicable to Century Walk - Naperville's Public Art Program.

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

W. Brand Bobosky

Authorized Signer Title

President

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
501(c)3 Status.pdf

Most Recent Financials

Attach a copy of the most recently completed agency audit or annual financial statement
Year end financial statement.pdf

Budget Worksheet

Please Complete a 2019 SECA Budget Worksheet and Upload Here
CY20 Budget Worksheet for Application.xlsx

Federal Form 990

Attach a copy of your most recent Federal 990 Form.
Century Walk Form 990.pdf

Governing Body Authorization

A resolution or written endorsement by your governing body authorizing this application.
Century Walk's Boards SECA Approval.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.

Century Walk's Disclosure of Interest.pdf

2018SECApgZ

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 20 (CY20)
January 1, 2020 – December 31, 2020**

THIS AGREEMENT is entered into this _____ day of _____, **2020** by and between the City of Naperville (hereinafter, the “City”), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **CENTURY WALK FOUNDATION** (hereinafter, “Grantee”), an individual or organization, **34 WEST CHICAGO AVENUE, NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY20** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **FIREFIGHTER MEMORIAL**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

A. **Scope/Compensation.** The City agrees to make a reimbursement based grant in the amount not to exceed **\$50,000** to Grantee for **FIREFIGHTER MEMORIAL** described in Grantee’s approved **CY20** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2020** and **December 31, 2020**. The funds shall be expended, and the project or service completed by **December 31, 2020**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2020**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY20** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Firefighter Memorial	\$50,000	\$50,000

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year's deficit, activities outside of the Naperville community, subsidy for an individual's academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City's Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.

E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.

F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.

B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Naperville City Council. Grantee shall not make any oral or written representations that the event is sponsored by the City.

C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification

to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.

- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.
- B. City services are defined as "the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities."

- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. If Grantee does not provide the number of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY'S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.
- C. City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE'S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

GRANTEE:

Signature
Doug Krieger
City Manager

Signature
Name:
Title:

ATTEST:

ATTEST:

Signature
Pam Gallahue, PhD
Director - City Clerk's Office

Signature
Name:
Title:

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY

Date: 7/22/2020

PO#: Contract 1734

Amount \$ 50,000

batch
3412

BrAd
3432

Organization Name: Century Walk Corporation

Project Name: Firefighter Memorial

Contact Name: W. Brand Bobosky Contact Phone: 630-355-5555

Contact Email: brand@boboskylaw.com

Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding): 1st

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment. *

Receipts Invoices Other: _____

STATUS OF FUNDS

1. Grant Amount Awarded:	<u>\$50,000.00</u>
2. Sum of Past Claims Paid for this Project:	<u>0</u>
3. Amount of This Request:	<u>\$50,000.00</u>
4. Total Requests: (Line 2 + Line 3)	<u>\$50,000.00</u>
5. Current Grant Balance: (Line 1 - Line 4)	<u>0</u>

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Grant Fund Agreement between the City and ourselves, as the Grantee.

W Brand Bobosky 07/20/2020
Signature Date
W Brand Bobosky President
Print Name Title

*Required documentation for Payment
If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.

Twelve Limbs Art Studio, Inc.

943 Elderberry Cir. Apt #307
Naperville, Illinois
60563
twelveLimbsartstudio@gmail.com

INVOICE
INV0042

DATE
Jul 15, 2020

DUE
On Receipt

BALANCE DUE
USD \$51,000.00

BILL TO

Century Walk Corporation

34 W. Chicago Avenue, Suite B
Naperville, Illinois 60540
(630)355-5555
brand@boboskylaw.com

DESCRIPTION	RATE	QTY	AMOUNT
1st installment of \$25,500 of the Firefighter Memorial	\$25,500.00	1	\$25,500.00
Second installment of \$25,500 of the Firefighter Memorial	\$25,500.00	1	\$25,500.00
	SUBTOTAL		\$51,000.00
	TAX (0%)		\$0.00
	TOTAL		\$51,000.00
	BALANCE DUE		USD \$51,000.00

Payment Instructions

BY CHECK:
Twelve Limbs Art Studio, Inc.

OTHER
Address:
Paul Kuhn
943 Elderberry Cir. Apt# 307
Naperville IL 60563



DATE SIGNED
Jul 15, 2020

**ARTIST AGREEMENT
BETWEEN
CENTURY WALK CORPORATION AND
PAUL KUHN**

This Agreement is entered into as of July 1, 2020 by and between Century Walk Corporation ("Century Walk") with offices at 34 West Chicago Avenue, Suite B, Naperville, Illinois 60540 Twelve Limbs Art Studio, Inc. for Artist Paul Kuhn ("Artist") residing at 943 Elderberry Circle, Apt. #307, Naperville, Illinois 60563 for the execution of the Work (as defined below).

1. **The Work.** The Artist agrees to design, produce and do all things necessary to execute, a finished Sculpture ("Sculpture") as presented in the "Climbing Ladder of Light", ("Proposal") a copy of which is attached hereto and made a part hereof including all labor and materials, substantially in the form described in Proposal.
2. **Proposal.** The Artist agrees to complete the Sculpture (hereinafter sometimes referred to as "Work") substantially in accordance with the Proposal. The sculptural specifications from Proposal and Century Walk alterations are as follows:
 - a. The Artist will design, sculpt, and supply a 3-D realistic style Sculpture.
 - b. The Sculpture will capture, best to the Artist's ability, the physical features of a Firefighter beginning to climb a "ladder of light" as illustrated for day and night viewing in the Proposal.
 - c. The figure will be gender and ethnic neutral and dressed in equipment and clothing similar to the Proposal rendition.
 - d. The Sculpture, entitled "Ladder of Light" will be sandblasted and coated with a protective coating to prevent rust.
 - e. The sculpture will also include customary memorial language on a separate base and/or Engraved Plaque as presented in Proposal.
3. **Payment for the Work.** The Artist shall receive \$102,000 in four equal payments as follows:
 - a. \$25,500 upon both parties signing this Agreement;
 - b. \$25,500 upon completion of the Sculpture and acceptance of same by Century Walk;
 - c. \$25,500 upon delivery and installation no later than December 5, 2020 of the Sculpture by the Artist and written acceptance of the Work by Century Walk.
 - d. \$25,500 on or before December 31, 2020 it being understood that such payment is completely dependent upon Century Walk receiving sufficient funds from the City of Naperville and/or the Naperville Fire Department.

4. **Expenses.** The Artist is responsible for all costs and expenses associated with the completion of the Sculpture and all expenses incurred in the award of this Work and any subcontracts as well as for the electrical, lighting and delivery of the Sculpture to the installation site and the cement foundation on which the Sculpture is to be installed upon and the installation itself all as shown in the Proposal.
5. **Public Support for the Work.** The Artist acknowledges and agrees that Century Walk has an ongoing mission that requires public and private support and agrees to take such action as may be reasonably necessary to ensure that the production and overseeing of the installation of the Work are done in such a fashion as will enhance public and private support for Century Walk's mission, including the safety of both the Artist and the Public at the Site and acknowledge sponsorship of the Work by Century Walk in any publicity, reports, presentation, program notices or the like.
6. **Artist owns the Copyright to the Work.** The Artist reserves all rights, licenses and ownership interests in and to the reproduction of the Work and all copyrights for the Work. However, Artist hereby grants Century Walk the right and license to make and use reproductions of the Work in the furtherance of its ongoing mission. All reproductions in catalogues, brochures, advertisements, and other promotional literature as well as reproductions for commercial use shall carry the following notice:
©by Paul Kuhn 2020
7. **Century Walk Owns the Work.** Upon payment of the sum of \$102,000 and dedication of the Sculpture as hereinbefore provided, Century Walk shall have ownership of the Work. Artist acknowledges and agrees that Century Walk's right to display the Work is the subject to agreement with the owner of the property, the Naperville Park District. Accordingly, Artist agrees that the disposition of the Work in the future is dependent solely upon the concurrence between Century Walk and the Naperville Park District.
8. **Maintenance of the Work.** Century Walk shall notify Artist promptly in the event of the need for any maintenance or restoration services so that Artist may have a reasonable opportunity either to perform such Work himself or, if Artist so wishes, to supervise or consult in its performance. Artist shall be reasonably compensated by Century Walk for all such maintenance or restoration services. In the absence of any need for restoration or maintenance, the Work shall remain free of alteration by Century Walk, who shall take reasonable precautions to protect it against damage or destruction by external forces.
9. **Delivery and Installation Date.** The Work is to be delivered and fully installed on or before December 5, 2020. The Artist shall be responsible for the safety of the Work Site, the materials and equipment used in connection with the Work and for returning the Installation Site to its original condition (other than the presence of the Work) including trees, shrubs, lawns, walks, pavement, roadways, structures and utilities.

Century Walk shall be responsible to secure any and all permits necessary for the installation of the sculpture and any and all costs relating to those permits.

10. **Time is of the Essence.** As representative of Century Walk and Artist have discussed, Century Walk and certain of its funding sources have agreed to cause creations of this Work on or before December 5, 2020. Artist acknowledges and agrees that time is of the essence to Century Walk in the full completion and delivery of the Work and the balance of the Artist's obligations under this Agreement. However, if the execution of the Work is delayed by the act or neglect of Century Walk or by other external forces or natural calamities outside Artist's control, Artist shall be entitled to extend the completion date, by notification to the client, equal to the time equivalent for the period of such delay.
11. **Independent Contractor.** The Artist acknowledges and agrees that Artist is an independent contractor and not an employee, partner, employee, agent or fringe benefits, pension, retirement, medical coverage, worker's compensation, life or disability insurance, unemployment benefits or any other benefits. Century Walk will not deduct withholding taxes, FICA or any other taxes associated with payments to an employee. Artist agrees to comply with all applicable withholding and reporting requirements imposed upon independent contracts under applicable state and federal tax laws.
12. **Indemnification.** Artist hereby indemnifies, holds harmless and agrees to defend the property owners surrounding the Installation Site, the City of Naperville, Century Walk and their respective officers, directors, agents and employees from and against any and all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses arising out of the Work, its creation and any actions or inactions by the Artist in connection therewith up to the installation of the Work, but not thereafter.

After installation of the Work, Century Walk indemnifies, holds harmless and agrees to defend Artist from and against any and all injuries, deaths, losses, damages, claims, suits, liabilities, judgments costs and expenses arising out of the Work.
13. **Death and Disability.** In the event of an incapacitating illness or injury of Artist and delay arising therefrom in the execution of the Work, Artist shall notify the client of such delay and Century Walk's obligation to make payments shall cease until such time as execution resumes. The death of Artist shall terminate this Agreement, and Artist's estate shall be entitled to retain any payments already made by Century Walk; Century Walk shall be entitled to claim the Work and any unused materials acquired for its execution and to have the Work completed by another Artist without regard to the original design.

14. **Notices.** All notices or other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been given when delivered personally or by certified mail, facsimile, or overnight delivery through a commercially recognized overnight delivery service addressed as follows, or to such other address as Artist or Century Walk may designate by a notice given in accordance with this section: A. Century Walk Corporation, 34 West Chicago Avenue, Suite B, Naperville, Illinois 60540, 630-355-5555 and B. Paul Kuhn, 943 Elderberry Circle, Apartment 307, Naperville, Illinois 60563, 773-771-0098.

15. **Miscellaneous.** This Agreement constitutes the entire Agreement between the parties hereto and this Agreement may not be amended, modified or terminated except by a writing signed by Artist and the President of Century Walk. The parties hereto, shall not be deemed to have waived any rights under this Agreement by virtue of any custom or practice of the parties at variance with the terms hereof or any failure, refusal or neglect of the parties hereto, to exercise any right under this Agreement or to insist upon exact compliance by the parties hereto, with the terms hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement intending to be bound hereby as of the date and year first written above, i.e. July 1, 2020.

FOR CENTURY WALK CORPORATION:

By: W. Brand Bobosky
Name: W. Brand Bobosky
Its: President

FOR TWELVE LIMBS ART STUDIO INC.:

By: Paul Kuhn
Name: Paul Kuhn
Its: President

GUARANTEED BY PAUL KUHN:

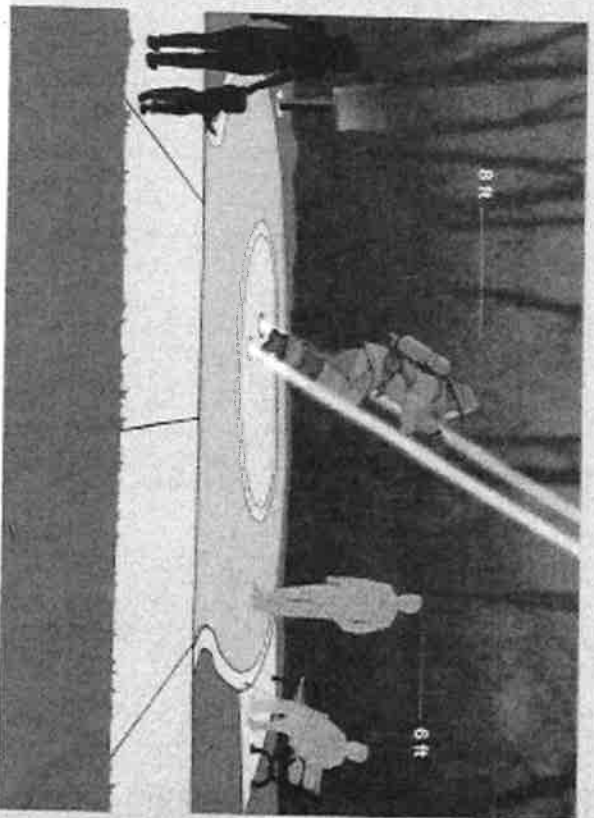
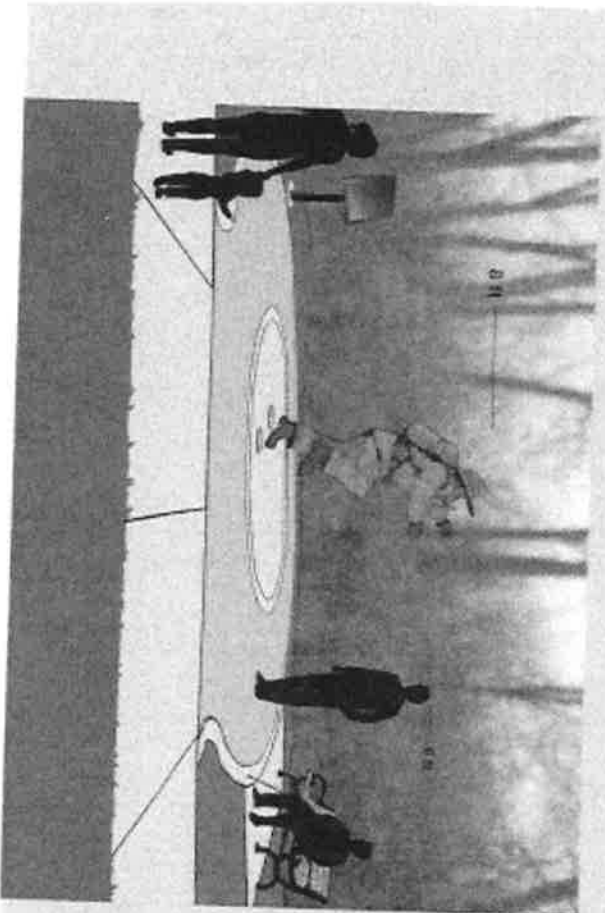
By: Paul Kuhn
Name: Paul Kuhn

Climbing a Ladder of Light

This proposal is for a memorial and a tribute. It is dedicated to the four Naperville Firefighters that have lost their lives while on duty, and also serves as a beacon to honor all Naperville Firefighters and Firefighters across the country. It is a larger than life realistic steel sculpture of a Firefighter in full gear climbing a ladder. Only the ladder is only visible at night time with the use of specialized focused beams of light making the vertical rails of the ladder.

I believe there is something special when a sculpture can show an action without a part of it even being visible. So in this case the viewer will still see a Firefighter climbing a ladder even without the ladder being there because the pose is so identifiable. Without the ladder being visible in the daytime the Firefighter is leaning forward and all of the weight of the sculpture would rest on the balls of one foot. This would have a dramatic effect and help give some tension to the sculpture. This helps put the viewer in the shoes of the heroes that put there life on the line.

At night this sculpture truly takes it full shape and reveals the ladder of light. The viewer will see this Firefighter charging up a ladder, with hands and feet on the rungs and head tilted upward in the direction of travel. The focused beams of light that make up the rails of the ladder will pierce through the night sky and head towards the heavens. There is a spiritual component to this pose, and many different meanings could be thought of and pondered while viewing.



Sculpture Materials, and methods

This sculpture will be made out of locally sourced steel. The outer skin of the project will be various gage sheet steel, and various size plate steel. The inner structure of the sculpture will be made of various sized steel rod, and plate steel.

To protect the steel we will sandblast and powder coat the exterior of the sculpture. Many layers of paint and powder coat primers will be used to insure a long lasting finish.

This sculpture will appear to be standing on the balls of one foot, but the Firefighter will actually be supported by a very large supportive structure that will be not visible under the final slab of concrete. The support structure will be fabricated out of heavy duty 2 inch tube steel and will be around 9 feet in circumference and go down underground about 3 feet. This part of the project will also contain the housing for the custom lights and all of the electronics.

Two different pours of concrete will take place to complete the project. The first pour will make a strong column that goes below the frost line and will insure the sculpture doesn't settle. The second pour will cover and fill in around the supportive structure and bring the concrete to its final grade.

Excavation of the circle will have to take place in order to prepare the site for the concrete foundation.

Electrical lines will need to tap into city power and run under the sidewalk and pavers.

A Plaque roughly 2 feet by 3 feet, and custom built steel post

Addition lighting may be needed to properly light the rest of the surrounding area around the sculpture.

Total Cost of list above \$77,180

When I was describing the specifications of this lighting assignment I had indicated that we were looking for the best product out there. I had asked for a lighting solution that was the top of the line in terms of beam quality and in terms of longevity and low maintenance. I also wanted the best possible lighting experts in the Chicago land area to be the ones to achieve this task. I have all the faith that the same company trusted with the Morton Arboretum's famous winter time light show the "Illumination" will be the experts we need to make this come to life.

Custom Lights (2x) designed specifically for Memorial
Includes:

- 2x Dark Moon Designs Consultation with LLC + Customizing Products
- 2x LED Fixtures with Color Changing Capabilities
- Network Accessed Control for lighting color control
- On-Site supervision at time of install from LLC
- Advise the fabrication of the custom housing that the lights will rest in

Total cost of lights and installation \$35,750

Total Cost of entire job \$112,930

**Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2020 (CY20)
January 1, 2020 – December 31, 2020**

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: Century Walk Corporation

Address: 34 W. Chicago Avenue, Suite B

City/State/Zip Code: Naperville, IL 60540

Contact Person: W. Brand Bobosky

Phone Number: 630-355-5553

E-Mail: centurywalk@outlook.com

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain None

Section Two – Project/Event Information

Name of Project/Event: Ladder of Light – Firefighter Memorial

Brief Description of Project/Event: Bronze sculpture of a firefighter climbing a ladder of light

Date of the Project/Event: FY2020 with a dedication on December 7, 2020

Amount of SECA Grant Award for CY19: \$50,000.00

Number of Years the Project/Event has been in Existence: 25

Number of Years the Project/Event has received a SECA Grant: 15

In What Year Does Your Organization Anticipate No Longer Needing SECA Funding: N/A – as this is an ongoing project.

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Challenges during implementation
- Modifications to original project/event
- If applying for 2021 grant funds, describe any changes that will be implemented.

The \$50,000 was used toward a sculpture as a memorial to 4 Naperville Firefighters who died in the line of duty.

Section Four – Project/Event Evaluation

What was the actual number of participants 7+

How was the success and/or effectiveness of the project/event measured

This project was coordinated by Century Walk working alongside the Naperville Fire Department and the artist.

Artist (1), Fire Department (2), Public Works Department (2), Century Walk Corporation (2)

What were the expected outcomes of the project/event?

To have the sculpture installed and dedicated on the 50th Anniversary of the tragedy.

What were the actual accomplishments of the project/event?

The sculpture was successfully installed when expected.

How did you make the event affordable to as many participants as possible?

N/A – our public art is free to the public 24-7-365

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

There are no changes as the entire amount of the SECA award were used toward the sculpture, artist's services, lighting, installation and plaquing with the balance of the total required funds of \$62,000 provided by the Naperville Fire Department.

List all revenue sources and the amounts of funding received for this project/event in addition to the SECA Grant funds that were awarded.

City of Naperville SECA Funds
City of Naperville Fire Department
Individual private donations of approximately \$17,000

If you did not receive full funding how did it influence your event?

We were able to secure the additional funds needed to complete the project by working closely with the Naperville Fire Department.

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six – Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: Susan Schooley

Title: PRESIDENT

CITY CLERK'S OFFICE USE ONLY

Reviewed by Special Events Coordinator

Submitted to SECA Commission

Date: _____

(Received stamp)

**DUPAGE
CHILDREN'S
MUSEUM
2018**

Review - (1485) Grant Application Review**Request**

Name	Dupage Childrens Museum
Project Title	Artist in Residence
Project Description	<p>Art, Cultural Event, Art creation and education DCM is implementing the Artist in Residence (AIR) project to help the youngest learners in our community create art with the guidance of a professional artist, learn how art can be made from various and unlikely materials, and be able to recognize and appreciate art. Project staff will consist of DCM employees (including the Director of Education & Programs and Arts Specialist) and a volunteer advisory committee comprised of the Director of Arts DuPage, Gallery Director of North Central College, and several professional artists. The committee will review artist applications and complete pre-project tasks. The committee and DCM staff will meet 1-2 times each project quarter to assess its implementation, review staff and visitor feedback, and make improvements. Artists hired for the project will be local (based in the Chicagoland area), have professional experience teaching or creating art with children, and have past work publically displayed. In addition, artists will be required to have a project design in place prior to the start of their residency, be able to complete the project within 150 sq ft in DCM's studio, be at the Museum a minimum of 10 hours per week for three months, be able to contribute bi-weekly to the project's blog, collaborate with DCM's Digital Marketing Coordinator to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers. The project will occur January--December 2018 and include four artist residences; one each quarter of the grant period. The AIR committee will evaluate the project at each quarter's end and make needed improvements. Project promotion will include social media, press releases, and print materials and occur throughout the grant period. The finished artwork will be publicly displayed soon after each quarter's end.</p>
Type of Support	Special Event
Project Objectives	<p>The project will directly benefit Naperville residents and increase traffic to businesses and locations frequented by DuPage County residents. DCM anticipates approximately 65,000 children and their caregivers will participate in the project. (The project will be available for approximately 300,000 of the Museum's visitors). The project's Advisory Committee will further collaboration between local arts organizations that are based in Naperville and its surrounding communities. In addition, each of the final art works created in the project will be publicly displayed at local businesses and community organizations. Potential locations include Naperville Riverwalk, Molex, North Central College Fine & Performing Arts Center, and the Naperville Metra train station. DCM has set the following outcomes and objectives for the AIR project that will be completed by December 2018: 1) the program will serve approximately 65,000 children and their caregivers and be available to approximately 300,000; 2) of the project participants who complete exit interviews, 80% will identify an increased understanding of an artist's role; 3) children</p>

2018 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.

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? to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

General

2018SECApgA

Section One: General Information

All Applicants must complete this section

Organization Contact Person

Organization Name

Dupage Childrens Museum

Name of Project

Artist in Residence

Federal Employer Identification Number

363565001

Is your organization required to file a Federal 990 Form?

Indicate Yes or No

Yes

Organization Primary Contact

Prefix

Ms.

First Name

Margaret

Last Name

Rush

Title

Foundation Relations & Grant Writer

Telephone

630-637-8000

Address

301 N Washington St

City

Naperville

State

IL

Zip Code

60540

E-mail

mrush@dupagechildrensmuseum.org

Administration

Who is responsible for the management of the project?

Check here if same as Organization Contact.

Prefix

Mr.

First Name

Thomas

Last Name

Sullivan

Project Detail

Total Cost of Event or Project

58,702

Total SECA Funding Requested

(If applicable)

34,700

Cost of City Services Requested in this application

(if applicable)

\$0

Cost of Capital Funding Requested in this application

(if applicable)

\$5,200

Cash / City Services

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

Anticipated Attendance

300,000

Number of years the organization has been in existence

30

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.

In 2017, DCM received \$50,000 to support Art is Instrumental.

In 2016 the DuPage Children's Museum received \$10,000 to support AWESome Energy.

In 2015 DCM received \$25,000 to support AWESome Energy.

How many years does the organization anticipate requesting SECA funding?

1

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 Artist in Residence (AIR) project will be sustained through individual donations, corporate sponsorships, and foundation and government grants. As one of the project's objectives is to benefit the Naperville community, DCM's development department staff will focus on building partnerships with local businesses and organizations. Funds secured through DCM's earned revenue (membership and ticket sales, event attendance, camp and professional development enrollment, gift shop sales, etc.) may also be used to support the project. These efforts combined with the sustainability goals established in DCM's three-year strategic plan, Vision 2020, will help ensure the Artist in Residence project will remain sustainable. Written in the plan are steps to reduce DCM's reliance on contributed income for general operations and establish a reserve fund to support capital and cash flow needs. To meet this goal, the following key initiatives were developed: create a multi-year capital and endowment plan; reduce administrative expenses with improved efficiency of new fundraising software; and provide ongoing performance evaluation of financial goals.

Organizational Objectives and Evaluation

Please provide the following details:

- The measurable objectives of the organization

- How are the objectives tracked and evaluated

In FY16, DCM's board of directors and executive staff approved and implemented a strategic plan titled Vision 2020. Its purpose is to ensure DCM is able to continue offering its educational exhibits and programs, provide direction for its daily operations, and help ensure the early childhood education needs of Naperville and its surrounding towns are met. The plan includes the following goals and strategies:

1. DCM will extend its Education and Outreach program within the museum and in collaboration with our community partners to expand our educational outreach throughout the Museum service area.
 - a. Increase STEAM-based school program and public program opportunities including after school programs
 - b. Diversify and expand on-site class and program offerings through collaborations with community partners
 - c. Increase outreach to at-risk families through the Family Access Membership program
2. Establish and mobilize mission-driven outreach with social service agencies.
 - a. DCM will reduce its reliance on contributed income for general operations and establish a reserve fund to support cash flow needs
 - b. Develop a multi-year capital and endowment plan
 - c. Reduce administrative expenses with improved efficiencies of new fundraising software
 - d. Increase earned revenue over a period of three years through a variety of initiatives, the most significant of which are in admissions and memberships
3. DCM will grow brand awareness and visibility through execution of effective marketing and communication campaigns to raise awareness about early learning and education, attract more visitors, grow annual membership base, program and event participation levels, and expand collaborative partnerships and sponsorships.
 - a. Grow membership units by 26% over 3 year timeframe. In addition, increase DCM membership renewals from current level of 25% to a 50% renewal rate within 3 months of expiration date.
 - b. Identify and leverage marketing opportunities to reach new target audiences.
4. DCM will maintain a collaborative, exhibit-development process that provides a cutting edge, constructivist-based learning environment centered in art, math, and science that encourages children to engage in curiosity and creativity while problem-solving.
 - a. Implement a three-year plan for continual maintenance, upgrades, replacements, resource allocations, staff support, traveling exhibitions, and emerging technology
 - b. Coordinate and perform a baseline evaluation of all exhibits
 - c. Identify and implement a technology plan for exhibits

d. Implement a minimum of one major exhibition opening each year DCM staff members will use software programs (i.e., Altru and MS Excel) to help track progress toward completing the objectives listed above. Staff members who are responsible for completing activities related to the objectives will report on their progress to executive staff; these individuals will ensure all goals are achieved and relay developments or delays to the Museum's board of directors.

Project Abstract

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

DCM is requesting funds to support its AIR project that will enable local artists to work in the Museum's studio, facilitate art creation for young children, and collaborate with them to create artwork to be publicly displayed in the businesses, organizations, or community locations throughout Naperville. The year-long grant period will include four three-month sessions, employ four local artists with professional experience in helping children create art, benefit approximately 65,000 and be available to 300,000, further a child's understanding and appreciation of visual art, help children find artistic potential in unlikely materials, and create artwork for public display.

Project Abstract

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

The AIR project will provide local children with an artistic experience they will not receive in school--the opportunity to observe and work with a professional artist in order to create art that will be publicly displayed in businesses, or organizations locations throughout the Naperville community. Funding from SECA is needed to help cover the project's expenses; these include engaging local artists and audiences and helping children create art. With SECA's support, the project will be able to further arts in the community and ensure all children have the chance to create and appreciate art.

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 300 words or less, please describe the organization, including:

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

DuPage Children's Museum (DCM) was founded in 1987 by two early childhood educators who recognized that young children need more opportunities for hands-on learning experiences that boost creative thinking, problem solving, and social growth. DCM obtained 501(c)(3)

status in August 1988. The organization began as portable exhibits traveling to local communities throughout DuPage County. Now approaching its 30th year, the Museum serves an average of 300,000 visitors a year from a seven-county area (DuPage, Cook, Will, Kane, Kendall, McHenry and DeKalb) in an award-winning institution in Naperville, Illinois. The mission of DuPage Children's Museum is to ignite the potential of all children to learn through hands-on exploration by integrating art, math, and science. DCM respects all children and their ability to learn and use the power of play as a basis for constructing knowledge. Its vision is to create a world where there is time and a place for all children to reach their full, unique learning potential through hands-on play.

Exhibits and programs are developed using a Constructivist Philosophy. Constructivism places emphasis on the learner rather than the teacher or facilitator. The learner will use her or his environment to gain an understanding of concepts. DCM incorporates constructivism into its exhibits and programs because it results in meaningful interactions that draw on a child's interest and curiosity. The Museum is divided into the following neighborhoods: Make it Move, Airworks and Waterways, Build It, Math Connections, Young Explorers, Creativity Connections, The Studio, Good Show! Gallery, AWESome Electricity and Interact with Art. Programs include onsite school break and summer camps, creativity programs, and special events. The Museum's staff provides school programs and public programs offsite in communities with an at-risk (low-income) population.

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)

Art, Cultural Event, Art creation and education

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?

DCM is implementing the Artist in Residence (AIR) project to help the youngest learners in our community create art with the guidance of a professional artist, learn how art can be made from various and unlikely materials, and be able to recognize and appreciate art. Project staff will consist of DCM employees (including the Director of Education & Programs and Arts Specialist) and a volunteer advisory committee comprised of the Director of Arts DuPage, Gallery Director of North Central College, and several professional artists. The committee will review artist applications and complete pre-project tasks. The committee and DCM staff will meet 1-2 times each project quarter to assess its implementation, review staff

and visitor feedback, and make improvements. Artists hired for the project will be local (based in the Chicagoland area), have professional experience teaching or creating art with children, and have past work publically displayed. In addition, artists will be required to have a project design in place prior to the start of their residency, be able to complete the project within 150 sq ft in DCM's studio, be at the Museum a minimum of 10 hours per week for three months, be able to contribute bi-weekly to the project's blog, collaborate with DCM's Digital Marketing Coordinator to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers. The project will occur January--December 2018 and include four artist residences; one each quarter of the grant period. The AIR committee will evaluate the project at each quarter's end and make needed improvements. Project promotion will include social media, press releases, and print materials and occur throughout the grant period. The finished artwork will be publicly displayed soon after each quarter's end.

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)

The capital items that will be partially purchased using SECA funds include a time-lapse camera, stachioning, and enhancements to the artist's working space that will make the space more conducive to collaborative art creation. Life expectancy for these items is 3-7 years. The camera will enable staff to record the project's creation from start to finish and show resulting footage to the public. Recordings will also be made available to the organization publicly displaying the work should they want to show the film to their visitors. The stachioning is needed to ensure the artist and children can collaborate safely.

2.5 Proceeds

If the project is a fundraiser, explain who will receive the proceeds. Provide a list of organizations or individuals which received proceeds in the most recent year. (100 words or less)

N/A

2.6 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)

The project will take place at DuPage Children's Museum in Naperville. The Museum is just north of downtown Naperville, in a high traffic area near the 5th Avenue train station. Crain's Chicago Business has recognized the Museum as a top cultural attraction.

Impact

Section Three: Impact to Naperville Community

3.1 Economic Benefit

In 200 words or less, please describe the economic benefit to local businesses and the Naperville community.

According to a Northern Illinois University Regional Development Institute economic impact study, the DuPage Children's Museum will annually generate approximately \$19 million in economic activity in DuPage County; retail sales in the county resulting from DCM's presence and activities is annually \$32 million. There is an annual expenditure of over \$17 million at eating and drinking establishments related to the Museum with an approximately additional \$140,000 spent on lodging. Of the Museum's total economic impact, 75% occurs in the City of Naperville. To further understand DCM's impact on the local economy, its staff conducted a visitor survey that confirmed 48% (144,000) of those visiting the Museum patronize downtown Naperville. The AIR project will benefit the Museum's 300,000 annual visitors and drive traffic to four Naperville businesses or organizations that are publicly displaying the project's artwork. Each business will receive the option of DCM hosting an opening event at their location to promote the artwork and drive traffic to their business.

3.2 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?

The Artist in Residence project's target audience includes DCM's 300,000 annual visitors; Naperville children age 1-10 and their caregivers and residents in Naperville's surrounding communities. The target audience is measured using database (Altru) software. DCM staff enters visitor information into Altru in order to produce reports that are presented to Museum administration. In order to gauge the effectiveness of the project, participants and attendees are interviewed and/or complete surveys rating their experience. DCM staff will also interview participants and visitors, conduct focus groups, observe participants engaged in the project, and write down anecdotal evidence of their observations. All project activities and events are free to Museum visitors. To increase the project's outreach, DCM staff will use its Family Access Membership program to promote the project to low-income families; families of two adults and up to six children will be able to access all of the project's and Museum's events, activities, and exhibits for one year at a membership cost of \$10 as opposed to the general membership cost of \$130. A secondary audience includes local businesses and organizations that will receive the final artwork. Each of these organizations will have the opportunity to host an opening event promoting the artwork created in the project. Although contingent on the organization's approval, DCM anticipates that these events will be open to the public.

3.3 Collaboration

In 200 words or less, please describe and list any collaborative arrangements that have been developed with other organizations to either fund or otherwise implement the project.

During the grant period, DCM will collaborate with local businesses or community-based organizations to find local artists qualified for the Artist in Residence position and help promote the project. These organizations include ArtsDuPage, Naperville Art League, DuPage Art League, Sister Cities, and Chicago Artist Resource. Furthermore, DCM project staff has reached out to these and other organizations and independent contractors to join the AIR's Advisory Committee. To date the following members have confirmed they will join the committee: Kristin Brizzolara, Education, Art, and Design Consultant; Catherine Ryan, retired Assistant Superintendent for Elementary Education; Deborah Venezia, Director of Arts DuPage; Nikole Lanham, Gallery Director at North Central College; and Rachel Davis, Arts Educator. DCM has also enlisted Dr. Nicole Rivera from North Central College to formally evaluate the project. Potential project funders include the National Endowment of the Arts and the MacArthur Foundation. Potential recipients of one of the four art pieces created during the grant period include Naperville Riverwalk, Naperville Train Station, Molex, College of DuPage, Louise M. Beem Early Childhood Center, North Central College Fine & Performing Arts Center, and local businesses.

3.4 A. Project Objectives

How will this event or project benefit the Naperville community?

The project will directly benefit Naperville residents and increase traffic to businesses and locations frequented by DuPage County residents. DCM anticipates approximately 65,000 children and their caregivers will participate in the project. (The project will be available for approximately 300,000 of the Museum's visitors). The project's Advisory Committee will further collaboration between local arts organizations that are based in Naperville and its surrounding communities. In addition, each of the final art works created in the project will be publicly displayed at local businesses and community organizations. Potential locations include Naperville Riverwalk, Molex, North Central College Fine & Performing Arts Center, and the Naperville Metra train station.

3.4 B. Project Objectives/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?

DCM has set the following outcomes and objectives for the AIR project that will be completed by December 2018: 1) the program will serve approximately 65,000 children and their caregivers and be available to approximately 300,000; 2) of the project participants who complete exit interviews, 80% will identify an increased understanding of an artist's role; 3) children benefiting from the project will demonstrate social interactions with the artist, family members, and peers during their time

creating art in DCM's studio; and 4) of those families who complete a post-visit contact with project staff, 75% will indicate that the child and adult engaged in art making or discussed art after the Museum visit. These objectives will help further SECA's mission as they will ensure the arts and culture are made more accessible to Naperville's youngest learners and their adult caregivers. Like SECA, DuPage Children's Museum understands that furthering the arts and culture to children and the important adults in their lives is critical to developing a child's creativity, understanding, and perception. Museum staff members know that the arts are important and that everyone should have the opportunity to experience art and cultures outside of their own. DCM is confident that the Artist in Residence project will meet its objectives and will evaluate its progress through surveying and interviewing project's participants and through collecting qualitative data through observations. DCM staff will track attendance and zip codes through Altru software and report on their findings to staff administrators. Staff will incorporate improvements as needed.

3.5 Accessibility

In 200 words of less, please describe the event accessibility plan, if applicable.

The Artist in Residence project is fully accessible for all children and adults. DCM is ADA compliant and has incorporated additional services and resources to make the Museum accessible to everyone; these include: adult-size wheelchairs, signs in Braille, no admission cost for personal assistants (defined as paid staff serving as a one-on-one aide), a therapy dog, a therapeutic play guide, respite rooms designed to appeal to the senses and diminish a child's anxiety, and noise reducing headphones. The organization also offers the Third Thursdays program that includes extended museum hours for children with special needs and their families. In addition, DCM offers Family Night Outs for children with disabilities and their families. The AIR artist will be involved in these events. Furthermore, with advance notice, DCM can also provide separate art classes for special needs groups during daily operational hours.

3.6 Environmental Sustainability Plan

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

DuPage Children's Museum is committed to continuing their environmentally friendly practices through using LED lights, recycling, and incorporating elements into their building that will reduce energy use. To date, most of the museum's flooring is environmentally friendly; all restrooms include hand dryers and the control system was replaced to increase efficiency and lower energy expenditure. These practices will continue in the Artist in Residence project.

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

4.3 Partial Funding

Partial Funding

In 300 words or less, please describe the following:

- a. What would happen to the project if it did not receive SECA funds?
- b. How would partial funding affect the scope or scale of the project?
- c. At what funding level would the project not be possible?

If the Artist in Residence project does not receive SECA's support, it is likely to have a diminished effect on the Naperville community and its youngest residents and their families. Should SECA award partial funding to the project, it is possible that the project will be delayed as fundraising staff will need time to seek additional funds through submitting grant applications and asking major donors for support. DCM will only implement the project once all funds needed to support its objectives are acquired. Furthermore, it is important to note, that any funding delays to the project will limit, delay, or prevent children from having access to working alongside a professional artist in an art studio and may reduce their ability to further the learning partnership they have with their adult caregivers.

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

Ann McLaughlin

Authorized Signer Title

Director of Finance & Administration

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

DCM_Nonprofit Status.pdf

Most Recent Financials

Attach a copy of the most recently completed agency audit or annual financial statement

DCM_FY2016_Approved_Audit.pdf

Budget Worksheet

Please Complete a 2018 SECA Budget Worksheet and Upload Here

DCM_SECA_Budget_Worksheet.pdf

Federal Form 990

Attach a copy of your most recent Federal 990 Form.

DCM_Federal Form 990.pdf

Governing Body Authorization

A resolution or written endorsement by your governing body authorizing this application.

Governing Body 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.

Disclosure of Interest.pdf

2018SECApgZ

SECA Budget Worksheet

Please upload the Budget Worksheet to the end of your Gifts Online SECA Application

In the table below, please provide DETAILED information regarding the expenses and income for the proposed event/project
For each item, please indicate the total cost and how much of that cost is proposed to be paid for with SECA funds

Applicant/Agency Name:	DuPage Children's Museum	
Total Project/Event Costs:	\$58,703	
Name of Project/Event:	Artist in Residence	
Total From All Sources:	\$59,550	
Total SECA Funds Requested:	\$34,700	
Expenses in Order of Priority	Project/Event	SECA Request
Artist Fees/Honorarium	\$32,000	\$24,000
Facility Fees	\$1,300	\$1,300
Event Materials/Overhead		
Capital Purchase	\$5,200	\$5,200
City Services	\$0	
Miscellaneous (List each item separately)		
Evaluation Services	\$2,000	\$1,500
Signage	\$1,600	\$1,200
Reception refreshments at Art Installation	\$2,000	\$1,500
Art Specialist supervision and coordination	\$9,270	\$0
Director of Education & Programs/AIR Committee	\$770	\$0
Indirect	\$5,410	\$0
Total Expenses:	\$59,550	\$34,700
Project/Event Revenues: Income		
Sponsorship		
Donations		
Ticket Sales		
SECA Grant	\$34,700	
Raffle		
Miscellaneous (List each item separately)		
National Endowment for the Arts (NEA)	\$13,075	
Total Income:	\$47,775	
Annual In-Kind Contributions		
Staff Personnel Costs	\$7,535	
Indirect	\$4,240	
Total In-Kind Contributions:	\$11,775	
Total Net Revenues:	\$59,550	

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 18 (CY18)
January 1, 2018 – December 31, 2018**

THIS AGREEMENT is entered into this 1st day of March, **2018** by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **DUPAGE CHILDREN'S MUSEUM** (hereinafter, "Grantee"), an individual or organization, **301 NORTH WASHINGTON STREET, NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY18** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **ARTIST IN RESIDENCE**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

- A. **Scope/Compensation.** The City agrees to make a reimbursement based grant in the amount not to exceed **\$13,500** to Grantee for **ARTIST IN RESIDENCE** described in Grantee's approved **CY18** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2018** and **December 31, 2018**. The funds shall be expended, and the project or service completed by **December 31, 2018**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2018**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY18** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Artist in Residence	\$34,700	\$13,500

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year's deficit, activities outside of the Naperville community, subsidy for an individual's academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City's Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any

accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.

E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.

F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.

B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so

agreed upon in writing in advance by both the Grantee and the Naperville City Council. Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.
- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses

for City services that exceed the total amount of the Grant shall be paid for by the Grantee.

- B. City services are defined as “the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities.”
- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. Grantee is responsible for providing the necessary number of volunteers for the event who meet the age requirements set by the City as is stated in the Letter of Understanding provided to Grantee by the Special Events Committee.
- E. If Grantee does not provide the amount of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY'S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.

City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE'S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.

- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

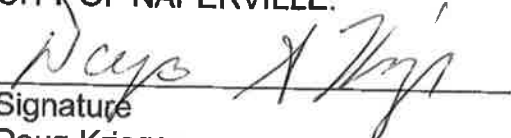
- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS


- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.


CITY OF NAPERVILLE:


Signature
Doug Krieger
City Manager


GRANTEE:


Signature
Name: Sarah Orleans
Title: President & CEO

ATTEST:


Signature
Pam Gallahue, PhD
Director - City Clerk's Office

ATTEST:


Signature
Name: Ann McLaughlin
Title: Director of Finance & Administration



order #9294

OK TO PAY

Date: 12/27/18

CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

PO#: check reg 18003342

Amount \$ 13,500

Organization Name: DuPage Children's Museum

Project Name: Artist in Residence

Contact Name: Ann McLaughlin Contact Phone: (630)637-8000 ext. 4700

Contact Email: amclaughlin@dupagechildrensmuseum.org

Payment Request # (1st, 2nd, state if it is the final payout-based on entire funding): \$13,500

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other:

STATUS OF FUNDS

- 1. Grant Amount Awarded: \$13,500
- 2. Sum of Past Claims Paid for this Project: \$0
- 3. Amount of This Request: \$13,500
Must be over \$1,000
- 4. Total Requests: (Line 2 + Line 3) \$13,500
- 5. Current Grant Balance: (Line 1 - Line 4) \$0

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

Ann P. McLaughlin Signature 12/21/2018 Date

Ann P. McLaughlin Print Name Director of Finance *Administrative Title

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense. If requesting salary reimbursement, please provide a copy of a system generated payroll report detailing the number of hours and hourly rate per person.

FY2018
 General Ledger
 For the Period From Jan 1, 2018 to Dec 31, 2018

Filter Criteria includes: 1) IDs from G3160000A00AC to X9995000A00XY; 2) GL Account IDs Masked as *****

Account Description	Date	Trans Description	Debit Amt	Credit Amt
Government Grants Artist in Re	2/28/18	City of Naperville - CITY OF NAPERVILLE SECA FUNDING		13,500.00
Program Supplies PP AIR	2/22/18	Amazon Mktplace Pmts - PROJECT CODE 75 - Artist in Residence - time lapse camera	159.00	
Program Supplies PP AIR	5/25/18	- Gates for Artist in Residence - \$388 will be returned	727.17	
Program Supplies PP AIR	6/30/18	- stanchions for Artist in Residence	1,376.90	
Program Supplies PP AIR	6/30/18	Storc Supply Warehouse - Fixtures for Artist in Residence	185.72	
Program Supplies PP AIR	7/25/18	- tables for Artist in Residence	159.98	
Program Supplies PP AIR	7/25/18	Hayneedle, chair for studio and gates for AiR program	620.37	
Program Supplies PP AIR	11/23/18	Hayneedle- Gates for Artist in Residence - \$388 will be returned	-388.20	
Program Supplies PP AIR	11/26/18	Hayneedle- Guidecraft Art Cart	198.33	
Program Supplies PP AIR	11/28/18	Amazon: Metal frame storage cabinet	43.99	
Program Supplies PP AIR	11/28/18	Amazon: open storage boxes, workbench system and table top workbench	197.53	
Program Supplies PP AIR	11/28/18	School Outfitters	569.11	
Exhibit Fabrication AIR	6/19/18	RECLASS PURCHASE OF WOOD FROM AETNA PLYWOOD - PO 26634	393.60	
Program Supplies AiR	1/0/00	Uline - Pipe Clothing Rack	199.75	
Program Supplies AiR	8/15/18	Home Depot- Comfort mats for AiR	39.94	
Program Supplies AiR	8/24/18	- Target: two shower curtains	5.68	
Program Supplies PP AIR	4/24/18	- (75) Artist In Residence -materials	13.93	
Program Supplies PP AIR	6/30/18	- Artist-in-Residence Kneeling Pads.....RECEIPT LOST	10.98	
Program Supplies PP AIR	7/25/18	Kimberly Stull - Reimburse Personal Credit Card - 1 Steel Stool	40.07	
Program Supplies PP AIR	11/28/18	Kimberly Stull - Reimburse Personal Credit Card - 4 Wood Crates @ 13.50 each - SECA	54.00	
Program Supplies public prog AIR	11/28/18	- Clips for Documentation Wall	4.00	
Prof / Contract AIR	11/28/18	Roscoe - Mat Service - AiR	50.62	
Prof / Contract AIR	7/5/18	Roscoe - Mat Service	27.87	
Prof / Contract AIR	7/6/18	Roscoe - Mat Service	66.47	
Prof / Contract AIR	7/12/18	Roscoe - Mat Service - AiR	78.49	
Prof / Contract AIR	7/19/18	Roscoe - Mat Service - AiR	66.47	
Prof / Contract AIR	7/26/18	Roscoe - Mat Service - AiR	78.49	
Prof / Contract AIR	8/2/18	Roscoe - Mat Service - AiR	66.47	
Office Supplies AIR	8/21/18	Warehouse Direct	99.00	
Exhibit Graphics/Photos AIR	7/2/18	Grimco, Inc. - RAD Grafix Vinyl	256.31	
Program Supplies PP AIR	2/22/18	Whole Foods Market - Artist in Residence Advisory Meeting - Snack Bars	13.27	
Prof Contract AIR	7/5/18	HONORARIUM FOR CLAIRE REYNES	4,500.00	
Prof Contract AIR	9/1/18	Claire Reynes - AiR- Honorarium	3,500.00	
Program Supplies PP AIR	8/24/18	Chicago Artist Coalition - Artist in Residence Marketing Part of (50.00) Top Listing Fee	10.00	
Program Supplies PP AIR	2/22/18	Chicago Artist Coalition - Artist in Residence Marketing Part of (50.00) Top Listing Fee	40.00	
Program Supplies PP AIR	3/25/18	- Artist-in-Residence Rouse18 Interactive Gallery Opening	50.00	
Prof/Contract exh AIR	8/24/18	Nicole Rivera - AiR Eval Service	500.00	



Final Details for Order #112-2252110-1261811

[Print this page for your records.](#)

Order Placed: March 14, 2018
Amazon.com order number: 112-2252110-1261811
Order Total: \$159.00

Shipped on March 18, 2018

Items Ordered

1 of: <i>Brinno TLC200 Time Lapse and Stop Motion HD Video Camera - Green (BCC50 2016 Bundle)</i>	Price
Sold by: Smartec, Inc. (seller profile)	\$159.00

Condition: New
Authorized Brinno Product Vendor Unauthorized Vendors are selling unauthorized Brinno Products and they may not be covered by USA warranty.

Shipping Address:

Thomas Sullivan
301 N WASHINGTON ST
DUPAGE CHILDREN S MUSEUM
NAPERVILLE, IL 60540-4537
United States

Item(s) Subtotal:	\$159.00
Shipping & Handling:	\$6.16
Free Shipping:	-\$6.16

Total before tax:	\$159.00
Sales Tax:	\$0.00

Shipping Speed:

FREE Shipping

Total for This Shipment: \$159.00

Payment Information

Payment Method:

Visa | Last digits: 7106

Billing address

Thomas Sullivan
301 N WASHINGTON ST
DUPAGE CHILDREN S MUSEUM
NAPERVILLE, IL 60540-4537
United States

Item(s) Subtotal:	\$159.00
Shipping & Handling:	\$6.16
Free Shipping:	-\$6.16

Total before tax:	\$159.00
Estimated tax to be collected:	\$0.00

Grand Total: \$159.00

Credit Card transactions

Visa ending in 7106: March 18, 2018: \$159.00

To view the status of your order, return to [Order Summary](#).

4TH OF JULY SALE

OUTDOOR WAREHOUSE EVENT

ACCENT FURNITURE & DECOR EVENT

THE BEDROOM & BEDDING EVENT

Thank you! Your order has been submitted.

You'll receive a confirmation email and another email when each item ships.

Order Number: 6589477414527 [PRINT](#)

Shipping Address

Kimberly Stull
301 N WASHINGTON ST
DuPage Childrens Museum
Naperville, IL 60540-4537
United States
(630) 637-7645

Billing Address

Same as shipping
(630) 637-7645

Payment Method

Visa **** 6901

Order Total

Subtotal (6 items):	\$727.17
Shipping:	FREE
Estimated Tax:	\$45.45
Total	\$772.62

DISCOVER NEW FAVORITES +

ENJOY 10% OFF

Use code: 27HNAPM

Offer good for 30 days. Some [exclusions](#).

Email Address

kstull@dupagechildrensmuseum.org

Delivery Method

FedEx Ground

Order Summary



#MP056-2

Merry Products Gate-n-Crate

Height: 29 in.

Qty: 3 \$338.97

Delivery Method:
FedEx Ground

Arrives:
6-29-2018 (Friday)



#CDG026-2

Cardinal Gates 4 Panel Freestanding Pet Gate

Color: White

Qty: 3 \$388.20

Delivery Method:
FedEx Ground

Arrives:
6-26-2018 (Tuesday)

Tell us what you think.

Take our two minute survey to tell us about your experience.

[LEAVE FEEDBACK](#)



27810 Avenue Hopkins Valencia CA 91355
 Phone (661) 257-7800 • (800) 624-6225
 Fax (661) 257-4938
 Federal Tax ID# 95-3750585
 CA SRAR013766545 • IL 2613-6538 • FL 69-8014803745-9
 NY 953750585 • TX 1-95-3750585-1 • Canadian GST 89964 5659

Please review and sign the quote.
APPROVED
 SIGN: *[Signature]* DATE: *6/20/18*

Quote

Quote Number:	Q000003555
Created Date:	06/20/2018
Quote Valid Until:	07/20/2018
Page Number:	1 of 1

Sold To:

Dupage Children's Museum
 301 North Washington St
 Naperville IL 60540
 United States

Ship To:

Dupage Children's Museum
 301 North Washington St
 Naperville IL 60540
 United States

Request Date	Customer	Customer Reference	Freight Terms	Payment Terms	BP
6/20/2018	639107	RFQ 6/20	UPS Ground - 48 States	CRC	NY

Line	Item Number	Description	U/M	Quantity	Price	Extended Price
Special Instructions:						
1	50-HFP1003/SA/CL	Hinged Frame Panel, 48" x 36"	EA	2.000	\$316.00	\$632.00
2	B3 Project	Beltrac® 3000 - 14/D7/SA/SA/BL Satin Post With Blue 7 Ft Double Line Belt, Belt, 14" Sloped Base , Assembled	EA	3.000	\$216.00	\$648.00
3	50-3011	Belt End Wall Receptacle	EA	4.000	\$4.00	\$16.00
Sale Amount		Sales Tax	Misc. Charge	*Freight	Total Amount	
\$1,296.00		\$86.06	\$0.00	\$80.90	\$1,462.96	

* For prepaid Freight - Freight is only an estimate.
 Accessorial fees requested or disclosed at time of delivery and/or other charges, will be billed separately.
 Examples: Limited Access (e.g. construction sites), Lift gate, Inside Delivery, Metro area, change in delivery address.

< 86.06 >
1376.90

We are tax exempt. See enclosed certificate



Store Supply Warehouse

12955 Enterprise Way
 Bridgeton, MO 63044
 (314) 427-8887 Fax: (314) 427-0004
 www.storesupply.com / sales@storesupply.com

Cust #: 1575594
 Ship To: DuPage Children's Museum
 301 N WASHINGTON ST
 NAPERVILLE, IL 60540-4537

**Buy more
 & SAVE
 with bulk
 pricing on
 select
 hangers!**



As low as ~~\$24.95~~ \$23.50 per 100
 (3+) \$19.98 per case

DUPLICATE

Bill To: DuPage Children's Museum
 301 N WASHINGTON ST
 NAPERVILLE, IL 60540-4537

INVOICE DATE	INVOICE NO.
06/21/18	6723546-00
P.O. NO.	PAGE #
6/21/2018	1

INSTRUCTIONS		TERMS
		Net 30
SHIP POINT	VIA	SHIPPED
SSW - GEORGIA	Dynamic Econ	06/21/18

LN	ITEM AND DESCRIPTION	ORDERED	B.O.	SHIPPED	PRICE	UM	DISCOUNT%	AMOUNT
1	40135 00000 2 x 4 inch Chrome Wire Grid Panel	2	0	2	13.50	each	0.00	27.00
2	40107 00000 WIRE GRID PANEL CONNECTOR CHROME	4	0	4	0.30	each	0.00	1.20
3	30302 00000 1 1/2 inch Chrome S-Hooks for Wire Grid	4	0	4	0.75	each	0.00	3.00
4	40108 00000 4 x 10 inch Clear Acrylic Shelf for Wire Grid	4	0	4	1.40	each	0.00	5.60
5	20130 00000 8 1/2 x 11 inch Flush Mount Acrylic Sign Holder COO: China	8	0	8	4.35	each	0.00	34.80
6	42111 00000 10 x 8 inch Clear Acrylic Shelf for Slatwall or Wire Grid	3	0	3	7.95	each	0.00	23.85
7	42112 00000 14 x 10 inch Clear Acrylic Shelf for Slatwall or Wire Grid	3	0	3	14.70	each	0.00	44.10
8	40121 00000 WALL MOUNT BRACKET FOR GRID CHROME	8	0	8	0.95	each	0.00	7.60
9	SSWCAT91 00000 S	1	0	1	0.00	each	0.00	0.00



GO GREEN

Get your invoices emailed directly to your inbox.
 • Save time • Save paper

GO GREEN



Store Supply Warehouse

12955 Enterprise Way
 Bridgeton, MO 63044
 (314) 427-8887 Fax: (314) 427-0004
 www.storesupply.com / sales@storesupply.com

Cust #: 1575594
 Ship To: DuPage Children's Museum
 301 N WASHINGTON ST
 NAPERVILLE, IL 60540-4537

**Buy more
 & SAVE
 with bulk
 pricing on
 select
 hangers!**



As low as ~~\$24.95~~ \$23.50 per 100
 (3+) \$19.98 per case

DUPLICATE

Bill To: DuPage Children's Museum
 301 N WASHINGTON ST
 NAPERVILLE, IL 60540-4537

INVOICE DATE	INVOICE NO.
06/21/18	6723546-00
P.O. NO.	PAGE #
6/21/2018	2

INSTRUCTIONS		TERMS
		Net 30
SHIP POINT	VIA	SHIPPED
SSW - GEORGIA	Dynamic Econ	06/21/18

LN	ITEM AND DESCRIPTION	ORDERED	B.O.	SHIPPED	PRICE	UM	DISCOUNT%	AMOUNT
9	Lines Total			37				
	Qty Shipped Total							
						Total		147.15
						Freight Out		38.57
						Downpayment		185.72
						Amount Due		0.00



Order

Date of Printout 7/2/2018

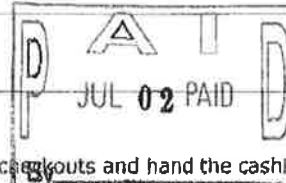
#3

Your IKEA contact Zoyadomia N

IKEA Contact Center 1 (888) 888-4532

Store	Order Number	Creation Date
Bolingbrook (170)	297150380	7/2/2018

Qty	Description	Art Nr	Price	Total
2	NORNÄS coff tbl 35x23 1/4" pine	202.809.43	79.99	159.98



Once your shopping selections are complete please proceed to the checkouts and hand the cashier the Order. Once the order is paid the picking of your items will begin. Collection of your ~~order reference is only used to~~ update on order status or respond to your inquiry. To sign up for events or promotions, please visit www.ikea.com Thank you for shopping at IKEA.

This merchandise has been reserved for you until the end of business today, please note all totals are EXCLUDING relevant taxes unless shown otherwise. Please take this order to the check out area for payment. Once paid, please proceed to the Furniture Pick

Up area to collect your merchandise, your handout reference number is: **150380**

The currency for all amounts is, if nothing else is stated (USD)

Number of packages	2	Goods value	159.98
Weight (Kg)	18.8		
Volume (m3)	0.069		
		Total amount	159.98

Date: _____ Signature: _____

Order number/Booking number

Page 1 / 1



297150380

#3



Welcome to IKEA Bollingbrook
IKEA Bollingbrook Store 170

Open Mon.-Sat. 10-9 and Sunday 10-8
Thank you for shopping at IKEA!

Complete tax free
Customer Exemption Certificate
996-588 JUL 02 PAID
tax exempt reason
2 Charity
Order Number: 297150380

Article 20280943
NORNAS coff tbl
2 * 79.99 159.98 T

Total 159.98

Total Articles: 2

EFT VISA USD\$159.98

-----TRANSACTION RECORD-----

STORE # 170 REG # 15
INVOICE # 017015000053171632
MERCHANT # 178006170091
TERMINAL # 00882629

TYPE: Sale
ACCT: VISA INSERTED
VISA CREDIT

CARD # *****6901 EXP **/**
DATE/TIME: 07/02/2018 17:16:33
REF # AUTH # RESP 00
011887 002266 ISO 00
AID: A0000000031010
TSI: 6800 ARC:00 CUR:0840
TVR: 8080008000
APP: VISA CREDIT
IAD: 06040A03A00000

Total USD\$ 159.98

Approved

SIGNATURE x

THE BLACK FRIDAY SALE

THE BEDROOM SALE

THE DINING ROOM SALE

CYBER DEALS

Thank you! Your order has been submitted.

Order Number: 6589478998953 [PRINT](#)

Shipping Address

Kimberly Stull
DuPage Childrens Museum
301 N WASHINGTON ST
Naperville, IL 60540-4537
United States
(630) 637-8000


Billing Address

Same as shipping
(630) 637-8000

Payment Method

Visa **** 6901

Order Total

Subtotal (5 items):	\$620.37
Shipping:	FREE
Estimated Tax:	 \$0.00
Total	\$620.37

Email Address

kstull@dupagechildrensmuseum.org

Delivery Method

FedEx Ground

Hayneedle Business

Your savings on this order

\$84.60

Order Summary



#WO028-1

Weathercraft Designer's Choice	Qty: 2	\$290.40	\$330.00
Treated Balcony Adirondack Chair with Footrest - Natural		12% Business Savings	

Arrives: Nov. 30 Delivery Method: FedEx Ground



#MP056-2

Merry Products Gate-n-Crate	Qty: 3	\$329.97	\$374.97
		12% Business Savings	

Arrives: Dec. 4 Delivery Method: FedEx Ground

Tell us what you think.

Take our two minute survey to tell us about your experience.

LEAVE FEEDBACK



Kimberly Stull <kstull@dupagechildrensmuseum.org>

Credited account notice for Hayneedle.com

1 message

Hayneedle.com <customer_service@hayneedle.com>
To: kstull@dupagechildrensmuseum.org

Mon, Nov 26, 2018 at 7:00 PM



Hi Kimberly,

Good news - we've processed your order credit.

You'll see it in your credit card account ending in 6901 in 2-4 business days. We hope you come back soon!

If you have any questions, please [contact us](#).

Thanks so much,
The Hayneedle Team

Order Number: 6589477414527



Cardinal Gates 4 Panel Freestanding Pet Gate

Color: White

\$388.20

Total Order Credit:

\$388.20



CYBER WEEK SALE

THE BEDROOM SALE

THE DINING ROOM SALE

THE PET SUPPLIES SALE

Thank you! Your order has been submitted.

Order Number: 6589479119760 [PRINT](#)

Shipping Address

Kimberly Stull
DuPage Childrens Museum
301 N WASHINGTON ST
Naperville, IL 60540-4537
United States
(630) 637-8000


Billing Address

Same as shipping
(630) 637-8000

Payment Method

Visa **** 6901

Order Total

Subtotal (1 item):	\$198.33
Shipping:	FREE
Estimated Tax:	 \$0.00
Total	\$198.33

Email Address

kstull@dupagechildrensmuseum.org

Delivery Method

FedEx Ground

Hayneedle Business

Your savings on this order

\$27.04

Order Summary



#ID475-1

Guidecraft Art Activity Cart

Qty: 1

\$198.33 ~~\$225.37~~

12% Business Savings

Arrives: Dec. 4

Delivery Method: FedEx Ground

Tell us what you think.

Take our two minute survey to tell us about your experience.

LEAVE FEEDBACK



Final Details for Order #114-5405301-5389059

[Print this page for your records.](#)

Order Placed: November 28, 2018
PO number: 30816
Amazon.com order number: 114-5405301-5389059
Order Total: \$43.99

Shipped on November 29, 2018

Items Ordered	Price
1 of: <i>Giantex 6-Drawer Mobile File Cabinet Home Office Vertical Furniture W/Lockable Rolling Casters Lock Wheels Heavy Duty Rust Resistant Metal Frame Storage Letter Filing Cabinet Organizer Black</i>	\$43.99
Sold by: Giantex (seller profile)	
Condition: New	

Shipping Address:

Kimberly Stull / DUPAGE CHILDREN'S MUSEUM
DELIVERIES THROUGH GARAGE DOOR ONLY M - F 9:00 - 4:00
301 N. Washington
Naperville, IL 60540
United States

Item(s) Subtotal: \$43.99
Shipping & Handling: \$0.00

Total before tax: \$43.99
Sales Tax: \$0.00

Shipping Speed:

Standard Shipping

Total for This Shipment: \$43.99

Payment information

Payment Method:

Visa | Last digits: 6901

Item(s) Subtotal: \$43.99
Shipping & Handling: \$0.00

Billing address

Kimberly Stull / DUPAGE CHILDREN'S MUSEUM
DELIVERIES THROUGH GARAGE DOOR ONLY M - F 9:00 -
4:00
301 N. Washington
Naperville, IL 60540
United States

Total before tax: \$43.99
Estimated tax to be collected: \$0.00

Grand Total: \$43.99

Credit Card transactions

Visa ending in 6901: November 29, 2018: \$43.99

To view the status of your order, return to [Order Summary](#).



Details for Order #114-9875921-2737005

[Print this page for your records.](#)

Order Placed: November 23, 2018
Amazon.com order number: 114-9875921-2737005
Order Total: \$197.53

Not Yet Shipped

Items Ordered	Price
6 of: <i>Open storage box, Kitchen Cabinet and Pantry Storage Organizer Bin - two cut-out handles that make 9.4 x 6.75 x 4.3 Inches (Grey/White)</i> Sold by: RDSA Online Store (seller profile)	\$11.10
Condition: New	
1 of: <i>2x4basics 90164 Workbench and Shelving Storage System</i> Sold by: Amazon.com Services, Inc	\$74.99
Condition: New	
1 of: <i>Beadalon 207A-005 Table Top Work Bench</i> Sold by: Amazon.com Services, Inc	\$55.94
Condition: New	

Shipping Address:

Dustin Thacker/DuPage Children's Museum
 DELIVERIES THROUGH GARAGE DOOR M - f 9:00 - 4:00
 301 N. Washington
 Naperville, IL 60540
 United States

Shipping Speed:

FREE Shipping

Payment information

Payment Method:

Visa | Last digits: 6901

Billing address

Kimberly Stull / DUPAGE CHILDREN'S MUSEUM
 DELIVERIES THROUGH GARAGE DOOR ONLY M - F 9:00
 - 4:00
 301 N. Washington
 Naperville, IL 60540
 United States

Item(s) Subtotal:	\$197.53
Shipping & Handling:	\$19.66
Free Shipping:	-\$19.66

Total before tax:	\$197.53
Estimated tax to be collected:	\$0.00

Grand Total:	\$197.53

To view the status of your order, return to [Order Summary](#).

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SCHOOL OUTFITTERS

PO Box 638517
Cincinnati, OH 45263-8517
www.schooloutfitters.com

Invoice Questions: 866-619-3776
Order Status/Issues: 866-619-1776
To place an order: 800-260-2776

Invoice

Invoice #
INV13034361
Customer PO:
30770

Bill To Dupage Childrens Museum Kimberly Stull, Other 301 N Washington St Ste 2 Naperville, IL 60540-4537 USA Phone: 1 (630) 637-7645 Fax: Email: kstull@dupagechildrensmuseum.org	Ship To Dupage Childrens Museum Kimberly Stull, Other 301 N Washington St Ste 2 Naperville, IL 60540-4537 USA Phone: 1 (630) 637-7645 Fax: Email: kstull@dupagechildrensmuseum.org
--	--

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	ORDER NUMBER	PAYMENT DUE
CL29058	INV13034361	12/19/2018	ORD11129865	1/18/2019

SKU #	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
SAN-TA4R-302466	Transport Series Double-Door Mobile Storage Cabinet (30" W x 24" D x 72" H)	1	\$444.19	\$444.19

ANY QUESTION OR DISCREPANCIES CONCERNING THIS ORDER MUST BE REPORTED
WITHIN SEVEN DAYS TO OUR SALES AND SERVICE DEPARTMENT AT 1-866-619-1776

SUB TOTAL	\$444.19
SHIPPING & HANDLING	\$124.92
SALES TAX	\$0.00
INVOICE TOTAL	\$569.11

AMOUNT PAID/CREDIT	\$0.00
AMOUNT DUE	\$569.11

PLEASE RETURN BOTTOM PORTION OF THIS INVOICE WITH YOUR REMITTANCE TO:

School Outfitters
PO Box 638517
Cincinnati, OH 45263-8517

PLEASE PAY THIS AMOUNT	\$569.11
Dupage Childrens Museum Kimberly Stull	
ACCOUNT NO.	CL29058
INVOICE NO.	INV13034361
INVOICE DATE	12/19/2018
PAYMENT DUE	1/18/2019



**SCHOOL
OUTFITTERS**

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places to learn.*

www.schooloutfitters.com • 3736 Regent Ave. • Cincinnati, Ohio 45212-3724

For assistance, please contact:

Eric Hoang

Phone: 866-619-3451

Fax: 866-619-3452

eric.hoang@schooloutfitters.com

Quote Summary

Quote #: QUO11008091

Valid through: 12/16/2018

Bill to:

Dupage Childrens Museum
Kimberly Stull
301 N Washington St
Naperville IL 60540-4537 USA

Phone: 1 (630) 637-7645

Fax: N/A

Email: kstull@dupagechildrensmuseum.org

Ship to:

Dupage Childrens Museum
Kimberly Stull
301 N Washington St
Naperville IL 60540-4537 USA

Phone: 1 (630) 637-7645

Fax: N/A

Email: kstull@dupagechildrensmuseum.org

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
------	------	-------------	------	------	-------	---------------------------------------	-------------

1.	SAN-TA4R-302466	Transport Series Double-Door Mobile Storage Cabinet (30" W x 24" D x 72" H)	1	\$837.95	47%	\$444.19	\$444.19
----	-----------------	---	---	----------	-----	----------	----------



Options:

Cabinet - Sky Blue (+ \$7.20)

Estimated Delivery:

9 business days after order confirmation

Shipping & Handling Breakdown

Items Shipping From:	Shipping Via:	Service(s) Included:	Product SubTotal:	Shipping & Handling:
Sandusky Lee	AAA COOPER TRANSPORTATION		\$444.19	\$124.92

Sales Tax: 35.57

Grand Total: \$604.68

TAX (35.57)
569.11

Important Shipping Information

Shipping is tail gate, requiring customer to unload from truck. Lift gate and inside delivery are available for additional charges.

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-619-1776 within 5 business days of delivery.

All quotations are for tailgate delivery, F.O.B. factory, unless otherwise noted.

Inventory/Pricing Information

All quoted prices are based on exact quantities and current inventory levels. Pricing subject to change in the event of altered quantities. This quote is valid through 12/16/2018.

Thank you for the opportunity to earn your business.

For Assistance: Eric Hoang • Phone: 866-619-3451 • Fax: 866-619-3452 • eric.hoang@schooloutfitters.com



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www.schooloutfitters.com • 1-800-260-2776 • 3736 Regent Ave. • Cincinnati, Ohio 45212-3724

For assistance, please contact:

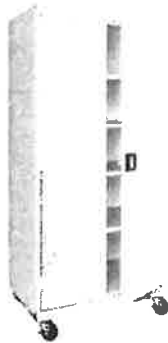
Eric Hoang

Phone: 866-619-3451

Fax: 866-619-3452

eric.hoang@schooloutfitters.com

Item Details



Sandusky Lee

Transport Series Double-Door Mobile Storage Cabinet (30" W x 24" D x 72" H)

Sandusky Lee's Transport Series Double-Door Mobile Storage Cabinet is roomy, easy to move and strong enough to withstand the rigors of a busy classroom. The welded steel storage cabinet has a recessed locking handle that won't scrape arms or snag clothes. Adjust the shelves to fit most any supplies or cleaning materials.

Specifications

Material:	22-gauge steel
Shelves:	4 adjustable shelves & 1 fixed bottom shelf
Casters:	5" casters
Lock:	Comes w/ recessed locking handle & key
Weight Capacity:	180 lbs./shelf
Other Info:	Greenguard certified
Warranty:	5 years
Width:	30"
Depth:	24"
Height:	72" (including casters)
Assembly:	Some assembly required

Options

Side Handle	
Cabinet Color:	
<input type="checkbox"/>	Black Cabinet Color
<input type="checkbox"/>	Blue Cabinet Color
<input type="checkbox"/>	Burgundy Cabinet Color
<input type="checkbox"/>	Charcoal Cabinet Color
<input type="checkbox"/>	Dove Gray Cabinet Color
<input type="checkbox"/>	Forest Green Cabinet Color
<input type="checkbox"/>	Multi Granite Cabinet Color
<input type="checkbox"/>	Navy Blue Cabinet Color
<input type="checkbox"/>	Putty Cabinet Color
<input type="checkbox"/>	Red Cabinet Color
<input type="checkbox"/>	Sky Blue
<input type="checkbox"/>	Tropic Sand Cabinet Color
<input type="checkbox"/>	White Cabinet Color
<input type="checkbox"/>	Yellow Cabinet Color

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
1.	SAN-TA4R-302466	Transport Series Double-Door Mobile Storage Cabinet (30" W x 24" D x 72" H)	1	\$837.95 <	47%	\$444.19	\$444.19
		Options:					
		<input type="checkbox"/> Cabinet - Sky Blue (+ \$7.20)					



INVOICE

MAY00134563-001

Remit To: Aetna Plywood
 Lockbox #774315
 4315 Solutions Center
 Chicago, IL 60677-4003

Invoice Date: 05/31/18
Account: 304973 0001
Branch: 01MAYWD
Phone: (630)-637-8000
Fax: (630)-637-1276
Delivery: MAY00134563-001

BILL TO:
 DUPAGE CHILDREN'S MUSEUM
 301 N. WASHINGTON
 NAPERVILLE IL 60540

SHIP TO:
 DUPAGE CHILDREN'S MUSEUM
 301 N. WASHINGTON
 NAPERVILLE IL 60540

PO: 800 E. REF: JOB: SHIP VIA: OT FRT TERM: FOB DEST
 ORDER DATE: 05/29/18 SALES 48 ORDER TYPE: WHSW ORDERED BY: MARK
 SHIP DATE: 05/31/18 AGENTS ENTERED BY: Jt10 AUTH CHG:

QTY ORDERED	QTY SHIPPED	UOM	ITEM/DESCRIPTION	CONVERTED QTY	PRICE/UOM	AMOUNT
11	11	EA	6122419 18MMx48x96 B/BB Russian Birch 13Ply Ext	11/EA	89.40/EA	983.40
6	6	EA	6114419 12MMx48x96 B/BB Russian Birch 9Ply Ext	AIR 6/EA	65.60/EA	393.60
5	5	EA	3922539 3/4x49x97 Malvern Trupan Standard MDF	5/EA	28.20/EA	141.00
5	5	EA	3914539 1/2x49x97 Malvern Trupan Standard MDF	5/EA	20.30/EA	101.50
SUBTOTAL						1,619.50

Standard Terms: 1% 10 days - Net 30 days unless otherwise indicated.
 Cash discounts do not apply to COD accounts. A late payment charge
 of 2% per month will be added on all accounts past due.
 *** PLEASE INCLUDE INVOICE NUMBER ON YOUR REMITTANCE ***
 MAYWOOD (708) 343-1515
 ROCKFORD (815) 968-0921
 INDIANAPOLIS (317) 353-6281
 MINNESOTA (651)407-2800

PAYMENT TERMS:
 Net due 45 days

Balance \$1,619.50



SHIPPING SUPPLY SPECIALISTS

1-800-295-5510

uline.com

PO Box 88741 • Chicago IL 60680-1741

INVOICE NO.

100332492

**

INVOICE

ULINE FED ID#: 36-3684738

THANK YOU FOR YOUR ORDER. ULINE CUSTOMER SINCE 2010

YOUR ORDER # 16812913

SOLD TO:

SHIP TO:

MDG2017 00008440 1 AB 040 8 5761935
DUPAGE CHILDRENS MUSEUM
301 N WASHINGTON ST
NAPERVILLE IL 60540-4537

DUPAGE CHILDRENS MUSEUM
301 N WASHINGTON ST
NAPERVILLE IL 60540-4537



U100-9-2013

CUSTOMER NO	PURCHASE ORDER NO	SHIP VIA	ORDER DATE	DATE SHIPPED	TERMS	INVOICE DATE
5761935	30324	UPS GROUND	8/15/18	8/15/18	NET 30 DAYS	8/15/18
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE		
1 EA	H-6958	80" SINGLE PIPE CLOTHING RACK	180.00	180.00		



ORDER PLACED BY: KIM STULL

INTERNET / I

SUB-TOTAL	SALES TAX	FRT/HNDLING	AMOUNT DUE
180.00	.00	19.75	199.75

PLEASE PAY FROM THIS INVOICE REFER TO THIS INVOICE NUMBER WHEN CONTACTING US REGARDING THIS TRANSACTION.

CUSTOMER NAME	CUSTOMER NUMBER	INVOICE NUMBER	INVOICE DATE	AMOUNT DUE
DUPAGE CHILDRENS MUSEUM	5761935	100332492	8/15/18	199.75

AMOUNT ENCLOSED IF DIFFERENT THAN AMOUNT DUE \$ _____

*EXPLAIN DIFFERENCES ON REVERSE SIDE



MAKE CHECKS PAYABLE AND MAIL TO:

ULINE
ATTN: ACCOUNTS RECEIVABLE
PO BOX 88741
CHICAGO IL 60680-1741

IMPORTANT - PLEASE DETACH AND RETURN THIS PORTION TO INSURE PROPER CREDIT

0576193501003324921808150000199756

NNNNN 01 01 008440 009432P

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

#2

PURCHASE ORDER NO.

30221

THIS NUMBER MUST APPEAR ON ALL INVOICES, SHIP AND EXPRESS PACKAGES, ETC.

DATE

7-27-18

DATE REQ

SHIP VIA

FOB

TERMS

SOLD TO

Home Depot
 Theresa CC

SHIPPED TO

QUANTITY

UNIT

DESCRIPTION

GL#

UNIT PRICE

TOTAL PRICE

Artist-in-Residence
 Comfort Mats R

~~8780-1807~~

8780-1807

39.94

Artist-in-Residence
 #2



More saving.
 More doing.

1918 04 71391 07/25/2018 0834
 NAPERVILLE
 MANAGER 6. 1200

1918 04 71391 07/25/18 01:51 PM
 ASHIER CHAN

136364543766 2X3 MAT <A>
 TM 20"X36" GRAY COMFORT MAT
 2@19.97 39.94N

SUBTOTAL 39.94
 SALES TAX 0.00

TAX EXEMPT TOTAL \$39.94

XXXXXXXXXXXX7081 VISA USD\$ 39.94

AUTH CODE 025332/2042161 TA
 AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: ARTIST IN RESIDENCE



1918 04 71391 07/25/2018 0834

RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 1 90 10/23/2018

[Handwritten signature]

#3

Studios
wheel in
motion



DOLLAR TREE STORES, INC.

Store# 2510 (630) 958-1526
7323 S. Lamont Rd

Downers Grove IL 60516-3807

DESCRIPTION	QTY	PRICE	TOTAL
MONSTER TRUCK	1	1.00	1.00N
MONSTER TRUCK	1	1.00	1.00N
TOY TRUCK	1	1.00	1.00N
TOY TRUCK	1	1.00	1.00N
MILITARY SET	1	1.00	1.00N
CONSTRUCTION ZONE	1	1.00	1.00N

Sub Total \$6.00
 SALES TAX \$0.00
 Total \$6.00
 VISA CREDIT \$6.00

*****7091 Approved
 Purchase Chip
 Auth/Trace Number: 029057/035521

Chip Card AID: A0000000031010

**** Tax Exempt ****
 ID #: 99643588

Thank You for Shopping at Dollar Tree
 Where Everything's \$1.00
 Now Shop On-Line at Dollartree.com

 * We value your opinion! *
 * Please provide your feedback at *
 * www.dollartreefeedback.com *
 * Receive chances to win \$1,000 daily plus *
 * Instant prizes valued at \$1,500 weekly *
 * or by calling 1-877-368-2540. *
 * For complete rules, eligibility and sweepstakes *
 * period and previous winners please visit *
 * www.dollartreefeedback.com *
 * No purchase/survey required to enter. *
 * Sweepstakes sponsored by Empathica, Inc. *
 * across multiple international clients. *
 * Survey Code: 7921 0517 7305 0202 *
 *
 * We will gladly exchange any unopened item *
 * with original receipt. We do not offer refunds. *
 * *****

5717 02510 03 031 26250471 7/29/18 16:44
 Sales Associate: Joby

#4

Summer 2018
#apervaking
A.R. program



WOODRIDGE - 630-434-0909
 07/29/2018 04:01 PM EXPIRES 10/27/18



HOME 064080695	SHOWER LINER T 2 @ \$2.84 ea	\$5.68 ↓
	SUBTOTAL	\$5.68
	TAX EXEMPT SALE	\$0.00
	TOTAL	\$5.68
	*7081 VISA CHARGE	\$5.68
	AID: A0000000031010	
	VISA CREDIT	

. INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP
 \$0.30

REC#2-8210-0866-0079-7941-3 VCD#758-253-855



We hope
 your trip
 was a blast!

Help make your Target Run better.
 Take a 2 minute survey about today's trip:

infomartarget.com
 User ID: 7178 9913 4992
 Password: 020 587

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.



Final Details for Order #112-6506856-3867419

[Print this page for your records.](#)

Order Placed: May 10, 2018
Amazon.com order number: 112-6506856-3867419
Order Total: \$13.93

Shipped on May 11, 2018

Items Ordered

1 of: *The Block Book*, Elisabeth S. Hirsch
Sold by: bestandfastestbooks ([seller profile](#))

Price
\$9.94

Condition: Used - Very Good
Binding solid and tight with clean pages and unmarked text and images. We take great pride in accurately describing the condition of our books, ship within 48 hours and offer a 100% money back guarantee. We take great pride in accurately describing the condition of our books and media, ship within 48 hours, and offer a 100% money back guarantee.

Shipping Address:

Thomas Sullivan
301 N WASHINGTON ST
DUPAGE CHILDREN S MUSEUM
NAPERVILLE, IL 60540-4537
United States

Item(s) Subtotal: \$9.94
Shipping & Handling: \$3.99

Total before tax: \$13.93
Sales Tax: \$0.00

Shipping Speed:

Standard Shipping

Total for This Shipment: \$13.93

Payment information

Payment Method:

Visa | Last digits: 7106

Item(s) Subtotal: \$9.94
Shipping & Handling: \$3.99

Billing address

Thomas Sullivan
301 N WASHINGTON ST
DUPAGE CHILDREN S MUSEUM
NAPERVILLE, IL 60540-4537
United States

Total before tax: \$13.93
Estimated tax to be collected: \$0.00

Grand Total: \$13.93

Credit Card transactions

Visa ending in 7106: May 11, 2018: \$13.93

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2018, Amazon.com, Inc. or its affiliates

Kneeling pads \$10.98

Receipt lost

Sorry
AM

amazon.com

[Print this page for your records.](#)

Order Placed: November 23, 2018
PO number: 30787
Amazon.com order number: 114-8887530-5670657
Order Total: \$94.07

Preparing for Shipment

Items Ordered	Price
4 of: <i>Admired By Nature ABN5E019-NTRL Natural Wood Small Shallow Rectangle Crate with Metal Corner Design, 14x5</i> Sold by: Amazon.com Services, Inc	\$13.50

Condition: New

Shipping Address:
Dustin Thacker/DuPage Children's Museum
DELIVERIES THROUGH GARAGE DOOR M - f 9:00 - 4:00
301 N. Washington
Naperville, IL 60540
United States

Item(s) Subtotal:	\$54.00
Shipping & Handling:	\$5.32
Free Shipping:	-\$5.32

Total before tax:	\$54.00
Sales Tax:	\$0.00

Shipping Speed:
FREE Shipping

Total for This Shipment: \$54.00

Preparing for Shipment

Items Ordered	Price
1 of: <i>National Public Seating 6224H Steel Stool with Hardboard Seat Adjustable, 25"-33", Grey</i> Sold by: Amazon.com Services, Inc	\$40.07

Condition: New

Shipping Address:
Dustin Thacker/DuPage Children's Museum
DELIVERIES THROUGH GARAGE DOOR M - f 9:00 - 4:00
301 N. Washington
Naperville, IL 60540
United States

Item(s) Subtotal:	\$40.07
Shipping & Handling:	\$15.39
Free Shipping:	-\$15.39

Total before tax:	\$40.07
Sales Tax:	\$0.00

Shipping Speed:
FREE Shipping

Total for This Shipment: \$40.07

Payment information

Payment Method:
Visa | Last digits: 0211

Billing address
Kimberly M Stull



Item(s) Subtotal:	\$94.07
Shipping & Handling:	\$20.71
Free Shipping:	-\$20.71

Total before tax:	\$94.07

R-8780-160 T-75 4-151 in Residence

Office DEPOT OfficeMax

WOODRIDGE - (630) 434-0600

07/03/2018 5:57 PM



2PVTU9YP6UQ4MYMWF

#3

SALE 6100-4-8585-860481-18.6 2

377678 CLIP,BULL,MED,

4 @ 3.39 13.56

Clearance -9.56

You Pay 4.00SS

Subtotal: 4.00

Total: 4.00

Visa 7081: 4.00

AUTH CODE 003850

IDS Chip Read

AID A0000000031010 VISA CREDIT

IVR 8000008000

CVS No Signature Required

RACHAEL DAVIS 1965900044

Please create your online rewards account at officedepot.com/rewards. You must complete your account to claim your rewards and view your status.

tax Exemption Number 13409480

Total Savings:

\$9.56

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Participate in our online customer survey and receive a coupon for \$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more. (Excludes Technology. Limit 1 coupon per household/business.)

www.TellOfficeDepot.com

and enter the survey code below:

155C DC34 YP97

Invoice # - Date - Page
1545208 7/5/18 Page 1 of 1

Route Day Stop#
41 Thu 90

Customer
1-77823-05445



FED. ID# 36-2087282

DUPAGE CHILDREN'S MUSEUM

301 N WASHINGTON ST
 NAPERVILLE, IL 60540-0000
 Kim Stull
 (630)837-8000

Your Customer Support Representative:
ZENAIDA CUSTODIO

(773)533-3570
 ZENAIDAC@EROSCOE.COM

Your Service Manager:

Jeff Delazzer
 (773)533-4085

Your Route Service Representative:

CARL FLOWERS

\$178.06

Customer Signature: TERMS: NET UPON RECEIPT

Items On This Invoice Are Pursuant to a Written Agreement.

P.O. Box 4804
 REMIT Chicago, IL 60680-4804
 TO: (773)722-5000 FAX (773)722-0827
 www.eRoscoe.com

Thank you for "Taking Pride" in your image with Roscoe!
 Local & Family Owned Since 1921
 Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Line	Wearer# Schedule	Item Description Wearer	Item # Color	Garment Desc	Size	Inventory	Changes / Min. Qty.	Quantity Delivered	Quantity Invoiced	Rate	Amount	Sh Gr Sc Ld / Emblem Info / Last Delivered / Misc Charge Info
1	7	3X15 Confetti Image	75040	Mat		10		5	5	8.850	44.25	
2	6	3X4 Galaxy Black UH	76830	Mat		2		1	1	6.870	6.87	Artist in Black
3	6	4X6 Galaxy Black UH	76840	Mat		6		3	3	12.020	36.06	-no
4	6	3X10 Galaxy Black UH	76850	Mat		4		2	2	15.170	30.33	
	6	6X6 Logo Mat	78570	Mat	N16	2		1	1	14.070	14.07	N16
6	6	6X9 LOGO/SPECIAL CH	78690	Mat	N5	2		1	1	21.150	21.15	N5
		Energy									7.00	
		Environmental & Service									18.33	

Split bill to AIR + Facilities

44.25
 + 6.37

 50.62
 AIR

127.44
 Faculty

ENTERED

X4080-
 700T-
 75

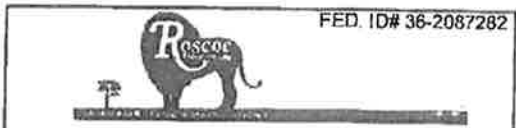
X4080-
 700T

X4630700T/dsc
 75

Invoice # - Date - Page
S1546068 7/6/18 Page 1 of 1

Route Day Stop#
41 Fri #####

Customer
1-77823-05445



FED. ID# 36-2087282

DUPAGE CHILDREN'S MUSEUM

 301 N WASHINGTON ST
 NAPERVILLE, IL 60540-0000
 Kim Stull
 (630)637-8000

Your Customer Support Representative:
ZENAIDA CUSTODIO
 (773)533-3570
 ZENAIDAC@EROSCOE.COM

 Your Service Manager:
Jeff Delazzer
 (773)533-4085

 Your Route Service Representative:
CARL FLOWERS

Pay From This Invoice >>>>
\$27.87
 Customer Signature: **TERMS: NET UPON RECEIPT**

Items On This Invoice Are Pursuant to a Written Agreement.
 P.O. Box 4804
 REMIT Chicago, IL 60680-4804
 TO: (773)722-5000 FAX (773)722-0827
 www.eRoscoe.com

Thank you for "Taking Pride" in your image with Roscoe!
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 Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Line	Variant# Schedule	Item Description Wear#	Item # Color	Garment Desc	Size	Inventory	Changes / Min. Qty.	Quantity Delivered	Quantity Invoiced	Rate	Amount
1	7	3X15 Confetti Image	75040	Mat		12		1	1	8.850	8.85
2	6	4X6 Galaxy Black Ut	76840	Mat		8		1	1	8.010	12.02
3		DELIVERY	7820	NO SUP							7.00

 ENTERED

Artist in Residence

Invoice # - Date - Page
1546255 7/12/18 Page 1 of 1

Route Day Stop#
41 Thu 90

Customer
1-77823-05445

FED ID# 36-2087262



DUPAGE CHILDREN'S MUSEUM

301 N WASHINGTON ST
 NAPERVILLE, IL 60540-0000
 Kim Stull
 (630)637-8000

Your Customer Support Representative:
ZENaida CUSTODIO
 (773)533-3570
 ZENAIDAC@EROSCOE.COM

Your Service Manager:
Jeff Delazzer
 (773)533-4085

Your Route Service Representative:
CARL FLOWERS

Pay From This Invoice >>>>

\$66.47

Customer Signature: TERMS: NET UPON RECEIPT

Items On This Invoice Are Pursuant to a Written Agreement.

P.O. Box 4804
 REMIT Chicago, IL 60680-4804
 TO: (773)722-5000 FAX (773)722-0827
 www.eRoscoe.com

Thank you for "Taking Pride" in your image with Roscoe!
 Local & Family Owned Since 1921
 Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Line	Wearer# Schedule	Item Description Wearer	Item # Color	Garment Desc	Size	Inventory	Changes / Min. Qty.	Quantity Delivered	Quantity Invoiced	Rate	Amount	Sh Cr So Ld / Emblem Info / Last Deliveries / Misc Charge Info
1	7	3X15 Confetti Image Energy Environmental & Service	75040	Mat		12		6	6	8.850	53.10 7.00 6.37	

 ENTERED

Artist in Residency

Invoice # - Date - Page
1547281 7/19/18 Page 1 of 1

Route Day Stop#
41 Thu 90

Customer
1-77823-05445

FED. ID# 36-2087282



Pay From This Invoice >>>>

\$201.41

Customer Signature: **TERMS: NET UPON RECEIPT**

Items On This Invoice Are Pursuant to a Written Agreement.

P.O. Box 4804
 REMIT Chicago, IL 60680-4804
 TO: (773)722-5000 FAX (773)722-0827
 www.eRoscoe.com

DUPAGE CHILDREN'S MUSEUM

301 N WASHINGTON ST
 NAPERVILLE, IL 60540-0000
 Kim Stull
 (630)637-8000

Your Customer Support Representative:
ZENaida CUSTODIO
 (773)533-3570
 ZENAIDAC@EROSCOE.COM

Your Service Manager:
Jeff Delazzer
 (773)533-4085

Your Route Service Representative:
CARL FLOWERS

Thank you for "Taking Pride" in your Image with Roscoe!
 Local & Family Owned Since 1921
 Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Line	Wearer# Schedule	Item Description Wearer	Item # Color	Garment Desc	Size	Inventory	Changes / Min. Qty.	Quantity Delivered	Quantity Invoiced	Rate	Amount	Sh Or So Ld / Emblem Info / Last Deliveries / Misc Charge Info
1	7	3X15 Confetti Image	75040	Mat		12		6	6	8.850	53.10	
2	6	3X4 Galaxy Black Ut	76830	Mat		2		1	1	6.870	6.87	
3	6	4X6 Galaxy Black Ut	76840	Mat		8		4	4	12.020	48.08	
4	6	3X10 Galaxy Black Ut	76850	Mat		4		2	2	15.170	30.33	
5	6	6X6 Logo Mat	78570	Mat	N16	2		1	1	14.070	14.07	N16
6	6	6X9 LOGO/SPECIAL C	78690	Mat	N5	2		1	1	21.150	21.15	N5
Energy											7.00	
Environmental & Service											20.53	

Split bill

53.10
 + 12.02
 + 13.37

 ENTERED

78.49
 AIR

122.92
 Faculty

Invoice # - Date - Page
1548299 7/26/18 Page 1 of 1

Route Day Stop#
41 Thu 90

Customer
1-77823-05445



FED. ID# 36-2087282

DUPAGE CHILDREN'S MUSEUM

301 N WASHINGTON ST
 NAPERVILLE, IL 60540-0000
 Kim Stull
 (630)637-8000

Your Customer Support Representative:
ZENAIDA CUSTODIO

(773)533-3570
ZENAIDAC@EROSCOE.COM

Your Service Manager:

Jeff DeLozier
 (773)533-4085

Your Route Service Representative:

CARL FLOWERS

Pay From This Invoice #3300

\$66.47

Customer Signature: **TERMS: NET UPON RECEIPT**

NSA

Terms On This Invoice Are Pursuant to a Written Agreement.

P.O. Box 4804
 REMIT Chicago, IL 60680-4804
 TO: (773)722-5000 FAX (773)722-0827
 www.eRoscoe.com

Thank you for "Taking Pride" in your image with Roscoe!
 Local & Family Owned Since 1921
 Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Una	Weers/ Schedule	Item Description Wearer	Item # Color	Garment Desc	Size	Inventory	Charge / Mtl. Qty.	Quantity Delivered	Quantity Invoiced	Rate	Amount
1	7	3X15 Confetti Image	75040	Mat		12		8	8	8.850	53.10
		Energy									7.00
		Environmental & Service									6.37

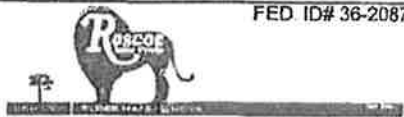
NSA

 ENTERED

Invoice # - Date - Page
1549309 8/2/18 Page 1 of 1

Route Day Stop#
41 Thu 90

Customer
1-77823-05445



DUPAGE CHILDREN'S MUSEUM

Your Customer Support Representative:
ZENAIDA CUSTODIO
 (773)533-3570
 ZENAIDAC@EROSCOE.COM

301 N WASHINGTON ST
 NAPERVILLE, IL 60540-0000
 Kim Stull
 (630)637-8000

Your Service Manager:
Jeff Delazzer
 (773)533-4085

Your Route Service Representative:
CARL FLOWERS

Pay From This Invoice

\$201.41

Customer Signature: TERMS: NET UPON RECEIPT

Terms On This Invoice Are Pursuant to a Written Agreement.
 P.O. Box 4804
 REMIT Chicago, IL 60680-4804
 TO: (773)722-5000 FAX (773)722-0827
 www.eRoscoes.com

Thank you for "Taking Pride" in your image with Roscoe!
 Local & Family Owned Since 1921

Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Line	Wearer# Schedule	Item Description Wearer	Item # Color	Garment Desc	Size	Inventory	Changes / Min. Qty.	Quantity Delivered	Quantity Invoiced	Rate	Amount	Sh Cr So Ld / Emblem Info / Last Deliveries / Misc Charge Info
1	7	3X15 Confetti Image	75040	Mat		12		6	6	8.850	53.10	
2	6	3X4 Galaxy Black Ut	76830	Mat		2		1	1	6.870	6.87	
3	6	4X6 Galaxy Black Ut	76840	Mat		8		4	4	12.020	48.06	
4	6	3X10 Galaxy Black Ut	76850	Mat		4		2	2	15.170	30.33	
5	6	6X6 Logo Mat	78570	Mat	N16	2		1	1	14.070	14.07	N16
6	6	6X9 LOGO/SPECIAL C	78690	Mat	N 5	2		1	1	21.150	21.15	N 5
		Energy									7.00	
		Environmental & Service									20.83	

split

122.92 700
78.49 700-75

Charge for P.O.

AR

ENTERED

Invoice # - Date - Page

1550335 8/9/18 Page 1 of 1

Route Day Stop#
41 Thu 90

Customer
1-77823-05445

FED. ID# 98-2087282



DUPAGE CHILDREN'S MUSEUM

301 N WASHINGTON ST
NAPERVILLE, IL 60540-0000
Kim Stull
(630)637-8000

Your Customer Support Representative:
ZENaida CUSTODIO

(773)533-3570
ZENaidac@EROSCOE.COM

Your Service Manager:
Jeff Delazzer
(773)533-4085

Your Route Service Representative:
CARL FLOWERS

\$66.47

Customer Signature: TERMS: NET UPON RECEIPT

Terms On This Invoice Are Pursuant to a Written Agreement.

P.O. Box 4804
REMIT Chicago, IL 60680-4804
TO: (773)722-5000 FAX (773)722-0627
www.eRoscoe.com

Out with the old and in with the NEW with Corporate Apparel from The Roscoe Company! Check out our New Arrivals at eroscoe.com and receive 5% off your order when placed by Friday October 19th. Order today!
Thank you for "Taking Pride" in your image with Roscoe!
Local & Family Owned Since 1921

Attn Rsr: No Delivery To Be Made After 9:00 On Delivery Day Mon Thru Fri Alternate Delivery Day Is Monday After 1:00 P.m.

Line	Wearoff Schedule	Item Description Wearer	Item# Color	Garment Desc	Size	Inventory	Changes/ Min. Qty.	Quantity Ordered	Quantity Invoiced	Rate	Amount
1	7	3X15 Confetti Image	75040	Mat		12		6	6	8.850	53.10
		Energy									7.00
		Environmental & Service									6.37





2001 S MOUNT PROSPECT RD
DES PLAINES, IL 60018

Phone: (847) 952-1925 Fax: (847) 956-5815
www.warehousedirect.com

INVOICE

INVOICE NUMBER **4005065-0**
 INVOICE DATE **08/21/18**
 ACCOUNT NUMBER **980604**
 DEPT NUMBER

BILLTO ADDRESS	SHIPTO ADDRESS
DUPAGE CHILDRENS MUSEUM 301 N WASHINGTON NAPERVILLE IL 60540	DUPAGE CHILDRENS MUSEUM 301 N WASHINGTON NAPERVILLE IL 60540

PURCHASE ORDER	SALES REP	ORDER WRITER	TERMS	PAGE
	6075	ECI2	NET 30 DAYS VIA EFT OR CHECK	1

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTENDED PRICE
900803LMR	EPI	Who Called : Barbara Cuyler BOARD,FOAM,3/16"30X40"WHT	CT	2		2	49.500	99.00
6200K6	MMM	TAPE,INV .75X1000 6PK,CR Email: bcuyler@dupagechildrensmuseum.org SHIPPED WEIGHT (27.570)	PK	1		1	5.990	5.99



Subtotal	104.99
Tax	
Total Due	104.99

Thank you for your order!

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Office Supplies • Copiers, Printers & Technology • Managed IT Services • Furniture, Interiors & Design • Safety, Industrial & MRO
 Janitorial Supplies & Equipment • Coffee Equipment & Breakroom • Food Service & Packaging • Printing & Promotional



Federal ID: 43-0955093

1585 Fencorp Dr. Fenton, MO 63026 • P: 800.542.9941 • F: 800.760.5575 www.grimco.com

COMMERCIAL INVOICE

BILL TO

DUPAGE CHILDREN MUSEUM
301 N WASHINGTON ST
NAPERVILLE, IL 60540-4537

Payment Terms

Due 30 days from invoice date

Customer Number: 695714

Invoice Number: 19765997-0

Invoice Date: 7/2/201

SHIP TO

DUPAGE CHILDREN'S MUSEUM
301 N WASHINGTON ST
NAPERVILLE, IL 60540-4537

Shipping Method

RFD Rockford\$100min
MTWRF(CHI)

Purchase Order:

Page Number:

Item/Description	Unit Price	Quantity Ordered	Quantity Shipped	Discount	Sub Total
54"x150' 6.0 MIL RAD GRAFIX V					
Item Code: RADV54150	\$264.24		1		\$264.24
				-7.93	\$256.31



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Customer Service 1.800.542.9941

Merchandise Total:	\$264.24
Discount Total:	-7.93
Tax:	0.00
Shipping:	0.00
Invoice Total:	\$256.31

DUE DATE: 8/1/2018



Artist-in-Residence Summer Quarter 2018 Artist Agreement

This agreement is made the 25th of May in the year 2018 between DuPage Children's Museum hereinafter referred to as "Museum" and Claire Reynes hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- a) The Artist is an independent contractor and is not to be considered an employee of the Museum.
- b) The Artist will provide: Papermaking in the Studio of DuPage Children's Museum.
 - July 5 - August 9. Thursdays and Fridays 8:30am to 1:30pm and Saturdays 8:30am to 4:30pm, total of 113 hours.
 - Opening Event - Week day in July, date TBD, 4:00 to 4:30pm, total of 2 hours
 - Wednesday, August 29, 1:00pm to 9:00pm, Studio Time & Teacher Expo, total of 8 hours.
 - September 15 & 16, 8:00am - 6:00pm, Naperville Riverwalk Fine Art Fair, guest artist at DCM Booth, total of 10 hours.
 - Collaborative Art Installation, off-site recipient location/installation date TBD, totaling no more than 15 hours.

The Studio will be made available for Summer Artist-in-Residence Program and will be accessible one hour prior and one hour following the event for set-up and breakdown. All changes made in this schedule **MUST** be approved in writing in advance by the Artist and Museum. Artist will contact the Residency Coordinator, DCM's Arts's Specialist.

Summer Residency Project Description:

- Artist will bring a pop-up papermaking studio to the Museum where visitors can be exposed to the full papermaking process. Pulp painting, paper casting, inclusions, and wrapping are the four main categories of paper art techniques that visitors will explore.
- Paper Block Play (with blocks made from paper) will be captured via photography and used as inspiration for final collaborative artwork.
- Studio hours to include artist's collaboration with children and the art-making process, answering visitor questions, artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.
- Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.

- Collaborate with DCM's Arts Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy (attachment A).
- Participate and/or advise in the installation of the finished artwork at recipient's location.
- Completed Artwork(s): Several free standing paper sculptures, inspired by visitors actual block play/structures.

c) An Artist Honorarium will be paid to the Artist for the Summer Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule:

\$3500.00 on July 5, 2018 via hand delivered

\$3500.00 on September 30, 2018 via pick-up/U.S. mail/direct deposit (Attachment A)

d) An Artist stipend for supplies will be paid to the Artist for the Summer Residency in the amount of \$1000. The Artist stipend will be paid to the Artist by the Museum according to the following schedule;

\$1000.00 on May 25, 2018 via hand delivered

e) The Artist will adhere to site's regulations pertaining to use of equipment, facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.

f) The Artist will utilize the services of the Arts Specialist-Residency Coordinator to make recommendations on room set-up, to submit entries for Museum's bi-weekly Artist-in-Residence blog, to maintain contact with participants, and to clarify questions concerning policies and procedures.

g) The Artist will check with the Arts Specialist one week prior to the Summer Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.

h) The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.

i) The Artist will incur no expenses for the Museum, without prior approval. The Artist will assume expenses incurred without the approval of the Museum.

j) Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date

mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.

k) In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the compensation for the activity as if the activity had been completed.

l) Where the Artist cannot reasonably conduct or complete the activities because of acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.

m) Prior to Residency Artist will provide background/criminal check documents, no later than June 1, 2018.

n) The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.

o) Thirty days prior to Residency Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the Museum as an "Additional Insured" on the general liability policy.

p) The Artist further agrees to indemnify and hold the Museum, Board of Directors and its employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.

q) Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display at recipients off-site location or through a mutually agreed upon end date.

q) Artist agrees to complete a Post-Residency evaluation/survey.

I have read and understand the provisions of this Contract.

Agreed to and Accepted by:

Signature of Artist Claire Remy Claire Remy Date 5/25/18

Signature of Museum Thomas Sigurd Thomas Sigurd Date 5/27/18

Attachment A - Electronic Credit Authorization

Attachment B - Photo Release

Part of Top Listing Fee
Chicago Artists
Resource .com

Theresa Suchy McGraw <tsuchymcgraw@dupagechildrensmuseum.org>

Thank You for Supporting CAR

Emily Spurgeon <cac@chicagoartistscoalition.org>
To: Theresa McGraw <tsuchymcgraw@dupagechildrensmuseum.org>

Thu, Feb 15, 2018 at 11:37 AM



BUILDING A CREATIVE MARKETPLACE

Dear Theresa,

From all of us at the Chicago Artists Coalition, thank you for being a supporter of the Chicago Artists Resource website. We truly appreciate your recent donation of \$10.00 which we received on 2/15/2018.

In supporting CAR, you help to sustain a platform that serves all artistic disciplines and provides access to job postings, calls for artists, instructional videos and curated articles. Even more so, your support allows us to provide you with streamlined resources and collaborations with local and national organizations. We hope you will share this effort with those in your network who also use and have benefited from CAR.

As a member of the arts community and a friend to CAC and CAR, we know you understand that community building and professional development resources are essential to the success of professional and creative practice. Together, we will continue to strive towards providing you with easy access to current opportunities and insights throughout the Chicago art community.

Sincerely,

A handwritten signature in black ink, which appears to read 'Caroline Older'. The signature is fluid and cursive.

Caroline Older, PhD
Executive Director

The Chicago Artists Coalition is a registered 501(c)3 non-profit organization. This letter serves as an official acknowledgement for IRS purposes. No goods or services were provided in exchange for your contribution. Your contribution is tax-deductible to the fullest extent allowed by law.

26109



Theresa Suchy McGraw <tsuchymcgraw@dupagechildrensmuseum.org>

Thank You For Your Donation!

cac@chicagoartistscoalition.org <cac@chicagoartistscoalition.org>
To: tsuchymcgraw@dupagechildrensmuseum.org

Fri, Feb 16, 2018 at 5:53 PM



February 16, 2018

Theresa Suchy McGraw, 6306378000
301 North Washington Street
Naperville, IL 60540

Dear Theresa Suchy McGraw, 6306378000,

On behalf of the Chicago Artists Resource, I would like to thank you for your recent donation of \$40.00 which we received on 2/16/2018. Your support means so much to us and directly impacts the growth and vitality of Chicago's creative community.

In keeping with IRS requirements, your contribution is tax deductible to the fullest extent of the law. Please keep this as written acknowledgement of your donation for tax records.

By donating to Chicago Artists Resource and the Chicago Artists Coalition, you are playing a significant role in building a thriving and sustainable creative marketplace that will enrich our city's culture in so many ways.

Thank you for your support!

Sincerely,

Caroline Older, PhD
Executive Director

The Chicago Artists Coalition is a registered 501(c)3 non-profit organization. This letter serves as an official acknowledgement for IRS purposes. No goods or services were provided in exchange for your contribution.

217 N. Carpenter Street, Chicago, IL 60607
312-491-8888 | www.chicagoartistscoalition.org

North Central College
2018
FINE & PERFORMING ARTS

ORDER #3070011

Rouse 18 Interactive
Th, Apr 12, 2018 @ 7:00 PM

Dupage Children's Museum Theresa Suchy
McGraw
Visa 7081

THIS IS THE CUSTOMER RECEIPT.

ORDER #3070011
4/11/2018 2:37:00 PM

1 x Tickets

Sub-Total: \$50.00

Service Fee: \$0.00

TOTAL: \$50.00

Nicole R. Rivera
932 Lathrop Ave
Forest Park, IL 60130
Tel 630-306-4932

INVOICE: 8/28/2013

BILL TO

Thomas Sullivan
Director of Education
DuPage Children's Museum
301 N. Washington St
Naperville, IL 60540

DESCRIPTION

Payment due for services rendered for the completion of the Artist in Residence evaluation

- Collaborative evaluation planning and design
- Completion of observations, exit interviews, and post-visit interviews with guests
- Completion of interviews with artist and staff
- Data analysis
- Development of the final evaluation report

TOTAL DUE

\$500.00

Thank you!



ENTERED

WHOLE FOODS MARKET

Naperville NPV
 2607 West 75th Street
 Naperville, IL 60540
 630-579-7700

NBAK WW FIG BAR 6PK \$4.69 F
 NBAK BLBRY FIG BAR 6PK \$4.69 F
 NPA DK CHC GRNL BR OG \$3.89 F
 Subtotal: \$13.27
 Net Sales: \$13.27
 Tax/Fee: \$0.00
 Tax/Fee Exemption: \$0.25
 Total: \$13.27
 Sold Items: 3
 Paid:
 VISA \$13.27

- Did not accept

----- Tax/Fee Summary -----
 Name Rate Taxed Amt. Tax Amt.
 Tax/Fee Total: \$0.00

----- Tax/Fee Exemption Summary -----
 Customer: CHILDERN ID: 99643586
 Name Method Rate Amount
 ILLINOIS, STATE Percent 1.00 0.14
 REGIONAL TRANSPQ Percent 0.75 0.11
 Tax/Fee Exemption Total: \$0.25

02/21/2018 17:24:58
 MID: 001899898 TID: 1
 208028

CREDIT CARD

PURCHASE

CARD #: XXXXXXXXXXXX7081
 Chip Card: VISA CREDIT
 Chip Card AID: A0000000031010
 ATC: 0084
 TC: 6F2A61179C992E6A
 TSI: 6800 ARC: 021130
 INVOICE: 520800022
 Approval Code: 021130
 Entry Method: Chip Read
 Mode: Issuer

SALE AMOUNT \$13.27
 APPROVED BY ISSUER

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3

**Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2018 (CY18)
January 1, 2018 – December 31, 2018**

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: DuPage Children's Museum

Address: 301 N Washington Street

City/State/Zip Code: Naperville, IL 60540

Contact Person: Margaret Rush, Foundation Relations & Grant Writer

Phone Number: 630.637.8000 ext. 6400

E-Mail: mrush@dupagechildrensmuseum.org

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain No

Section Two – Project/Event Information

Name of Project/Event: Artist in Residence

Brief Description of Project/Event: The Artist in Residence Project enabled a local artist (Claire Reynes) to create art inside DCM's Studio, facilitate art creation with young children, and collaborate with them to create artwork that was publicly displayed at Naperville City Hall.

Date of the Project/Event: July 5 - August 9, 2018

Amount of SECA Grant Award for CY18: \$13,500

Number of Years the Project/Event has been in Existence: 1

Number of Years the Project/Event has received a SECA Grant: 1

Number of Years the Organization Anticipates Requesting SECA Grant Money:

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Challenges during implementation
- Modifications to original project/event
- If applying for 2019 grant funds, describe any changes that will be implemented.

The Artist in Residence (AIR) program began July 5, 2018 . It followed the timeline as relayed in DCM's SECA application with the exception of one significant change: the program received enough funding for one artist-in-residence and could consequently offer only one residency instead of the intended four. Program activities included artist Claire Reyes engaging children and their caregivers in creating paper-based art. This included facilitating learning experiences, guiding children in making pulp and paper, and explaining to them how their artwork will be added to one large piece of artwork that will be publicly displayed. The artist-in-residence concluded their work in the Museum on August 9, 2018. DCM's Arts Specialist and the program's artist attended Riverwalk Fine Arts Fair where they displayed the program's final artwork and informed the public about papermaking and paper-based art. The artwork was on public display at Naperville City Hall for approximately one month. The artwork will be on display at the Hotel Indigo throughout January 2019.

Section Four – Project/Event Evaluation

What was the actual number of participants

How was the success and/or effectiveness of the project/event measured

The program benefited 3,657 visitors (1,660 children; 1,997 adults). Evaluation consisted of interviews, post-visit surveys, and attendance tracking using Altru software. Close to 85% of those interviewed interacted with the artist directly; 91% of the families reported their child(ren) participated in the paper making activity; 100% reported the experience was positive; 71% stated that making art was the central benefit to their child(ren). Post-visit surveys confirmed that 87% of those surveyed confirmed that they or their child(ren) talked about the artist and/or papermaking after their Museum visit; 75% looked up information about paper making; and 100% created art at home post-visit. From these responses, DCM staff members have concluded the project had a positive affect on their audience. A formal evaluation of the program was completed and has been included with this report.

What were the expected outcomes of the project/event?

Expected outcomes for the program included: 1) the program will serve approximately 65,000 children and their caregivers and be available to approximately 300,000; 2) of the project participants who complete exit interviews, 80% will identify an increased understanding of an artist's role; 3) children benefiting from the project will demonstrate social interactions with the artist, family members, and peers during their time creating art in DCM's studio; and 4) of those families who complete a post-visit contact with project staff, 75% will indicate that the child and adult engaged in art making or discussed art after the Museum visit.

What were the actual accomplishments of the project/event?

Actual program outcomes include: 1) the program served approximately 4,000 (the lower number served is directly associated with having enough funds to offer one residency and public art display); 2) 65% of respondents identified an increased understanding of the role of an artist; 3) observations, interviews, and surveys confirmed children demonstrated interactions with the artist, family members, and peers during the residency; and 4) 88% indicated they they talked about the artist or paper making after their Museum visit and 100% indicated they engaged in art making.

How did you make the event affordable to as many participants as possible?

All project activities and events were free to Museum visitors. To increase the project's outreach, DCM staff used its Family Access Membership program to promote the program to low-income families; families of two adults and up to six children were able to access all of the project's and Museum's events, activities, and exhibits for one year at a membership cost of \$10 as opposed to the general membership cost of \$130.

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

DCM made one significant change to the project's original budget to accommodate a lower amount of awarded funding than DCM staff anticipated. Due to not receiving the requested funds, DCM provided one AIR quarter instead of the initially intended four. In the CY19 Budget Worksheet, DCM has included the awarded amount from SECA and reallocation of funds. Capital spending, signage, and refreshments were reduced and event materials were increased, all to stay within the awarded amount.

List all revenue sources used for this project/event in addition to the SECA Grant funds that were awarded.

DCM supported the project with an in-kind contribution of staff, indirect, and any line items that exceeded the SECA reallocation.

What financial resources, other than SECA Grant funds, will be available to sustain this program/event?

In FY19 (7/1/18 - 6/30/19), DCM received a general operating arts grant from the Illinois Arts Council Agency. There are other arts donors supporting the Studio and DCM's general operations earned income.

If you did not receive full funding how did it influence your event?


As a consequence of not receiving full funding, DCM reduced the program from four residencies to one. This diminished the program's impact in terms of number served and the number of artists engaged, and limited the exposure to the kinds of art DCM was able to provide to Museum visitors. In addition, the goals and outcomes relayed in DCM's SECA application had to be adjusted to fit what was accomplishable with one residency instead of four.

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six – Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: 

Title: Foundation Relations & Grant Writer

CITY CLERK'S OFFICE USE ONLY

- Reviewed by Special Events Coordinator
- Submitted to SECA Commission

Date: _____

(Received stamp)

**DuPage Children's Museum
City of Naperville SECA Grant Reporting
CY19 Artist in Residence**

Event Budget

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total (Final Report)
TOTAL EXPENSES	\$ 59,550.00	\$ 34,700.00	\$ 13,500.00	\$ 29,465.31

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Site				
Venue Rental Fees	1,300.00	1,300.00	-	-
Equipment	5,200.00	5,200.00	3,600.00	3,849.90
Tables and Chairs				
Totals	\$ 6,500.00	\$ 6,500.00	\$ 3,600.00	\$ 3,849.90

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Program				
Artist Fees /Honorariums	32,000.00	24,000.00	8,000.00	8,000.00
Royalty Fees				
Totals	\$ 32,000.00	\$ 24,000.00	\$ 8,000.00	\$ 8,000.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Event Materials				
Program Supplies for Studio	-	-	1,100.00	1,196.83
Totals	\$ -	\$ -	\$ 1,100.00	\$ 1,196.83

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
City Services				
Totals	\$ -	\$ -		\$ -

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Marketing and Publicity				
Signage	1,600.00	1,200.00	200.00	355.31
Totals	\$ 1,600.00	\$ 1,200.00	\$ 200.00	\$ 355.31

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Miscellaneous				
Chicago Artist Coalition	-	-	50.00	50.00
Rouse 18 Interactive Gallery	-	-	50.00	50.00
Evaluation Services	2,000.00	1,500.00	500.00	500.00
DCM Staffing	10,040.00	-		10,040.00
Indirect	5,410.00	-		5,410.00
Totals	\$ 17,450.00	\$ 1,500.00	\$ 600.00	\$ 16,050.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Catering				
Reception Refreshments	2,000.00	1,500.00	-	13.27
Totals	\$ 2,000.00	\$ 1,500.00	\$ -	\$ 13.27

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total (Final Report)
TOTAL REVENUE	\$ 72,625.00	\$ 34,700.00	\$ 13,500.00	\$ 29,465.31

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Project/Event Revenue				
Sponsorship				
Tickets				
Donations: NEA	13,075.00	-	-	-
Totals	\$ 13,075.00	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
SECA Grant				
SECA	59,550.00	34,700.00	13,500.00	13,500.00
Totals	\$ 59,550.00	\$ 34,700.00	\$ 13,500.00	\$ 13,500.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Miscellaneous				
Totals	\$ -	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Other				
DCM In-Kind	-	-		15,965.31
Totals	\$ -	\$ -	\$ -	\$ 15,965.31

Key:

Estimated Total = Entire Estimated Project Cost Before the Event
 SECA Request = Amount Requested Toward Total Event Cost
 Actual Total = Entire Project Cost After the Event has Occurred

Artist in Residence Report

August 2018

Submitted by Nicole R. Rivera

The DuPage Children's Museum completed the first Artist in Residence program, July 5 - August 9, 2018 with local artist Claire Reynes. The program provided opportunities for children and families to observe and learn from an artist while engaging in collaborative art making. Children were introduced to the art of paper making and assisted with the making of handmade paper and paper blocks which will be used as inspiration for a professional art installation in Naperville.

The Artist in Residence program was developed to foster the following broad goals:

- Enhance the new role of the Museum as a center of cultural and artistic investigation for families and children.
- Provide new avenues of art exploration for guests of the Museum
- Expand and enhance the role DuPage Children's Museum plays in a broader dialogue on arts teaching and learning
- Make emerging artist's work more accessible to the public
- Inspire and broaden a child's developing notion of what it means to be an artist
- Develop social skill sets with artist/child collaboration, as well as alongside other children
- Connect young children to the power of art-making and arts as an expression of identity, experience, and community
- Support Naperville as a hub for the arts, community, culture, and making

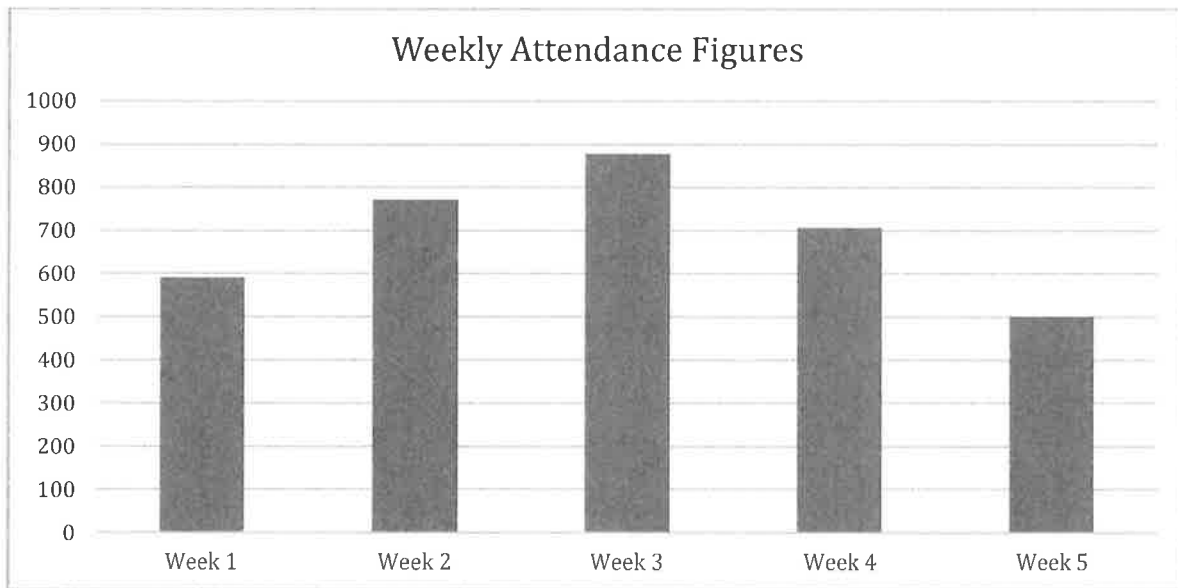
To assess these goals, the following evaluation objectives were identified:

- The program will serve 65,000 number of children and adults. (NOTE: This figure was based on the original grant request for a full-year program and based on total attendance figures for the Museum.)
- The artist and DCM staff will share reflection and feedback from their experiences as well as suggestions for program enhancement to promote arts teaching.
- The artist will describe increased opportunities to communicate about his/her art to members of the community.
- 80% of visitors who complete exit interview will identify an increased understanding of the role of an artist.
- Children will demonstrate interactions with the artist, family members, and peers during residency programs.
- 75% of families who complete a post-visit contact will indicate that the child and adult engaged in art making or discussion about art after the Museum visit.

Data were collected through art studio attendance figures, observations, exit interviews with program participants, interviews with the artist and DCM Arts Specialist, and post-visit surveys.

Attendance

Attendance figures were tracked by DCM staff. **A total of 3657 visitors** (1660 children; 1997 caregivers) attended the Artist in Residence program between July 5 – August 9, 2018 (Thursdays/Fridays 9:30 am – 12:30 pm, and Saturdays 9:30am -12:00pm, 1:00pm – 3:30pm). The figures below represent the weekly combined visits across the five-week program:



Observation

An initial observation was completed on July 6, 2018. Follow up observations took place on July 26th and August 4, 2018. The stations and materials changed over the three sessions as the residency evolved. The descriptions below characterize some of the interactions that were observed between the artist, visitors, and DCM staff.



Art Studio Set-Up

The art studio was set up with paper making stations. Signage hung down from the ceiling to identify the various stations (i.e. pulp play, casting, pulling, and couching). Eventually, the documentation was added at the back of the studio. During the observations, the artist was in the studio with the Arts Specialist, and one floor-staff member. An art volunteer/intern was also present during one of the observations.

Collaborating with the Visitors

During observations, the artist moved between the children and families in the room to guide them through the paper making process. She asked open ended questions such as “how does it feel?” and “what does it look like?” and worked collaboratively with the children to complete the steps. The artist and staff members worked across the tables from the children to complete the various steps in the paper making process. For example, when working on pulling the paper, both the artists and the child had their hands on the frames. The child was directed in the correct motions and asked to hold onto the frame while the water drained.

The following is an excerpt from observation notes on 7/6/18:

A new family entered. The artist approached the family and provided instruction. The caregiver got smocks for the two girls and the girls started pulp making and pounding the paper to make pulp. After the pulp was ready, the girls were instructed to go to the water table and put their pulp in with some cotton-based pulp that was in the water. The artist instructed the girls to “act like you’re waving at someone in the water” to mix up the pulp. She told them to rip up any big pieces of paper that they found in the water. The tables with two water bins allowed the artist to work with two children at one time.

In some cases, the paper did not hold together after the pulling process, so children were directed to repeat the step. The artist provided feedback in a supportive manner which demonstrated the trial and error nature of the process.

The artist was also very supportive of younger children during the process. She provided supportive directions and encouraged children who were hesitant to engage with the materials.

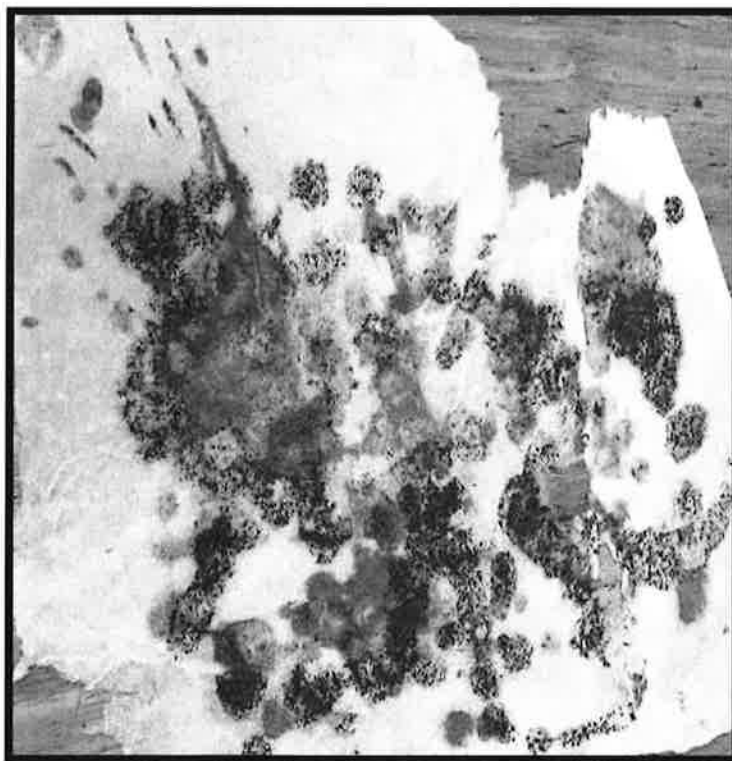
The artist was working with a child to mix the pulp and said, “there’s a fish down there and you’re going to wave to the fish”. She also encouraged a hesitant child to help mix the pulp by saying she could just use one finger. The young child refused and the artist let her know that was ok too. (Observation notes)

The artist and staff periodically refilled the pulp paint bottles and the cotton pulp that was added to the water. The studio Arts Specialist would ask children to help put the white pulp in the water. The Arts Specialist was talking with a mother about the materials that they were using and some other alternatives that could be used for paper making.

A visitor asked about the materials that were being used. The artist labeled the materials and told her that the materials are available to purchase at a popular hobby store. The visitor asked about online resources and the artist shared some online sources for materials.

There were tables with drawing materials set up in the studio. Some children and families worked at the drawing table instead of engaging in the paper making process or while waiting for a turn at one of the stations.

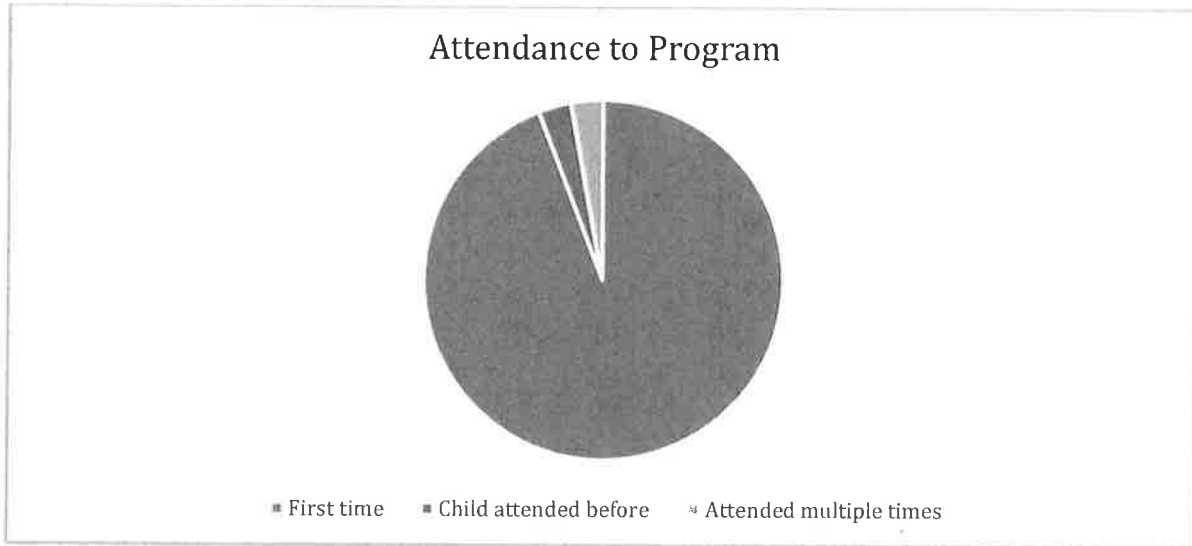
During early observations, some children and families did express some concerns about not being able to take the finished paper home with them. The Arts Specialist showed the families what the finished paper will look like and explained how the paper will be used to make blocks to inspire a piece that the artist will make to be installed in the Naperville City Hall. This explanation was observed to be added as part of the orientation to the studio in subsequent observations which appeared to help manage the expectations of the attendees. Many caregivers appeared excited about the overall goals of the project.



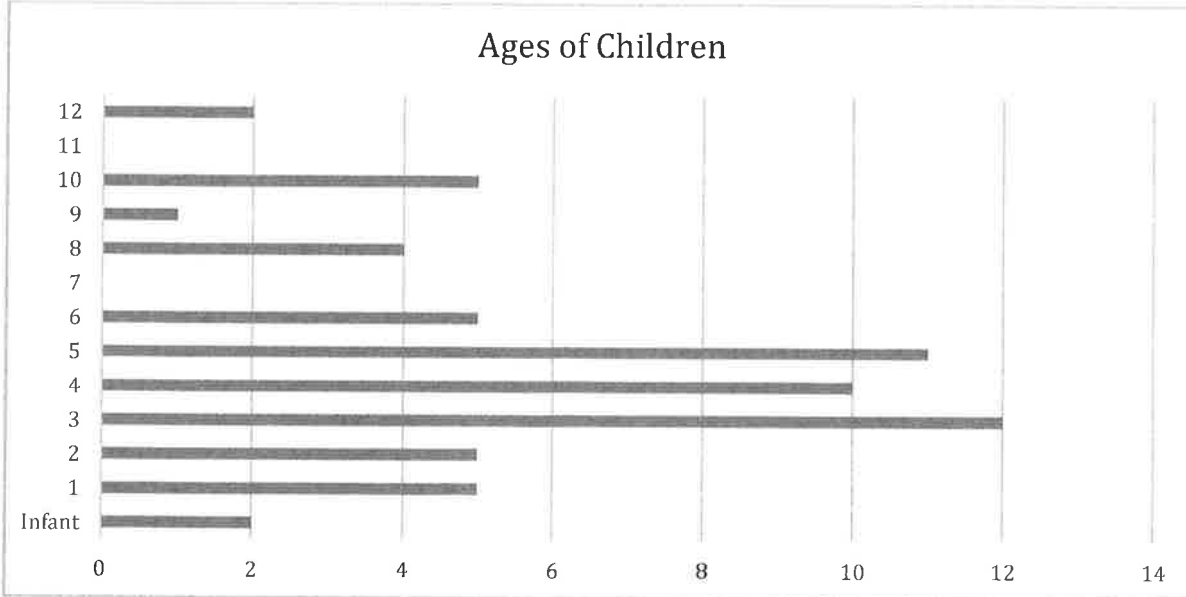
Exit Interviews

Exit interviews were completed with 34 families on July 26 and August 4, 2018. Adults in the family group approached as they exited the art studio if the family was observed to engage in some art making in the studio. Participants were sampled continuously and only one person declined to participate.

Was this your first time visiting the studio when the artist was here?



What are the ages of your child(ren)?



Did you hear about the Artist in Residence program before you came to the Museum today?

27 of the respondents indicated they did not hear about the program prior to coming to the museum. One 12-year-old stated that she had read about the Artist in Residence in program on the Museum's website. Three people said they saw signage in the museum, one person said her child attended before with a grandparent and two people referenced an email from the Museum.

Did you or your child(ren) interact with the artist today?

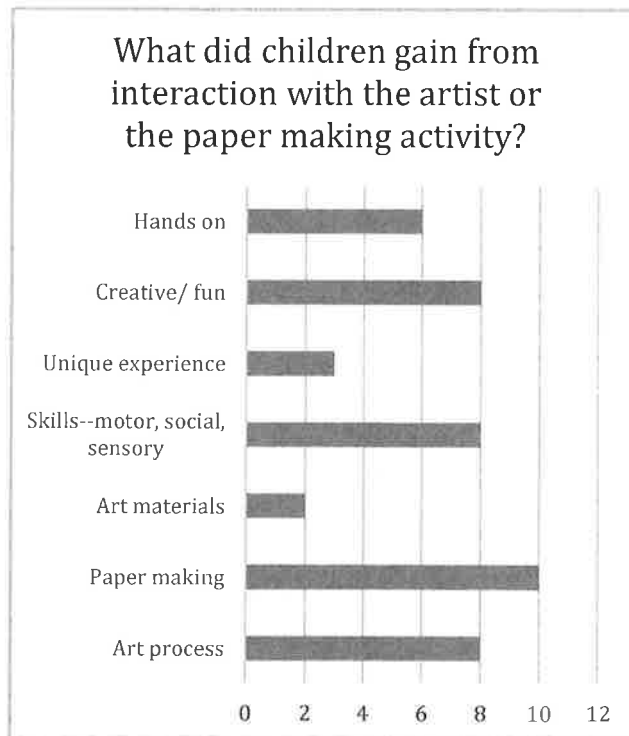
29 of the families said their child(ren) did interact directly with the artist. Five individuals said no. Two of them stated that their children worked with Museum staff and three others stated their children were not interested in the paper making, did not want to wait in line, or wanted to do other type of art.

Did you or your child(ren) participate in the paper making activity?

31 of the families indicate that their children participated in the paper making activity.

What do you think your child(ren) gained from their interactions with the artist/making art today?

Of the 31 families that indicated that their children completed the paper making activities while in the art studio, 100% of the participants reported positive experiences and articulated benefits for their children. 20 families (64.52%) specifically referred to the art process, meeting the artist, paper making, or the art materials. It should be noted that three of the 29 families who indicated a focus on sensory aspects of the experience has children 1-3 years old. If those responses are removed, 71.42% of families specifically referenced aspects of the art as the child's benefit. One visitor stated that art is good for children to experience and another visitor stated that he had "never seen paper being made". During the interviews, two different children stated, "I am going to be an artist." Responses to this question were coded. Responses could have received multiple code.



Is there anything else you would like to share with the Museum about your experience with the Artist in Residence program?

Overall, the participants were very positive about the program. Individuals appreciated that it was unique and provided their children with hands on learning opportunities. Some of the respondents did suggest that there should be more stations or alternative activities available while children are waiting to engage with the artist or the paper making tasks. Several people also commented that their children were disappointed not to have something to take home with them. One person specifically stated that their child was used to being able to take something home from the art studio.

Interviews

Interview with the Artist

When asked to reflect on the **application process**, the artist indicated that while she has not applied to many other similar programs, she felt the application was well laid out. She was able to speak with the Arts Specialist to get clarification on the application. She stated that the details regarding liability insurance was confusing, so it was helpful to have time between the application and the start of the program. The artist identified that it was challenging to develop a proposal for a program that was collaborative in nature. The proposed timeline did not match the actual timeline because of the iterative nature of the process. Features such as making blocks was added to the program and final goals were changed over time.

The artist stated that she felt comfortable with the **orientation** to the Museum because of her experience as a teacher and having done other workshops. She did say, however, that she felt unprepared for the number of visitors at the first session. She suggested that future artists would benefit from having a day to work with the studio with the Arts Specialist prior to the start of the program, to get a sense of how the studio works. She stated it would also be helpful for future artists to be invited to participate in a staff meeting at the beginning of the project to introduce themselves and provide the staff with an orientation to their project.

As part of the orientation to the Museum, the artist has **opportunities to meet the Museum staff** including the Arts Specialist and Director of Education. She stated that staff members provided very helpful feedback for the development of the program. She enjoyed the collaboration and stated that it reduced the pressure that to feel like she needed to know how exactly things would go. She did state that she had meetings with the Director of Exhibits and the graphic designer to establish the documentation area and signage for the studio. Further, she stated that it would have been helpful to have additional meetings to support the development of the blog entries. She needed additional support to understand the formatting of the blogs and writing support.

When asked if the Artist in Residence program met her expectations, the artist indicated that the experience **exceeded her expectations**. She was very pleased by the way the art studio was re-imagined to fit her program. She felt that the set up of the studio made the project feel more serious. The artist stated that she felt she had positive interactions with the children, but it was more challenging when there were so many visitors. She also stated that parents sometimes interrupted interactions by rushing children through the experience.

There were aspects of the experience that **surprised the artist**. She commented again on the number of visitors that attended the programs on selected days. She also commented on the turnover of staff in the art studio and the extra challenge to setting up the space on Thursdays. However, she was pleased with the number of times she and the Arts Specialists worked together to tweak the program and reconfigure the space.

The artist indicated that she was provided all of the **resources** she needed for the project. The budget was "pretty generous" and the Arts Specialist helped her manage her expectations around the total materials that would be needed. Additional materials from the Art Studio were provided as needed. The artist did comment that it was very helpful to receive support from the woodshop. She suggested that more collaboration with the woodshop might help manage costs for future artists.

When asked about any **additional recommendations**, the artist stated that it was very helpful to have a lunch break built into the longer days. She said it will be important for future artists to understand that there is a need for additional time each week to work on the project and this should be clarified in the RFP. She stated that she spent up to 10 extra hours a week to prepare, purchase materials, etc. The artist also recommended that future artists may benefit from some flexibility for the payment schedule. Receiving two payments that were spread out could be difficult to manage. Finally, she stated that additional communication directly with people associated with the space where the final art installation would take place. She felt the more direct communication would help her get a stronger sense of the space works and facilitate better collaboration.

Interview with the Arts Specialist

The Arts Specialist commented that she felt the first Artist in Residence program went very well. She stated that Museum visitors were interested and curious. Visitors benefitted from seeing an actual art process that they do not get to see every day. The high-quality materials, colors, and textures intrigued the visitors.

Regarding the studio set up, the Arts Specialist stated that she and the artist were able to work together to refine the flow and improve the experience, especially for the youngest visitors. For example, the children initially showed limited interest in the pulp making and play, but after color was added to the pulp children became much more engaged. Both pulp making and pulp play became important open-ended parts of the experience. Over time, the activities in the studio also changes. At the end of the residency, the artist facilitated a "dry day" that included block

play, weaving paper pieces into a loom to make a patchwork quilt design, and paper sculpture. The children's play was used for inspiration for the artist's art piece that will be developed for installation at City Hall.

Moving forward, the Arts Specialist indicated that it may be helpful to have someone work in the studio as a greeter (similar to what is done in the construction house). The greeter would orient visitors so they have an understanding of the program and help to manage visitors' expectations. For example, letting visitors know that the art is not a take-home project so that the adults can help to guide the children through the experience. A greeter could also potentially help to manage the traffic flow during busier days (again, similar to the construction house) to promote high quality interactions with the artist. General staffing was discussed and the Arts Specialist stated that more consistency of staffing would provide better support for the flow of the experience and increase outcomes for what visitors can take away from their interactions with the artist. It may also be helpful to have an Artist in Residence Art Studio Volunteer.

Establishing expectations with the artist regarding communication and the number of blogs should be worked out early in future projects. The Arts Specialist stated that texting was an effective means of regular communication. Blogs completed for this first Artist in Residence program can be provided to future artists as a template.

Materials in the studio were made available to the artist as needed. The Arts Specialist stated that it would be redundant to purchase materials such as scissors for the program and that would also create storage issues. Future artists should be made aware of the fact that they will likely spend time kneeling or leaning over because of the height of the Museum's youngest visitors. The Arts Specialist did try to provide some accommodations such as comfort mats and a lunch break. Shortening the studio time to two-hour sessions may also help future artists cope with the physical demands.

The original RFP indicated that artists would complete 10 hours of studio time each week. It is important to make sure that artists also realize there will be additional time needed each week for preparation, completion of the blog, program communication, etc.

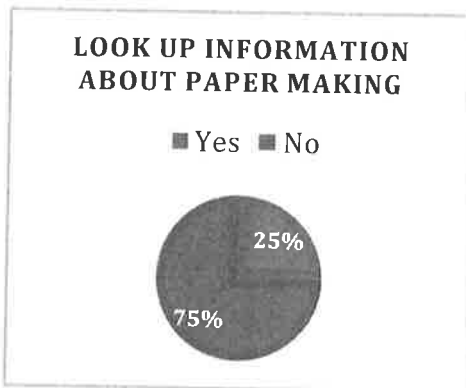
The project also involved additional set up and clean up time. The artist sometimes arrived early or stayed late to prepare materials for the following day. The Arts Specialist also put in additional time to rearrange the studio and fine tune the space as needed throughout the program.

Overall, the Arts Specialist indicated that the program met her expectations. She appreciated seeing what came out of the process and expects a strong final art installation. Museum visitors shared with her that they also look forward to the final installation at City Hall.

Post-Visit Surveys

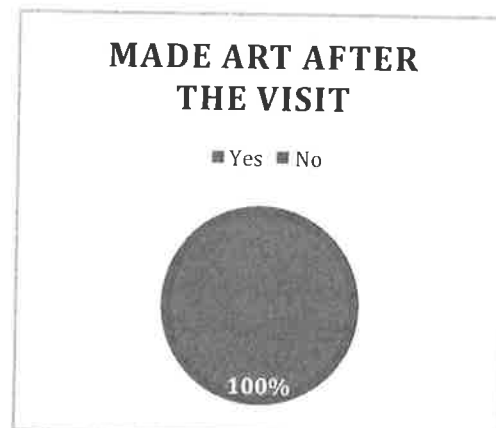
22 email addresses were received from visitors during the exit interviews. Emails were sent approximately two weeks after the Museum visit to ask visitors about the post-visit behaviors and reflection on the experience. Three emails were returned as bad addresses. A follow up invitation was sent five days later. A total of 8/19 individuals responded for a 42% response rate.

Did you and your child(ren) talk about the artist or paper making after your visit with the Artist in Residence program at the DuPage Children's Museum?



Did you look up any information about paper making after your visit with the Artist in Residence program at the DuPage Children's Museum?

Did you and/or your child(ren) make any art at home after the visit with the Artist in Residence program at the DuPage Children's Museum?



How did the visit with the Artist in Residence program increase your or your child(ren)'s understanding of the role of an artist?

- My children spend a lot of time doing art with a "free play" mindset. This encourages a lot of creativity, but they haven't experienced very many opportunities to learn specific skills or techniques. Working with the artist in residence gave them a glimpse of that.
- My daughter is 4.5. She was inspired to be creative and without any help tried to make paper at home :)
- They asked questions about what an artist does and we were able to discuss the paper making activity and what the paper is being used for to illustrate the role of an artist.
- I explained that artists love their craft and that's why they chose to show their artistic side and to display what they love to do.
- They both are already very interested in art (their dad is an artist) so it was great to have them experience another artist's work. Going through the process of paper making was really cool for them.
- The 5-year-old was very interested to see what others made and what the artist was doing. She would like to have seen what was done with all the paper made that day.
- Exposure of what an artist can do other than paint

Is there anything else you would recommend that the DuPage Children's Museum consider adding or changing for the Artist in Residence program?

Overall, the comments were positive and affirming. A few suggestions were provided.

- Take home info about how to do the specific technique being taught would be nice. I initially wouldn't have thought to check the museum's website/blog.
- We loved it! I believe they mentioned the paper is going to be used in a project downtown, it would be great to be able to sign up to get notification on what that project is and when it will be displayed.
- Maybe a stem program for kids around 12 years of age.

Findings & Recommendations

Evaluation Goal	Data Source	Results
The program will serve 65,000 number of children and adults. (NOTE: This figure was based on the original grant request for a full-year program and based on total attendance figures for the Museum not on visits to the Art Studio.)	Studio attendance	A total of 3657 visitors (1660 children; 1997 caregivers) attended the Artist in Residence program between July 5 – August 9, 2018
The artist and DCM staff will share reflection and feedback from their experiences as well as suggestions for program enhancement to promote arts teaching.	Artist Interview	Experience exceeded the artist's expectations; suggestions for program enhancement were provided
The artist will describe increased opportunities to communicate about his/her art to members of the community.	Artist Interview	Artist described positive interactions with children, families, and DCM staff.
80% of visitors who complete exit interview will identify an increased understanding of the role of an artist.	Exit interviews	64.52% of respondents specific referenced art or the art process as a benefit of the program. Other respondents noted benefits of children's skills development, sensory experiences (for younger children), and fun/enjoyment.
Children will demonstrate interactions with the artist, family members, and peers during residency programs.	Program observations; Exit interviews; Post-visit surveys	Observations highlighted positive interactions. Participants referenced positive interactions in exit interviews and post-visit surveys.
75% of families who complete a post-visit contact will indicate that the child and adult engaged in art making or discussion about art after the Museum visit.	Post-visit surveys	87.5 % of respondents indicated that they talked about the artist or paper making after the visit. 100% of respondents indicated that they engaged in art making with their children after their visit.

Recommendations:

- For future Artist in Residence programs, the Museum should consider ways to manage visitor traffic flow to ensure that visitors have opportunities to interact with the artist and the art experience.
- Although floor staff typically rotate between exhibits on a regular basis, it may be helpful to have more consistent staffing during the Artist in Residence program so floor staff members can be more fully trained in the art process by the artist to provide high quality experiences for the visitors.
- Based on the feedback from the artist and Arts Specialist, it will be important to communicate clearly about the expectations for time outside the studio and blog entries. The Museum should be sure to provide adequate support for the artist to develop the blog entries.
- The Museum should consider providing more direct signage or a take home card to direct visitors to follow up information on the Museum blog and/or information about the final installation date and location.
- Additional marketing efforts may help increase attendance to the program. It might be helpful to include a banner or other information about the program on the home page of the Museum's webpage or repeated messages on social media.
- Several visitors expressed concerns about not being able to take something home from the experience. If future art experiences also do not include a take home element, it will be important to orient visitors to the program and help manage their expectations. A take home card could be provided to promote at home experiences.
- It will be important for future programs to be sure to include experiences for young visitors that are more sensory based to allow all visitors to access the experience.

**DUPAGE
CHILDREN'S
MUSEUM
2019**

Review - (1801) Grant Application Review

Request

Name	Dupage Childrens Museum
Project Title	Art in Hand Project
Project Description	<p>Art The AiH Project is part studio, gallery, Museum exhibit, and workshop. It will engage artists and young children in creating two tactile exhibits that will be installed at DCM for ten years. AiH will also directly benefit children in Title I schools and bring young children and their families from seven local counties to DCM and provide them with the following: the inspiration and education needed to further their own art creation at home; a strengthened and vibrant child-adult learning partnership; and the opportunity for young students and their families and educators to visit DCM and see their artwork publicly displayed in DCM's gallery. This engaging and interactive project will spark children's imagination to create non-traditional art while furthering the Museum's and Naperville's reputation as a prime location for youth to experience art.</p> <p>The project will run January 3—December 31, 2019. In late 2018, DCM will publish a Request for Proposal requesting artists from anywhere in the U.S. to submit a formal proposal that describes their artistic vision, details what they will complete during their residency, states how they will engage young children in co-creating a tactile and permanent exhibit at the Museum, and elaborates on how they will facilitate art workshops in schools. Each of the four residencies lasts three months and begin in January, April, July, or October. During the first and/or second month of the first, second, and fourth residencies, the artist will visit a partnering school's third or fourth grade classrooms twice. The students will then exhibit their art in DCM's gallery and attend an opening celebration on a Friday evening during the last month of each residency. Parents and educators will also be invited. The two tactile exhibits will be created in the second and fourth quarters of 2019.</p>
Type of Support	Cultural Amenities
Project Objectives	<p>The project will directly benefit Naperville residents and increase traffic to businesses and locations frequented by DuPage County residents. DCM anticipates approximately 86,500 children and their caregivers will participate in the project. The project's residency and studio components will be available to approximately 300,000 of the Museum's visitors. The majority of DCM's visitors are in Naperville and its surrounding communities. The project's Advisory Committee will further collaboration between local arts organizations that are based in Naperville and neighboring towns. In addition, each of the final artworks created in the project will be publicly displayed in Naperville. The Art in Hand Project's outcomes and objectives include the following: 1) create and install two tactile, permanent exhibits; 2) host four artist-in-residencies at DCM that will benefit approximately 85,500 children and their families and be available to all 300,000 visitors; 3) provide 270 students with in-school art workshops and invite them to two Good Show! Gallery openings at the Museum; 4) evaluate project participants using</p>

exit interviews and report that 80% will identify an increased understanding of creating collaborative art; and 5) engage participating families post-project and report that 75% indicated that both the child and adult engaged in art making or discussed art after the Museum visit.

Accomplishing these objectives will help advance SECA's mission as they ensure new opportunities are created that provide Naperville residents and visitors with artistic and social experiences. For example, the project's artist-in-residencies and Good Show! Gallery openings are both opportunities for young children and their families to work together and create art, socialize about art, and discover how art can be made using unlikely materials. Like SECA, DuPage Children's Museum understands that furthering the arts and culture to children and the important adults in their lives is critical to developing a child's creativity, understanding, and perception. Museum staff members know that the arts are important and that everyone should have the opportunity to experience art and cultures outside of their own. DCM is confident that the AiH project will meet its objectives. Staff members along with Dr. Nicole Rivera and her undergraduate students will evaluate its progress through surveying and interviewing project participants and through collecting qualitative data via observation. DCM staff will track attendance and zip codes through Altru software and report on their findings to staff administrators. Staff will incorporate improvements as needed.

Community Benefit

The AiH Project's target audience includes DCM's 300,000 annual visitors, young children and their families residing in Naperville and its neighboring communities, and third and/or fourth grade students in three or four partnering schools. The target audience is measured using database software. DCM staff enters visitor information into Altru and Excel spreadsheets in order to produce reports that are presented to Museum administration. In order to gauge the effectiveness of the project, participants and attendees are interviewed and/or complete surveys rating their experience. DCM staff will also interview participants and visitors, observe participants engaged in the project, and write down anecdotal evidence of their observations. All project activities and events are free to Museum visitors. To increase the project's outreach, DCM staff will use its Family Access Membership program to promote the project to low-income families; families of two adults and up to six children will be able to access all of the project's and Museum's events, activities, and exhibits for one year at a membership cost of \$10 as opposed to the general membership cost of \$150.

Ant Attendance 300,000

Project Budget \$104,402.00

Requested Amount \$61,450.00

Partial Funding In 2018, DCM received \$13,500 to support the Artist in Residence Project.

In 2017, DCM received \$50,000 to support Art is Instrumental. In 2016 the DuPage Children's Museum received \$10,000 to support AWESome Energy. If the Art in Hand Project does not

receive SECA's support, it is likely the project will be significantly delayed, diminished, or possibly not implemented. Although DCM is committed to completing the project, it is a nonprofit organization and relies on donated support through mostly local individual donors, organizations, and corporations to be able to offer new programs and exhibits. DCM will only implement the project once all funds needed to support its objectives are acquired. Furthermore, should SECA not support the project, it is likely the project will not reach its full potential in drawing Naperville residents and visitors to the Museum.

Partial funding from SECA will limit the project's reach and potentially require DCM to reduce its components. For example, although the residencies and exhibits may be completed, DCM may not be able to go into schools and bring children and their families to the Museum. Partial funding will also require DCM to seek funds elsewhere. Although DCM is currently reaching out to other organizations to help support the AiH Project, most funders look for and in some cases require the support of the organization's home community.

Years Supported by SECA	0
Years Anticipate Seca Funding	1
Finance Detail Narrative	FY17 Request - \$125,000 Award - \$10,000 SY17 Request - \$50,000 Award - \$50,000 CY18 Request - \$34,700 Award - \$13,500
Last Grant Amount	\$13,500.00
Cash / City Services	None selected
Your Review	
Yes/No	Undecided
Suggested Amount	\$0.00
Review Long Notes	

**DuPage Children's Museum
Submission for SECA 2019
Art in Hand (AiH) Project**

Event Budget

	Estimated Total	SECA Request
TOTAL EXPENSES	\$ 104,402.00	\$ 61,450.00

	Estimated Total	SECA Request
Site		
Venue Rental Fees		
Equipment		
Tables and Chairs		
Totals	\$ -	\$ -
Event Materials		
Buses for GSG Opening	1,200.00	1,200.00
Materials for GSG Schools	2,250.00	2,250.00
Posters for GSG Artistic Theme	450.00	450.00
Totals	\$ 3,900.00	\$ 3,900.00
Marketing and Publicity		
Signage	1,600.00	1,200.00
Totals	\$ 1,600.00	\$ 1,200.00
Catering		
Reception/Art Installation	1,000.00	1,000.00
Reception/GSG Openings	1,500.00	1,500.00
Totals	\$ 2,500.00	\$ 2,500.00

	Estimated Total	SECA Request
Program		
Artist Fees /Honorariums	69,800.00	52,350.00
	-	
Totals	\$ 69,800.00	\$ 52,350.00
City Services		
	-	-
Totals	\$ -	\$ -
Miscellaneous		
Staffing	15,275.00	-
Evaluation Services	2,000.00	1,500.00
Indirect	9,327.00	-
Totals	\$ 26,602.00	\$ 1,500.00

**DuPage Children's Museum
Submission for SECA 2019
Art in Hand (AIH) Project**

	Estimated Total	SECA Request
TOTAL REVENUE	\$ 104,402.00	\$ 61,450.00

	Estimated Total	SECA Request
Project/Event Revenue		
Sponsorship	900.00	
Tickets	-	
Donations: NEA Grant	17,450.00	
Totals	\$ 18,350.00	\$ -
Miscellaneous		
In Kind DCM	24,602.00	
Totals	\$ 24,602.00	\$ -

	Estimated Total	SECA Request
SECA Grant		
Art in Hand	61,450.00	61,450.00
Totals	\$ 61,450.00	\$ 61,450.00
Other		
Totals	\$ -	\$ -

Estimated Total = Entire Estimated Project Cost Before the Event
SECA Request = Amount Requested Toward Total Event Cost

2019 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.

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_2789?SA=AM? to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

General

2018SECApgA

Section One: General Information

All Applicants must complete this section

Organization Contact Person

Organization Name

Dupage Childrens Museum

Name of Project

Art in Hand Project

Federal Employer Identification Number

36-3565001

Is your organization required to file a Federal 990 Form?

Indicate Yes or No

Yes

Organization Primary Contact

Prefix

Ms.

First Name

Margaret

Last Name

Rush

Title
Foundation Relations & Grant Writer
Phone
(630)637-8000
Address
301 N Washington Street

City
Naperville
State
IL

Zip Code
60540
E-mail
mrush@dupagechildrensmuseum.org
Administration

Who is responsible for the management of the project?

Check here if same as Organization Contact.

Prefix

Mr.

First Name

Thomas

Last Name

Sullivan

Project Detail

Total Cost of Event or Project

104402

Total SECA Funding Requested

(If applicable)

61450

Cost of City Services Requested in this application

(If applicable)

0

Cost of Capital Funding Requested in this application

(If applicable)

0

Cash / City Services

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

Anticipated Attendance

300000

Number of years the organization has been in existence

31

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.

In 2018, DCM received \$13,500 to support the Artist In Residence Project.

In 2017, DCM received \$50,000 to support Art is Instrumental.

In 2016 the DuPage Children's Museum received \$10,000 to support AWESome Energy.

How many years does the organization anticipate requesting SECA funding?

1

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?

In the coming years, DCM's Art In Hand Project will be sustained outside of SECA Fund's support through donations from individuals, earned revenue, corporate sponsorships, and grants. The Museum's development department staff will be responsible for acquiring donated support by hosting fundraising events, developing partnerships with local business and organizations, mailing fall and spring appeals, meeting with potential donors, and submitting sponsorship and grant applications. Funds secured through DCM's earned revenue (membership and ticket sales, event attendance, class and professional development enrollment, gift shop sales, etc.) may also be used to support the project. These efforts, combined with the sustainability goals established in DCM's three-year strategic plan, Vision 2020, will help ensure the Art In Hand Project will remain sustainable. Written in the plan are steps to reduce DCM's reliance on contributed income for general operations and establish a reserve fund to support capital and cash flow needs. To meet this goal, the following key initiatives were developed: create a multi-year capital and endowment plan; reduce administrative expenses with improved efficiency of new fundraising software; and provide ongoing performance evaluation of financial goals.

Organizational Objectives and Evaluation

Please provide the following details:

- The measurable objectives of the organization
- How are the objectives tracked and evaluated

In FY16, DCM's board of directors and executive staff approved and implemented a strategic plan titled Vision 2020. Its purpose is to ensure DCM is able to continue offering its educational exhibits and programs, provide direction for its daily operations, and help ensure the early childhood education needs of Naperville and its surrounding communities are met. The plan includes the following goals and strategies:

1. DCM will extend its Education and Outreach program within the museum and in collaboration with our community partners to expand our educational outreach throughout the Museum service area.

- a. Increase STEAM-based school program and public program opportunities including after school programs
- b. Diversify and expand on-site class and program offerings through collaborations with community partners
- c. Increase outreach to at-risk families through the Family Access Membership program

2. Establish and mobilize mission-driven outreach with social service agencies.

- a. DCM will reduce its reliance on contributed income for general operations and establish a reserve fund to support cash flow needs
- b. Develop a multi-year capital and endowment plan
- c. Reduce administrative expenses with improved efficiencies of new fundraising software
- d. Increase earned revenue over a period of three years through a variety of initiatives, the most significant of which are in admissions and memberships

3. DCM will grow brand awareness and visibility through execution of effective marketing and communication campaigns to raise awareness about early learning and education, attract more visitors, grow annual membership base, program and event participation levels, and expand collaborative partnerships and sponsorships.

- a. Grow membership units by 26% over 3 year timeframe. In addition, increase DCM membership renewals from current level of 25% to a 50% renewal rate within 3 months of expiration date.
- b. Identify and leverage marketing opportunities to reach new target audiences.

4. DCM will maintain a collaborative, exhibit-development process that provides a cutting edge, constructivist-based learning environment centered in art, math, and science that encourages children to engage in curiosity and creativity while problem-solving.
- Implement a three-year plan for continual maintenance, upgrades, replacements, resource allocations, staff support, traveling exhibitions, and emerging technology
 - Coordinate and perform a baseline evaluation of all exhibits
 - Identify and implement a technology plan for exhibits
 - Implement a minimum of one major exhibition opening each year

DCM staff members will use software programs (i.e., Altru and MS Excel) to help track progress toward completing the objectives listed above. Staff members who are responsible for completing activities related to the objectives will report on their progress to executive staff; these individuals will ensure all goals are achieved and relay developments or delays to the Museum's board of directors.

Project Abstract

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

Beginning in January 2019, the Art in Hand Project (AIH) includes artist-in-residences, sending the artist-in-residence into Naperville schools to facilitate art classes to three to four third or fourth grade classrooms, hosting three Good Show Gallery openings, and building two new exhibit pieces to be permanently installed inside the Museum. Both exhibits will explore learning through tactile experiences and help children develop creative and sensory processing skills. The studio and in-school art classes will help further children's art exposure and education. The project will provide several opportunities for Naperville residents and visitors to experience atypical visual and tactile art.

Project Abstract

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

As the AIH Project is an effort to bring families with young children to Naperville, improve arts education and access to all children age 0-10 and in particular those children in Naperville's Title I schools, it is crucial the project has the support and investment of the Naperville community. The project's expenses are an additional cost to DCM's operating budget and as such, the Museum must acquire donations to help pay for the project's professional artists and supplies and ensure its end results and products: two tactile, permanent exhibits, enhanced creative and artistic skills, and new community-based artistic events.

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 300 words or less, please describe the organization, including:

- Brief history
- Mission statement
- Demonstrated ability to carry out the project

DuPage Children's Museum (DCM) was founded in 1987 by two early childhood educators who recognized that young children need more opportunities for hands-on learning experiences that boost creative thinking, problem solving, and social growth. DCM obtained 501(c)(3) status in August 1988. The organization began as portable exhibits traveling to local communities throughout DuPage County. Now approaching its 31st year, DCM serves an average of 300,000 visitors a year from a seven-county area (DuPage, Cook, Will, Kane, Kendall, McHenry and DeKalb) in an award-winning institution in Naperville, Illinois. The mission of DuPage Children's Museum is to ignite the potential of all children to learn through hands-on exploration by integrating art, math, and science. DCM respects all children and their ability to learn and use the power of play as a basis for constructing knowledge. Its vision is to create a world where there is time and a place for all children to reach their full, unique learning potential through hands-on play.

DCM has an extensive history in helping young children learn through play. Throughout its 31-years, its highly qualified staff members have furthered the Museum's reputation as an organization that provides children with enriching artistic events and exhibits. The Art in Hand Project will add significantly to DCM's already extensive work in furthering exposure to the arts to young children and their families. The project's exhibit, residency, workshops, and gallery opening components are ones DCM's staff has experience in providing and, consequently, are very likely to succeed and be of significant benefit and interest to Naperville and its surrounding communities.

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)

Art

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 AIH Project is part studio, gallery, Museum exhibit, and workshop. It will engage artists and young children in creating two tactile exhibits that will be installed at DCM for ten years. AIH will also directly benefit children in Title I schools and bring young children and their families from seven local counties to DCM and provide them with the following: the inspiration and education needed to further their own art creation at home; a strengthened and vibrant child-adult learning partnership; and the opportunity for young students and their families and educators to visit DCM and see their artwork publicly displayed in DCM's gallery. This engaging and interactive project will spark children's imagination to create non-traditional art while furthering the Museum's and Naperville's reputation as a prime location for youth to experience art.

The project will run January 3—December 31, 2019. In late 2018, DCM will publish a Request for Proposal requesting artists from anywhere in the U.S. to submit a formal proposal that describes their artistic vision, details what they will complete during their residency, states how they will engage young children in co-creating a tactile and permanent exhibit at the Museum, and elaborates on how they will facilitate art workshops in schools. Each of the four residencies lasts three months and begin in January, April, July, or October. During the first and/or second month of the first, second, and fourth residencies, the artist will visit a partnering school's third or fourth grade classrooms twice. The students will then exhibit their art in DCM's gallery and attend an opening celebration on a Friday evening during the last month of each residency. Parents and educators will also be invited. The two tactile exhibits will be created in the second and fourth quarters of 2019.

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 Proceeds

If the project is a fundraiser, explain who will receive the proceeds. Provide a list of organizations or individuals which received proceeds in the most recent year. (100 words or less)

N/A

2.6 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)

The project will take place at DuPage Children's Museum in Naperville. The Museum is just north of downtown Naperville, in a high traffic area near the 5th Avenue train station. Crain's Chicago Business has recognized the Museum as a top cultural attraction.

Impact

Section Three: Impact to Naperville Community

3.1 Economic Benefit

In 200 words or less, please describe the economic benefit to local businesses and the Naperville community.

According to a Northern Illinois University Regional Development Institute economic impact study, DuPage Children's Museum will annually generate approximately \$19 million in economic activity in DuPage County; retail sales in the county resulting from DCM's presence and activities is annually \$32 million. There is an annual expenditure of over \$17 million at eating and drinking establishments related to the Museum with an approximately additional \$140,000 spent on lodging. Of the Museum's total economic impact, 75% occurs in the City of Naperville. To further understand DCM's impact on the local economy, its staff conducted a visitor survey that confirmed 48% (144,000) of those visiting the Museum patronize downtown Naperville. During the AIH project's first year it will benefit DCM's 300,000 annual visitors and, through its in-school art workshops and Good Show! Gallery, an additional approximate 600 children, adult caregivers, and educators.

3.2 Community-Wide Benefit

In 300 words or less, please explain the following:

- Who is the target audience?
- How do you measure your target audience?
- What is the cost to attend?
- Is your event open to the public?

The AIH Project's target audience includes DCM's 300,000 annual visitors, young children and their families residing in Naperville and its neighboring communities, and third and/or fourth grade students in three or four partnering schools. The target audience is measured using database software. DCM staff enters visitor information into Altru and Excel spreadsheets in order to produce reports that are presented to Museum administration. In order to gauge the effectiveness of the project, participants and attendees are interviewed and/or complete surveys rating their experience. DCM staff will also interview participants and visitors, observe participants engaged in the project, and write down anecdotal evidence of their observations. All project activities and events are free to Museum visitors. To increase the project's outreach, DCM staff will use its Family Access Membership program to promote the project to low-income families; families of two adults and up to six children will be able to access all of the project's and Museum's events, activities, and exhibits for one year at a membership cost of \$10 as opposed to the general membership cost of \$150.

3.3 Collaboration

In 200 words or less, please describe and list any collaborative arrangements that have been developed with other organizations to either fund or otherwise implement the project.

During the grant period, DCM will further partnerships with community-based organizations to assist in locating artists for the residencies, with local schools that will benefit from in-school DCM-facilitated art workshops, and with additional organizations with staff available to assist with and promote the AIH project. Schools that will benefit from the art workshops tentatively include Scott Elementary School and Mill Street Elementary School in Naperville. Arts organizations that will assist in locating artists include ArtsDuPage, Naperville Art League, DuPage Art League, and Chicago Artist Resource. Furthermore, DCM project staff has reached out to these and other organizations and independent contractors to join the AIH's Advisory Committee. To date the following members have confirmed they will join the committee: Kristin Brizzolara, Education, Art, and Design Consultant; Catherine Ryan, retired Assistant Superintendent for Elementary Education; Deborah Venezia, Director of Arts DuPage; Nikole Lanham, Gallery Director at North Central College; and Rachel Davis, Arts Educator. DCM has also enlisted Dr. Nicole Rivera from North Central College to formally evaluate the project. Potential project funders include the National Endowment of the Arts and the MacArthur Foundation.

3.4 A. Project Objectives

How will this event or project benefit the Naperville community?

The project will directly benefit Naperville residents and increase traffic to businesses and locations frequented by DuPage County residents. DCM anticipates approximately 86,500 children and their caregivers will participate in the project. The project's residency and studio components will be available to approximately 300,000 of the Museum's visitors. The majority of DCM's visitors are in Naperville and its surrounding communities. The project's Advisory Committee will further collaboration between local arts organizations that are based in Naperville and neighboring towns. In addition, each of the final artworks created in the project will be publicly displayed in Naperville.

3.4 B. Project Objectives/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?

The Art in Hand Project's outcomes and objectives include the following: 1) create and install two tactile, permanent exhibits; 2) host four artist-in-residencies at DCM that will benefit approximately 85,500 children and their families and be available to all 300,000 visitors; 3) provide 270 students with in-school art workshops and invite them to two Good Show! Gallery openings at the Museum; 4) evaluate project participants using exit interviews and report that 80% will identify an increased understanding of creating collaborative art; and 5) engage participating families post-project and report that 75% indicated that both the child and adult engaged in art making or discussed art after the Museum visit.

Accomplishing these objectives will help advance SECA's mission as they ensure new opportunities are created that provide Naperville residents and visitors with artistic and social experiences. For example, the project's artist-in-residencies and Good Show! Gallery openings are both opportunities for young children and their families to work together and create art, socialize about art, and discover how art can be made using unlikely materials. Like SECA, DuPage Children's Museum understands that furthering the arts and culture to children and the important adults in their lives is critical to developing a child's creativity, understanding, and perception. Museum staff members know that the arts are important and that everyone should have the opportunity to experience art and cultures outside of their own. DCM is confident that the AiH project will meet its objectives. Staff members along with Dr. Nicole Rivera and her undergraduate students will evaluate its progress through surveying and interviewing project participants and through collecting qualitative data via observation. DCM staff will track attendance and zip codes through Altru software and report on their findings to staff administrators. Staff will incorporate improvements as needed.

3.5 Accessibility

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

The Art in Hand Project is fully accessible for all children and adults. DCM is ADA compliant and has incorporated additional services and resources to make the Museum accessible to everyone; these include: adult-size wheelchairs, signs in Braille, no admission cost for personal assistants (defined as paid staff serving as a one-on-one aide), a therapy dog, a therapeutic play guide, respite rooms designed to appeal to the senses and diminish a child's anxiety, and noise-reducing headphones. The organization also offers the Third Thursdays program that includes extended museum hours for children with special needs and their families. In addition, DCM offers Family Night Outs for children with disabilities and their families. The project's artists-in-residence will be involved in these events. Furthermore, with advance notice, DCM can also provide separate art classes for special needs groups during daily operational hours.

3.6 Environmental Sustainability Plan

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

DuPage Children's Museum is committed to continuing their environmentally friendly practices through using LED lights, recycling, and incorporating elements into their building that will reduce energy use. To date, most of the museum's flooring is environmentally friendly; all restrooms include hand dryers and the control system was replaced to increase efficiency and lower energy expenditure. These practices will continue in the Art in Hand Project.

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

4.3 Partial Funding

Partial Funding

In 300 words or less, please describe the following:

- a. What would happen to the project if it did not receive SECA funds?
- b. How would partial funding affect the scope or scale of the project?
- c. At what funding level would the project not be possible?

If the Art in Hand Project does not receive SECA's support, it is likely the project will be significantly delayed, diminished, or possibly not implemented. Although DCM is committed to completing the project, it is a nonprofit organization and relies on donated support through mostly local individual donors, organizations, and corporations to be able to offer new programs and exhibits. DCM will only implement the project once all funds needed to support its objectives are acquired. Furthermore, should SECA not support the project, it is likely the project will not reach its full potential in drawing Naperville residents and visitors to the Museum.

Partial funding from SECA will limit the project's reach and potentially require DCM to reduce its components. For example, although the residencies and exhibits may be completed, DCM may not be able to go into schools and bring children and their families to the Museum. Partial funding will also require DCM to seek funds elsewhere. Although DCM is currently reaching out to other organizations to help support the AIH Project, most funders look for and in some cases require the support of the organization's home community.

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

Ann McLaughlin

Authorized Signer Title

Director of Finance & Administration

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

IRS Tax Letter_DCM_FY17 (1).pdf

Most Recent Financials

Attach a copy of the most recently completed agency audit or annual financial statement

DCM_FY2017_Approved_Audit (1).pdf

Budget Worksheet

Please Complete a 2019 SECA Budget Worksheet and Upload Here

DCM_AIH_SECA_budget_07132018.pdf

Federal Form 990

Attach a copy of your most recent Federal 990 Form.

DCM_990_for_fiscal_year_ending_06302017.pdf

Governing Body Authorization

A resolution or written endorsement by your governing body authorizing this application.

Governing Body 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.

Disclosure of Interest.pdf

2018SECAggZ

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 19 (CY19)
January 1, 2019 – December 31, 2019**

THIS AGREEMENT is entered into this 27th day of March, 2019 by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **DUPAGE CHILDRENS MUSEUM** (hereinafter, "Grantee"), an individual or organization, **301 NORTH WASHINGTON STREET, NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY19** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **ART IN HAND PROJECT**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

- A. **Scope/Compensation.** The City agrees to make a reimbursement based grant in the amount not to exceed **\$30,058** to Grantee for **ART IN HAND PROJECT** described in Grantee's approved **CY19** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2019** and **December 31, 2019**. The funds shall be expended, and the project or service completed by **December 31, 2019**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2019**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY19** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
Art in Hand Project	\$61,450	\$30,058

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year’s deficit, activities outside of the Naperville community, subsidy for an individual’s academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City’s Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any

accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.

E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.

F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.

B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so

agreed upon in writing in advance by both the Grantee and the Naperville City Council. Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.
- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.
- B. City services are defined as "the use of City staff for any work related to the event, including work performed before and during the event and attendance at

the event. City services include the rental or use of city equipment for the event, but not the cost of utilities.”

- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. Grantee is responsible for providing the necessary number of volunteers for the event who meet the age requirements set by the City as is stated in the Letter of Understanding provided to Grantee by the Special Events Committee.
- E. If Grantee does not provide the number of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY’S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.
- C. City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE’S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

Doug Krieger
Signature
Doug Krieger
City Manager

ATTEST:

Pam Gallahue
Signature
Pam Gallahue, PhD
Director - City Clerk's Office

GRANTEE:

Sarah Orleans
Signature
Name: *Sarah Orleans*
Title: *President & CEO*

ATTEST:

Ann P. McLaughlin
Signature
Name: *Ann P. McLaughlin*
Title: *Director of Finance & Administration*



CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY

Date: 2/3/2020

Organization Name: DuPage Children's Museum

PO#: Contract 1534

Amount \$ 30,058

Vendor
9294

Project Name: Art-in-Hand Project

Contact Name: Ann McLaughlin

Contact Phone: (630)637-8000 ext. 4700

Contact Email: amclaughlin@dupagechildrensmuseum.org

Payment Request # (1st, 2nd, state if it is the final payout-based on entire funding):
\$30,058, 1st and final

REIMBURSEMENT REQUEST FOR:

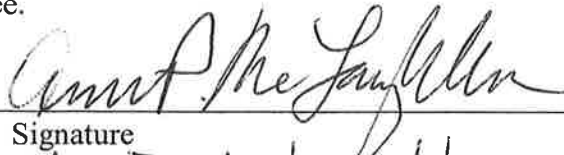
Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other: _____

STATUS OF FUNDS

- 1. Grant Amount Awarded: \$30,058
- 2. Sum of Past Claims Paid for this Project: \$0
- 3. Amount of This Request: \$30,058
Must be over \$1,000
- 4. Total Requests: (Line 2 + Line 3) \$30,058
- 5. Current Grant Balance: (Line 1 - Line 4) \$0

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.


Signature

January 30, 2020
Date

Ann P. McLaughlin
Print Name

Director of Finance Administration
Title

*Required documentation for Payment

If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.
If requesting salary reimbursement, please provide a copy of a system generated payroll report detailing the number of hours and hourly rate per person.

General Ledger for Art-in-Hand Project
Expenses allocated to Naperville SECA Grant

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt
R4080180T75SC	Prof Contract AIR	1/3/19	2019_AiR_Winter	PJ	Rachel Davis - AiR Winter 2019 - Payment #1	\$ 3,500.00
R4080180T75SC	Prof Contract AIR	4/1/19	Winter_AiR_2019_#2	PJ	Rachel Davis - Artist in Residence Winter 2019 Payment 2 of 2	\$ 3,500.00
R4080180T75SC	Prof Contract AIR	4/1/19	Spring_2019_AiR	PJ	Jess Graff - Spring 2019 Artist in Residence	\$ 7,000.00
R4080180T75SC	Prof Contract AIR	7/22/19	AiR_Summer_2019	PJ	Gina Marie Lee-Robbins - Artist in Residence Summer 2019 - materials stipend and payment	\$ 8,000.00
R4080180T75SC	Prof Contract AIR	9/12/19	AiR_Fall_2019	PJ	Norma Rios-Sierra - AiR Fall 2019 - Payment 1 of 2 due 10/4/19	\$ 3,500.00
R4080180T75SC	Prof Contract AIR	9/12/19	AiR_Fall_2019	PJ	Norma Rios-Sierra - AiR Fall 2019 Payment 2 of 2 due 12/30/19	\$ 3,500.00
R4080180T75SC	Prof Contract AIR	9/12/19	AiR_Fall_2019	PJ	Norma Rios-Sierra - Artist in Residence Fall 2019 - Material stipend due 9/16/19	\$ 1,000.00
						\$ 30,000.00
R4080180T75SC	Prof Contract AIR	5/29/19	AiR_Eval_2019	PJ	Nicole Rivera - AiR Eval 2019	\$ 500.00
R4080180T75SC	Prof Contract AIR	8/19/19	AiR_Eval_082019	PJ	Nicole Rivera - FY 19 Quarter 4 AiR Evaluation	\$ 500.00
R4080180T75SC	Prof Contract AIR	12/31/19	AiR_Eval_1219	PJ	Nicole Rivera - Artist in Residence Evaluation	\$ 500.00
						\$ 1,500.00

DuPage Children's Museum
301 N Washington St
Naperville, IL 60540
630-637-8000

PURCHASE ORDER NO.

31037

DATE: 1/3/18
SHIP VIA

DATE REQ.

FOB

TERMS

SOLD TO

SHIPPED TO

Rachel Davis - Winter '19
AIR

Dustin Radchen
Thomas Sullivan

QUANTITY

UNIT

DESCRIPTION

GL #

UNIT PRICE

TOTAL PRICE

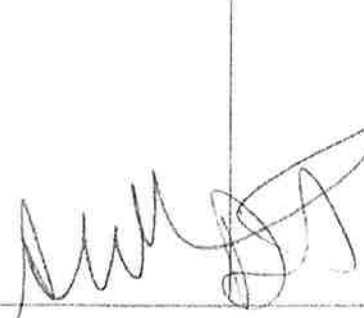
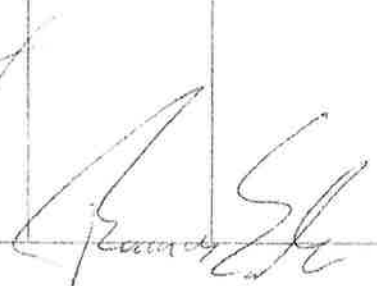
Rachel Davis 1st Payment

R4080180T 75

\$3,500

 ENTERED

AUTHORIZED SIGNATURE

Artist-in-Residence Winter Quarter 2019 Artist Agreement



This agreement is made the 3rd of January in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Rachel Davis hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Textile Discoveries* programming in *The Studio* at DuPage Children's Museum:
 1. Thursday through Saturday 9:30am -12:30pm January 10th - March 23rd, working directly with visitors in *The Studio* - **99 hours**
 - a) One half-hour of set up prior to opening *The Studio*, and one half-hour of break-down after the program concludes each working day - **33 hours**
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate any changes made to this schedule.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue programming for Thursday, Friday, Saturday afternoon and all day Sunday that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 1/10/19, and any finalizing time post 3/23/19 with the Arts & Maker Specialist.
 - e) Collaborative Art Installation at yet TBD off-site location - **3 hours**

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Winter Residency Project Description: Each month visitors to *The Studio* experience a variety of hands-on activities including design, drawing, dyeing, printing, and sewing. Due to the open-ended nature of each of the processes that will be introduced and the fact that many families visit DCM on a weekly basis, each hands-on activity will overlap with the previous week in a staggered design so that repeat visitors to *The Studio* may enjoy new experiences each week.

Goal for Month 1: Making marks and mixing colors

I share my art process with visitors to *The Studio*. My work is inspired by shapes found in nature. Children explore their senses by examining the materials that I have collected on hikes: bark, moss, leaves, shells, and seeds. Each week there are new hands-on materials for children and families to draw. We mix natural dye baths to dye fabric and manipulate fabric through knotting and folding to create interesting patterns.

Each week will provide opportunities to draw directly on cloth with cloth markers, sensory play with natural materials provided by the artist, and dye fabric by hand while exploring color mixing.

Goal for Month 2: Playful prints on cloth

We use screen-printing and relief printing processes to transfer our drawings and patterns onto our previously dyed cloth. The drawings that we made during the first month have been burned onto screens that can be printed onto cloth. We use stamps and stencils to invent new ways to make marks and express our imaginations. Visitors will create their own repeat patterns and compositions through print-making.

Each week artists can experiment with screen-printing, cutting stencils and printing relief blocks and stamps on textiles.

Goal for Month 3: Cut, Sew, & Stitch

We will cut, piece and sew our fabric into blocks and then arrange these blocks into the final composition of our cloth sandwich. Visitors to *The Studio* will participate in all

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

aspects of fabricating our quilt, from basting, quilting, and decorative stitching to final binding. The final border of the quilt will include participating artist's signatures.

Each week we cut and arrange our pieces into blocks. As these blocks are fabricated, children can embellish them with stitching. Artist will provides a sewing machine that will be available to sew the blocks together.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.
- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork at TBD recipient's location.

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Winter Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on January 4, 2019 via hand delivered and \$3500.00 on April 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Winter Residency in the amount of \$1000 will be provided. The Artist supplies will be procured by the Museum according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment,

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

- facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Winter Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
 - V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
 - VI. The Artist will incur no expenses for the Museum, without prior approval. The Artist will assume expenses incurred without the approval of the Museum.
 - VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.
 - VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the compensation for the activity as if the activity had been completed.
 - IX. Where the Artist cannot reasonably conduct or complete the activities because of acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.
 - X. Prior to Residency Artist will provide background/criminal check documents, no later than February 1, 2019.
 - XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
 - XII. Thirty days prior to Residency Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the as an "Additional Insured" on the general liability policy.

Artist-in-Residence Winter Quarter 2019 Artist Agreement

- XIII. The Artist further agrees to indemnify and hold the Museum, Board of Directors and its employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
- XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display at recipients off-site location or through a mutually agreed upon end date.
- XV. Artist agrees to complete a Post-Residency evaluation/survey.

I have read and understand the provisions of this Contract:

Agreed to and Accepted by: Rachel Davis Date: 1/3/19

Signature of Museum: [Signature] Date: 1/3/19
Cadell

DuPage Children's Museum
301 N Washington St
Naperville, IL 60540
630-637-8000

PURCHASE ORDER NO.

31471

DATE

4/1/19

DATE REQ.

4/4/19

SHIP VIA

FOB

TERMS

SOLD TO

Rachel Davis

SHIPPED TO

503 Otis Avenue
Downers Grove, IL 60515

QUANTITY

UNIT

DESCRIPTION

GL #

UNIT PRICE

TOTAL PRICE

Artist in Residence
Water - payment 2012

~~R40801801~~ 33
R40801801 7550

3,500

* Please Cut Check
and mail to address
above



ENTERED

AUTHORIZED SIGNATURE

Artist-in-Residence

Winter Quarter 2019 Artist Agreement



This agreement is made the 3rd of January in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Rachel Davis hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Textile Discoveries* programming in *The Studio* at DuPage Children's Museum:
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 - a) One half-hour of set up prior to opening *The Studio*, and one half-hour of break-down after the program concludes each working day - **33 hours**
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate any changes made to this schedule.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue programming for Thursday, Friday, Saturday afternoon and all day Sunday that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 1/10/19, and any finalizing time post 3/23/19 with the Arts & Maker Specialist.
 - e) Collaborative Art Installation at yet TBD off-site location - **3 hours**

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Winter Residency Project Description: Each month visitors to *The Studio* experience a variety of hands-on activities including design, drawing, dyeing, printing, and sewing. Due to the open-ended nature of each of the processes that will be introduced and the fact that many families visit DCM on a weekly basis, each hands-on activity will overlap with the previous week in a staggered design so that repeat visitors to *The Studio* may enjoy new experiences each week.

Goal for Month 1: Making marks and mixing colors

I share my art process with visitors to *The Studio*. My work is inspired by shapes found in nature. Children explore their senses by examining the materials that I have collected on hikes: bark, moss, leaves, shells, and seeds. Each week there are new hands-on materials for children and families to draw. We mix natural dye baths to dye fabric and manipulate fabric through knotting and folding to create interesting patterns.

Each week will provide opportunities to draw directly on cloth with cloth markers, sensory play with natural materials provided by the artist, and dye fabric by hand while exploring color mixing.

Goal for Month 2: Playful prints on cloth

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Each week artists can experiment with screen-printing, cutting stencils and printing relief blocks and stamps on textiles.

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Artist-in-Residence

Winter Quarter 2019 Artist Agreement

aspects of fabricating our quilt, from basting, quilting, and decorative stitching to final binding. The final border of the quilt will include participating artist's signatures.

Each week we cut and arrange our pieces into blocks. As these blocks are fabricated, children can embellish them with stitching. Artist will provides a sewing machine that will be available to sew the blocks together.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.
- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork at TBD recipient's location.

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Winter Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on January 4, 2019 via hand delivered and \$3500.00 on April 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Winter Residency in the amount of \$1000 will be provided. The Artist supplies will be procured by the Museum according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment,

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

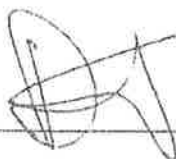
- facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Winter Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
 - V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
 - VI. The Artist will incur no expenses for the Museum, without prior approval. The Artist will assume expenses incurred without the approval of the Museum.
 - VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.
 - VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the compensation for the activity as if the activity had been completed.
 - IX. Where the Artist cannot reasonably conduct or complete the activities because of acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.
 - X. Prior to Residency Artist will provide background/criminal check documents, no later than February 1, 2019.
 - XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
 - XII. Thirty days prior to Residency Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the as an "Additional Insured" on the general liability policy.

Artist-in-Residence Winter Quarter 2019 Artist Agreement

- XIII. The Artist further agrees to indemnify and hold the Museum, Board of Directors and its employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
- XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display at recipients off-site location or through a mutually agreed upon end date.
- XV. Artist agrees to complete a Post-Residency evaluation/survey.

I have read and understand the provisions of this Contract:

Agreed to and Accepted by: Rachel Davis Date: 1/3/19

Signature of Museum:  Date: 1/3/19
E. Adkins

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO.

THIS NUMBER MUST APPEAR ON ALL INVOICES
 SHIPPING PAPERS, PACKAGES, ETC.

31472

DATE

4/1/19

DATE REC.

4/6/19

SHIP VIA

FOB

TERMS

SOLD TO


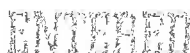
SHIPPED TO

Jess Graff
 3155 NW Lynwood Circle
 Corvallis, OR 97330

Give
 check
 to Dustin

QUANTITY UNIT DESCRIPTION GL # UNIT PRICE TOTAL PRICE

		Artist in Residence Spring - Payment lot 2 Due April 11, 2019	R5750 R4080180T755C	3,500.00 \$7,000.00	3,500.00
		Please get check + give to Dustin			
		Spring - Payment 2082 Due June 1, 2019			3,500.00

AUTHORIZED SIGNATURE



Artist-in-Residence

Spring Quarter 2019 Artist Agreement



This agreement is made the 6th of April in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Jess Graff hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Mapping the Imagination* programming in *The Studio* at DuPage Children's Museum:
 1. Thursday through Saturday 9:30am -12:30pm April 6th - June 1, working directly with visitors in *The Studio* - totalling **99 hours**.
 - a) One half-hour of set up prior to opening *The Studio*, and one half-hour of break-down after the program concludes each working day - **33 hours**
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate any changes made to this schedule.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue programming for Thursday, Friday, Saturday afternoon and all day Sunday that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 4/6/19, and any finalizing time post 6/01/19 with the Arts & Maker Specialist.
 - e) Collaborative Art Installation at yet TBD off-site location - **3 hours**

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Spring Residency Project Description: Through the course of the residency, families could drop in to The Studio to try their hands at numerous styles and techniques of making. Each week would be slightly different but move toward the common goal of creating finished collaborative projects. Weekly material explorations could include printmaking, drawing, painting, loose parts manipulation, cartography, and assemblage.

Weekly overview:

Week 1: Introduction of Placemaking commences; asking questions, listening to stories. Questions may include: Where do you love to go? What do people need to be happy? Where do you feel safe? What is your favorite place? Where do you like to play? What does your community need? etc. Collection of specific materials and beginning of exploration of materials with museum guests centered around these types of questions.

Week 2: Material exploration and technique sampler begins. This phase of the project will allow the artist and families to create the rough material components that will later be compiled into finished projects. Material exploration takes place for several weeks but with different materials and different guiding questions. Week 2 techniques surround Suminagashi, a Japanese water printing technique and continuous line drawing. Questions might include the following or similar: What do these prints remind you of? What does water tell us? Where does a river flow and what does it pass?

Week 3: Material exploration and component part manufacture continues. Week 3 techniques focus on observational drawing and investigation in to natural materials and objects. Ink, watercolor, and drawing materials available. Images can be used in their rough forms or scanned for use later. Questions might include the following or similar: Where do bugs go? How does a bird know how to get home? How does a seed know how to grow? How do bees know how to build a hive or squirrels know how build a nest? Etc.

Week 4: Material Exploration Drawing and Painting. Similar materials as previous weeks provided. Children and families continue to add layers, lead the way, and ask questions. Paper for story sharing provided. Questions begin to be specifically tailored to reflect previous weeks discoveries.

Week 5: Material Exploration Drawing and Painting continue as with previous week; Ideas of specific final set of maps is finalized; invitations to local sites have been completed. Questions continue to be specifically tailored to previous weeks inquiries.

Week 6: Special materials exploration. This week makes space for additional specific repurposed materials. Materials may be manipulated, painted, drawn on, or other action as is appropriate to further the specific maps as decided by the artist, the museum, and the public.

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Week 7 and 8: Specific map creation continues. Base layers, larger sections, and complicated structures are mostly completed.

Week 9: Specific map creation continues. Some maps may be close to finished at this point depending on guest participation and level of complication of each piece.

Week 10: Begin finishing work on individual projects. This phase of final production can involve children and family hands on experiences. Depending on the specific projects created with the children, this could include framing, sorting, varnishing, detailed mark making, or basic tool use.

Week 11: Artist begins final detailing and production work that children and families can view, but that requires more experienced hands.

Week 12: Work is finished; installation begins.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.
- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork at TBD recipient's location.

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Spring Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on April 11, 2019 via hand delivered and \$3500.00 on June 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Spring Residency in the amount of \$1000 will be provided. The Artist supplies will be procured by the Museum according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment, facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Spring Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
- V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
- VI. The Artist will incur no expenses for the Museum, without prior approval. The Artist will assume expenses incurred without the approval of the Museum.
- VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.
- VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the compensation for the activity as if the activity had been completed.
- IX. Where the Artist cannot reasonably conduct or complete the activities because of

Artist-in-Residence Winter Quarter 2019 Artist Agreement

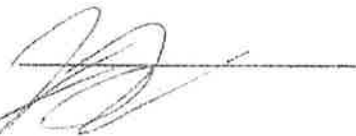
acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.

- X. Prior to Residency Artist will provide background/criminal check documents, no later than April 15, 2019.
- XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
- XII. Thirty days prior to Residency Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the as an "Additional Insured" on the general liability policy.
- XIII. The Artist further agrees to indemnify and hold the Museum, Board of Directors and its employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
- XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display at recipients off-site location or through a mutually agreed upon end date.
- XV. Artist agrees to complete a Post-Residency evaluation/survey.

to be
sent ASAP
4/5/19

I have read and understand the provisions of this Contract:

Agreed to and Accepted by:



Date: 4/5/19

Signature of Museum:



Date: 4/5/19

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO.
THIS NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, PACKAGES, ETC. 31472

DATE 4/1/19	DATE REQ. 4/6/19	
SHIP VIA		FOB
		TERMS

SOLD TO

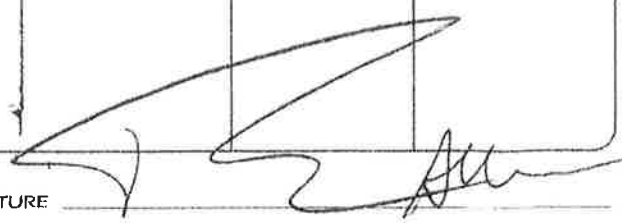
SHIPPED TO

Jess Graff
 3155 NW Lynwood Circle
 Corvallis, OR 97330

Give
 check
 to Dustin

QUANTITY	UNIT	DESCRIPTION	GL #	UNIT PRICE	TOTAL PRICE
		Artist in Residence Spring - Payment lot 2 Due April 11, 2019	R5750 100 35		3,500.00
		Please cut check + give to Dustin	R4080180T755C		\$7,000.00
		Spring - Payment 2 of 2 Due June 1, 2019			3,500.00

 ENTERED



AUTHORIZED SIGNATURE

Artist-in-Residence Spring Quarter 2019 Artist Agreement



This agreement is made the 6th of April in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Jess Graff hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Mapping the Imagination* programming in *The Studio* at DuPage Children's Museum:
 1. Thursday through Saturday 9:30am -12:30pm April 6th - June 1, working directly with visitors in *The Studio* - totalling **99 hours**.
 - a) One half-hour of set up prior to opening *The Studio*, and one half-hour of break-down after the program concludes each working day - **33 hours**
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate any changes made to this schedule.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue programming for Thursday, Friday, Saturday afternoon and all day Sunday that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 4/6/19, and any finalizing time post 6/01/19 with the Arts & Maker Specialist.
 - e) Collaborative Art Installation at yet TBD off-site location - **3 hours**

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Spring Residency Project Description: Through the course of the residency, families could drop in to The Studio to try their hands at numerous styles and techniques of making. Each week would be slightly different but move toward the common goal of creating finished collaborative projects. Weekly material explorations could include printmaking, drawing, painting, loose parts manipulation, cartography, and assemblage.

Weekly overview:

Week 1: Introduction of Placemaking commences; asking questions, listening to stories. Questions may include: Where do you love to go? What do people need to be happy? Where do you feel safe? What is your favorite place? Where do you like to play? What does your community need? etc. Collection of specific materials and beginning of exploration of materials with museum guests centered around these types of questions.

Week 2: Material exploration and technique sampler begins. This phase of the project will allow the artist and families to create the rough material components that will later be compiled into finished projects. Material exploration takes place for several weeks but with different materials and different guiding questions. Week 2 techniques surround Suminagashi, a Japanese water printing technique and continuous line drawing. Questions might include the following or similar: What do these prints remind you of? What does water tell us? Where does a river flow and what does it pass?

Week 3: Material exploration and component part manufacture continues. Week 3 techniques focus on observational drawing and investigation in to natural materials and objects. Ink, watercolor, and drawing materials available. Images can be used in their rough forms or scanned for use later. Questions might include the following or similar: Where do bugs go? How does a bird know how to get home? How does a seed know how to grow? How do bees know how to build a hive or squirrels know how build a nest? Etc.

Week 4: Material Exploration Drawing and Painting. Similar materials as previous weeks provided. Children and families continue to add layers, lead the way, and ask questions. Paper for story sharing provided. Questions begin to be specifically tailored to reflect previous weeks discoveries.

Week 5: Material Exploration Drawing and Painting continue as with previous week; Ideas of specific final set of maps is finalized; invitations to local sites have been completed. Questions continue to be specifically tailored to previous weeks inquiries.

Week 6: Special materials exploration. This week makes space for additional specific repurposed materials. Materials may be manipulated, painted, drawn on, or other action as is appropriate to further the specific maps as decided by the artist, the museum, and the public.

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Week 7 and 8: Specific map creation continues. Base layers, larger sections, and complicated structures are mostly completed.

Week 9: Specific map creation continues. Some maps may be close to finished at this point depending on guest participation and level of complication of each piece.

Week 10: Begin finishing work on individual projects. This phase of final production can involve children and family hands on experiences. Depending on the specific projects created with the children, this could include framing, sorting, varnishing, detailed mark making, or basic tool use.

Week 11: Artist begins final detailing and production work that children and families can view, but that requires more experienced hands.

Week 12: Work is finished; installation begins.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.
- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork at TBD recipient's location.

Artist-in-Residence

Winter Quarter 2019 Artist Agreement

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Spring Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on April 11, 2019 via hand delivered and \$3500.00 on June 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Spring Residency in the amount of \$1000 will be provided. The Artist supplies will be procured by the Museum according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment, facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Spring Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
- V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
- VI. The Artist will incur no expenses for the Museum, without prior approval. The Artist will assume expenses incurred without the approval of the Museum.
- VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.
- VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the compensation for the activity as if the activity had been completed.
- IX. Where the Artist cannot reasonably conduct or complete the activities because of

Artist-in-Residence Winter Quarter 2019 Artist Agreement

acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.

- X. Prior to Residency Artist will provide background/criminal check documents, no later than April 15, 2019.
- XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
- XII. Thirty days prior to Residency Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the as an "Additional Insured" on the general liability policy.
- XIII. The Artist further agrees to indemnify and hold the Museum, Board of Directors and its employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
- XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display at recipients off-site location or through a mutually agreed upon end date.
- XV. Artist agrees to complete a Post-Residency evaluation/survey.

to be
sent ASAP
4/5/19

I have read and understand the provisions of this Contract:

Agreed to and Accepted by:



Date: 4/5/19

Signature of Museum:



Date: 4/5/19

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO.

~~32052~~
~~31452~~

DATE 7/22/19 DATE REC. 9/30/19

SHIP VIA _____ FOB _____

TERMS _____

SOLD TO

SHIPPED TO

Gina Lee Robbins

1131 W East Ave. Oak Park IL 60302

QUANTITY UNIT DESCRIPTION GL# UNIT PRICE TOTAL PRICE

		Artistin Residence Summer '19			
			R408018 + 758		8,000
					total
		Materials Stipend		3450.00	
		First Payment 8/3			1,000
		* Please Cut Check			3,500
		Final Payment 9/30*			3,500
		Please cut check			

ENTERED

→ Give to Dustin

ENTERED

→ Give to Dustin

AUTHORIZED SIGNATURE



Artist-in-Residence Summer Quarter 2019 Artist Agreement



This agreement is made the 15th of July in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Gina Lee Robbins hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Tactile Mosaic* programming in *The Studio* at DuPage Children's Museum:
 1. Artist will work directly with visitors in *The Studio* - for **99 hours** over the course of the residency
 - a) Artists will arrive one half-hour of set up prior to opening *The Studio*, and stay one half-hour after the program concludes for break-down each working day - **totalling 33 hours** over the course of the residency
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate weekly schedule, prior to residency start date.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue similar programming that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 8/2/19, and any finalizing time post 9/01/19 with the Arts and Maker Specialist.
 - e) Collaborative Art Installation -**3 hours**

Artist-in-Residence Summer Quarter 2019 Artist Agreement

Summer Residency Project Description: Through the course of the residency, families may drop in to The Studio to try their hands at numerous styles and techniques of making. Each week would be slightly different but move toward the common goal of creating finished collaborative projects. Weekly material explorations could include working with ceramics, textiles, painting, etc.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

Working with children and families in The Studio, Artist will create a semi-permanent (7-10 years) tactile mosaic(s) for installation in the museum.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.
- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork

Artist-in-Residence Summer Quarter 2019 Artist Agreement

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Summer Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on August 3, 2019 via hand delivered and \$3500.00 on September 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Summer Residency in the amount of \$1000 will be provided on first day of residency. The Artist supplies will be procured by the artists according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment, facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Summer Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
- V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
- VI. The Artist will incur no expenses for the Museum, without prior written approval. The Artist will assume expenses incurred without the written approval of the Museum.
- VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.
- VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the

Artist-in-Residence Summer Quarter 2019 Artist Agreement

- compensation for the activity as if the activity had been completed.
- IX. Where the Artist cannot reasonably conduct or complete the activities because of acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.
 - X. Prior to Residency Artist will provide background/criminal check documents, no later than July 20, 2019.
 - XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
 - XII. Within seven days after execution of the agreement Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the museum as an "Additional Insured" on the general liability policy.
 - XIII. The Artist further agrees to indemnify and hold the Museum, its Board of Directors and employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
 - XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display, or through a mutually agreed upon end date.
 - XV. Artist agrees to complete a Post-Residency evaluation

Artist-in-Residence Summer Quarter 2019 Artist Agreement

I have read and understand the provisions of this Contract:

Agreed to and Accepted by:  Date: 7/15/19

Signature of Museum:  Date: 7/15/19

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO.

32052
~~31472~~

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 SHIPPING PAPERS, PACKAGES, ETC.

DATE 7/22/19 DATE REQ. 8/3/19

SHIP VIA

FOB

TERMS

SOLD TO

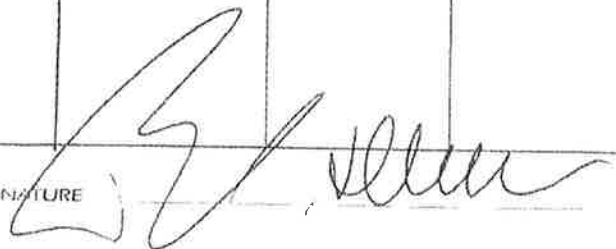
SHIPPED TO

Gina Lee Robbins

1131 W East Ave. Oak Park IL 60302

QUANTITY	UNIT	DESCRIPTION	GL #	UNIT PRICE	TOTAL PRICE
		Artistin Residence Summer '19	R4080 180 + 758		8,000
		Materials Stipend		\$4500	total
		First Payment 8/3	ENTERED		1,000
		* Please Cut Check	→ Give to Dustin		3,500
		Final Payment 9/30*	ENTERED		3,500
		↓ Please cut check →			

AUTHORIZED SIGNATURE



Artist-in-Residence Summer Quarter 2019 Artist Agreement



This agreement is made the 15th of July in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Gina Lee Robbins hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Tactile Mosaic* programming in *The Studio* at DuPage Children's Museum:
 1. Artist will work directly with visitors in *The Studio* - for **99 hours** over the course of the residency
 - a) Artists will arrive one half-hour of set up prior to opening *The Studio*, and stay one half-hour after the program concludes for break-down each working day - **totalling 33 hours** over the course of the residency
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate weekly schedule, prior to residency start date.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue similar programming that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 8/2/19, and any finalizing time post 9/01/19 with the Arts and Maker Specialist.
 - e) Collaborative Art Installation -**3 hours**

Artist-in-Residence

Summer Quarter 2019 Artist Agreement

Summer Residency Project Description: Through the course of the residency, families may drop in to The Studio to try their hands at numerous styles and techniques of making. Each week would be slightly different but move toward the common goal of creating finished collaborative projects. Weekly material explorations could include working with ceramics, textiles, painting, etc.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

Working with children and families in The Studio, Artist will create a semi-permanent (7-10 years) tactile mosaic(s) for installation in the museum.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.
- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork

Artist-in-Residence

Summer Quarter 2019 Artist Agreement

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Summer Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on August 3, 2019 via hand delivered and \$3500.00 on September 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Summer Residency in the amount of \$1000 will be provided on first day of residency. The Artist supplies will be procured by the artists according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment, facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Summer Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
- V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
- VI. The Artist will incur no expenses for the Museum, without prior written approval. The Artist will assume expenses incurred without the written approval of the Museum.
- VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act, omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.
- VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the

Artist-in-Residence Summer Quarter 2019 Artist Agreement

- compensation for the activity as if the activity had been completed.
- IX. Where the Artist cannot reasonably conduct or complete the activities because of acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.
 - X. Prior to Residency Artist will provide background/criminal check documents, no later than July 20, 2019.
 - XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
 - XII. Within seven days after execution of the agreement Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the museum as an "Additional Insured" on the general liability policy.
 - XIII. The Artist further agrees to indemnify and hold the Museum, its Board of Directors and employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
 - XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display, or through a mutually agreed upon end date.
 - XV. Artist agrees to complete a Post-Residency evaluation

**Artist-in-Residence
Summer Quarter 2019 Artist Agreement**

I have read and understand the provisions of this Contract:

Agreed to and Accepted by:  Date: 7/15/19

Signature of Museum:  Date: 7/15/19

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO.

32278

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 SHIPPING PAPERS, PACKAGES, ETC.

DATE 9/12/19 DATE REC. 10/4/19
 SHIP VIA

FOB

TERMS

SOLD TO

SHIPPED TO

Norma Rios-Sierra

2650 N Lawndale Chicago IL 60647

QUANTITY UNIT DESCRIPTION GL # UNIT PRICE TOTAL PRICE

Artist-in-Residence
 Fall '19

R40801804 7550

Materials Stipend

9/16

1,000

First Payment

10/4

3,500

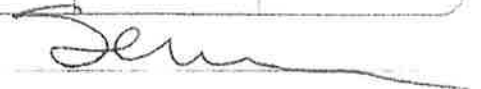
Final Payment

12/30

3,500

 ENTERED

AUTHORIZED SIGNATURE



DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO. 32278

DATE 9/12/19 DATE REP. 12/30/19

SHIP VIA _____ FOB _____ TERMS _____

SOLD TO

SHIPPED TO

Norma Rios-Sierra

2650 N Leaudale Chicago IL 60647

QUANTITY UNIT DESCRIPTION GL # UNIT PRICE TOTAL PRICE

Artist-in-Residence
 Fall '19

R40801804 7550

Materials Stipend

9/16

1,000

First Payment

10/4

3,500

Final Payment

12/26
~~30~~

3,500

 ENTERED

Jen

DuPage Children's Museum
 301 N Washington St
 Naperville, IL 60540
 630-637-8000

PURCHASE ORDER NO.

THIS NUMBER MUST APPEAR ON ALL INVOICES.
 SHIPPING PAPERS, PACKAGES, ETC.

32278

DATE 9/12/19	DATE REC. 9/16/19	
SHIP VIA		FOB
		TERMS

SOLD TO

SHIPPED TO

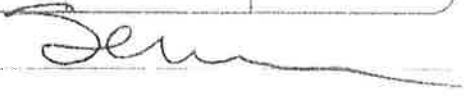
Norma Rios-Sierra

2650 N Leaudale Chicago IL 60647

QUANTITY	UNIT	DESCRIPTION	GL #	UNIT PRICE	TOTAL PRICE
		Artist-in-Residence Fall '19			
			R40801804	7550	
		Materials Stipend	9/16		1,000
		First Payment	10/4		3,500
		Final Payment	12/30		3,500

 ENTERED

AUTHORIZED SIGNATURE



Artist-in-Residence

Fall Quarter 2019 Artist Agreement



This agreement is made the 2nd of August in the year 2019 between DuPage Children's Museum hereinafter referred to as "Museum" and Norma Rios-Sierra hereinafter referred to as "Artist".

The Museum and Artist mutually agree upon the following:

- I. The Artist is an independent contractor and is not to be considered an employee of the museum.
- II. The Artist will provide: *Tactile Mosaic* programming in *The Studio* at DuPage Children's Museum:
 1. Artist will work directly with visitors in *The Studio* - for **99 hours** over the course of the residency
 - a) Artists will arrive one half-hour of set up prior to opening *The Studio*, and stay one half-hour after the program concludes for break-down each working day - **totalling 33 hours** over the course of the residency
 - b) Artist will work directly with DCM's Arts and Maker Specialist to coordinate weekly schedule, prior to residency start date.
 - c) Artist will coordinate with DCM's Arts and Maker Specialist to continue similar programming that complement and extend the Artist's project.
 - d) Artist will schedule any additional preparation time before 10/1/19, and any finalizing time post 12/31/19 with the Arts and Maker Specialist.
 - e) Collaborative Art Installation -**3 hours**

Artist-in-Residence Summer Quarter 2019 Artist Agreement

Fall Residency Project Description: Weeks 1-4 Symbols of welcoming

Week 1 Draw/paint or sculpt our own symbols of welcoming. Age appropriate discussions about how art can be welcoming.

Week 2 Discuss why the monarch butterfly is a symbol of immigration justice. We can make our own butterflies and showcase them throughout the museum.

Week 3-4 Introduce mosaics and offer open studio hours where visitors can watch me building mosaics. We can also offer an opportunity for visitors to make their own butterflies and these can be included in the final tactile mosaic for the 0-24 month age group.

Corresponding blog posts at Week 1 that introduces the project and another post at week 3 that showcases museum visitors contributing to the art making.

Weeks 5-8 Building Community with repurposed materials

Week 5 Participants can use recycled boxes, bottle caps, bottles and other everyday objects to create and build collages, dioramas and sculptures. We can have visitors contribute their creations to a collective art piece that would represent their dream community. We can focus on creating spaces that are safe and inclusive. Our blog post for these sessions could include a tutorial on how to repurpose everyday objects into fun and engaging toys for little ones.

Week 6 Open Studio hours where I take time to design the layout of the tactile mosaic. Visitors can contribute ideas and suggestions. I will also be using this time to build components of the mosaic that include repurposed materials.

Week 7-8 Vote on final design of tactile mosaic and have visitors contribute to building some of the mosaic components. Maybe everyone designs a tile or a small portion. A corresponding blog post can announce the official design and thank visitors for their contributions.

Weeks 9-12 Piece by Piece

These next four weeks will be spent completing the tactile mosaic. I will have open studio hours during this time where visitors can drop in and watch an artist at work. I will be using this time to complete all of the working pieces and visitor contributions and putting the entire tactile mosaic together. I would like to include pieces made by visitors at all stages of the planning process, we can include pictures and sculptures along with the mosaic pieces.

For these final blog posts I would like to talk about what has inspired me as an artist, my background as an immigrant and my work with the Logan Square Neighborhood Association.

Studio hours to include Artist's collaboration with children and the art-making process, answering visitor questions, Artist's personal working time on project where visitors can view project being worked on, and adding to project documentation.

Working with children and families in The Studio, Artist will create a semi-permanent (7-10 years) tactile mosaic(s) for installation in the museum.

In addition the Artist will:

- A) Contribute to a bi-weekly DCM Artist-in-Residence blog that includes recaps of work-in-progress, photos, and video.

Artist-in-Residence

Summer Quarter 2019 Artist Agreement

- B) Collaborate with DCM's Arts and Maker Specialist and Senior Marketing Manager to promote the project and provide tutorials on art-based projects through social media, and further the learning partnership between children and their adult caregivers.
- C) Share Artist-in-Residence work-in-progress through personal marketing channels, social media, website, and print. Agree to and comply with DCM's Photo Release policy. (attachment A).
- D) Participate and/or advise in the installation of the finished artwork

Honorarium and Supply Stipend

- I. An Artist Honorarium will be paid to the Artist for the Summer Residency in the amount of \$7000. The Artist Honorarium will be paid to the Artist by the Museum according to the following schedule: \$3500.00 on October 1, 2019 via hand delivered and \$3500.00 on December 30, 2019 via pick-up/U.S. mail/direct deposit (attachment B)
- II. An Artist stipend for supplies for the Summer Residency in the amount of \$1000 will be provided on first day of residency. The Artist supplies will be procured by the artists according to a mutual agreement between the Artist and Arts and Maker Specialist.
- III. The Artist will adhere to site's regulations pertaining to use of equipment, facilities, and supplies for program functions approved by the Museum; and the Artist will obtain permission from the Museum prior to requesting secretarial/administrative assistance from any employee for services relating to the activity/event.
- IV. The Artist will check with the Arts and Maker Specialist one week prior to the Summer Artist-in-Residency to confirm the schedule, and obtain specific instructions on the site, materials, etc.
- V. The Artist will provide his/her own transportation and make arrangements for his/her own accommodations if necessary. Unless otherwise agreed to in this contract the Artist will assume all travel, food, and lodging costs.
- VI. The Artist will incur no expenses for the Museum, without prior written approval. The Artist will assume expenses incurred without the written approval of the Museum.
- VII. Where the Artist has failed to provide an activity because of personal illness, transportation difficulties or any other reason resulting in any way from any act,

Artist-in-Residence

Summer Quarter 2019 Artist Agreement

omission, or negligence on the part of the Artist, not including "Acts of God," the Artist will provide the activity at a later date mutually agreed upon with the Museum, and the Artist will be compensated per the terms of this agreement for such performance or activity.

- VIII. In the case of bad weather, school closures, fire, power failure, or other "Acts of God" which may prevent the continuation or completion of the proposed activity, the Artist and Museum will mutually attempt to reschedule the residency. If rescheduling is not possible, the Artist and the Museum will negotiate a pro rata share of the compensation for the activity as if the activity had been completed.
- IX. Where the Artist cannot reasonably conduct or complete the activities because of acts, omissions, or negligence on the part of the Museum, the Artist will be fully compensated for the activity as if the activity had been completed.
- X. Prior to Residency Artist will provide background/criminal check documents, no later than September 20, 2019.
- XI. The Artist, as an individual contracting independently, will not hold the Museum responsible for any Federal or State withholding taxes, social security taxes or benefits, unemployment insurance coverage, workers compensation insurance, disability insurance or any other insurance benefits. As an independent contractor, the Artist is responsible for protecting him/herself and agrees to assume the responsibility entirely.
- XII. Thirty days prior to the start date of the residency the Artist will provide a copy of General Liability Insurance, limits of \$1,000,000 per occurrence with a \$2,000,000 general aggregate. The Artist agrees to add the museum as an "Additional Insured" on the general liability policy.
- XIII. The Artist further agrees to indemnify and hold the Museum, its Board of Directors and employees harmless against all claims, losses, expenses (including reasonable attorney's fees), and injuries to persons or property resulting in any way from any act, omission or negligence on the part of the Artist in the performance of or failure to provide an activity.
- XIV. Post-Residency, Artist will remain available and/or accessible for troubleshooting or repairs (if needed) on finished residency artwork, through the duration that artwork is on display, or through a mutually agreed upon end date.
- XV. Artist agrees to complete a Post-Residency evaluation

Artist-in-Residence Summer Quarter 2019 Artist Agreement

I have read and understand the provisions of this Contract:

Agreed to and Accepted by:  Date: 8/7/19

Signature of Museum:  Date: 8/7/19

Attachments

- A: DCM Photo Release Policy
- B: DCM Electronic Payment Form
- C: DCM Background Screening Release

DuPage Children's Museum
301 N Washington St
Naperville, IL 60540
630-637-8000

PURCHASE ORDER NO.

31721

DATE 5/29/14 DATE REC. 5/30/14

SHIP VIA

FOB

TERMS

SOLD TO

SHIPPED TO

Nicole Rivera

Thomas Sullivan

QUANTITY

UNIT

DESCRIPTION

GL #

UNIT PRICE

TOTAL PRICE

A-R Eval
Nicole Rivera

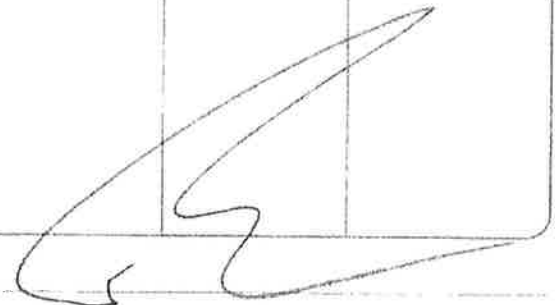
R4080140T75

500.00

check cut

 ENTERED

AUTHORIZED SIGNATURE



Nicole R. Rivera
932 Lathrop Ave
Forest Park, IL 60130
Tel 630-306-4932

Thomas Sullivan
Director of Education
DuPage Children's Museum
301 N. Washington St
Naperville, IL 60540

Payment due for services rendered for the completion of the Artist in Residence evaluation

- Collaborative evaluation planning and design
- Completion of observations, exit interviews, and post-visit interviews with guests
- Completion of interviews with artist and staff
- Data analysis
- Development of the final evaluation report

\$500.00

Thank you!



Date	Hours	Description of task(s)
1/12/2019	2	observation
2/10/2019	0.5	emails with Dustin to plan for exit interview and post-visit survey questions
2/14/2019	0.5	prepping materials for exit interviews
2/14/ 2019	1.5	typing up notes from first observation
2/15	2	second observation/ exit interviews
2/18/2019	1	data entry
2/23/2019	1.5	exit interviews at DCM
2/23/2019	0.5	
3/1/2019	1	set up follow up survey in Qualtrics; send out surveys from first two interview sessions
3/14/2019	2	exit interviews at DCM
3/22/2019	2	exit interviews at DCM
3/23/2019	1	data entry
3/24/19	0.5	planning, draft interview questions, emails
3/28/19	0.5	emailed artist for interview; sent out follow up surveys
4/1/19	1	interview with artist
4/2/19	1	interview with specialist
4/15/19	3	draft of report
4/18/19	0.5	editing report; submitting for review
4/25/19		follow up on report
5/1/19	0.5	final edits and submit report

22.5



DuPage Children's Museum
301 N Washington St
Naperville, IL 60540
630-637-8000

PURCHASE ORDER NO. 32156

DATE 8/19/19 DATE REQ. 8/22/19

SHIP VIA

FOB

TERMS

SOLD TO

Dr. Nicole Rivera

SHIPPED TO

Thomas Sullivan

QUANTITY

UNIT

DESCRIPTION

UNIT PRICE

TOTAL PRICE

FY 19 Q4 AIR Evaluation R4080140F75

500.00

Check out + sent please

 ENTERED

AS

Nicole R. Rivera
932 Lathrop Ave
Forest Park, IL 60130
Tel 630-306-4932

INVOICE

8.19.2019

Thomas Sullivan
Director of Education
DuPage Children's Museum
301 N. Washington St
Naperville, IL 60540

DESCRIPTION

Payment due for services rendered for the completion of the Artist in Residence evaluation

- Collaborative evaluation planning and design
- Completion of observations, exit interviews, and post-visit interviews with guests
- Completion of interviews with artist and staff
- Data analysis
- Development of the final evaluation report

DUPLICATE

\$500.00

Thank you!

 ENTERED

Date	Hours	Description of Tasks
4/19/2019	2	observation of AIR
4/20/2019	1	field notes
5/16/2019	1.5	observatin of AIR
5/16/2019	0.5	field notes
5/30/2019	1	exit interviews
6/1/2019	2	exit interviews
6/18/2019	1	prep surveys and email
6/20/2019	1.5	exit interviews
6/21/2019	1	review data
6/26/2019	1	send surveys
6/26/2019	1	interview with artist/ notes
7/15/2019	1	interview with specialist/ notes
7/22/2019	2	work on report
8/1/2019	1	work on report
8/14/2019	3	work on report
8/19/2019	1	final edits

Total Hours: 21.5



PURCHASE ORDER NO.

No 32830

DuPage Children's Museum
301 N Washington St
Naperville, IL 60540
630-637-8000

DATE 12/31/19 ~~11/9/20~~

DATE REQ. 1/9/20

SHIP VIA

FOB

TERMS

SOLD TO

SHIPPED TO

Nicole Rivera
832 Lathrop Ave
Forest Park, IL 6030

QUANTITY	UNIT	DESCRIPTION	GL #	UNIT PRICE	TOTAL PRICE
		Artist in Residence Evaluation	R4080-180+7		\$500.00

AUTHORIZED SIGNATURE

Nicole R. Rivera
932 Lathrop Ave
Forest Park, IL 60130
Tel 630-306-4932

INVOICE

12.31.2019

TO:

Thomas Sullivan
Director of Education
DuPage Children's Museum
301 N. Washington St
Naperville, IL 60540

DESCRIPTION

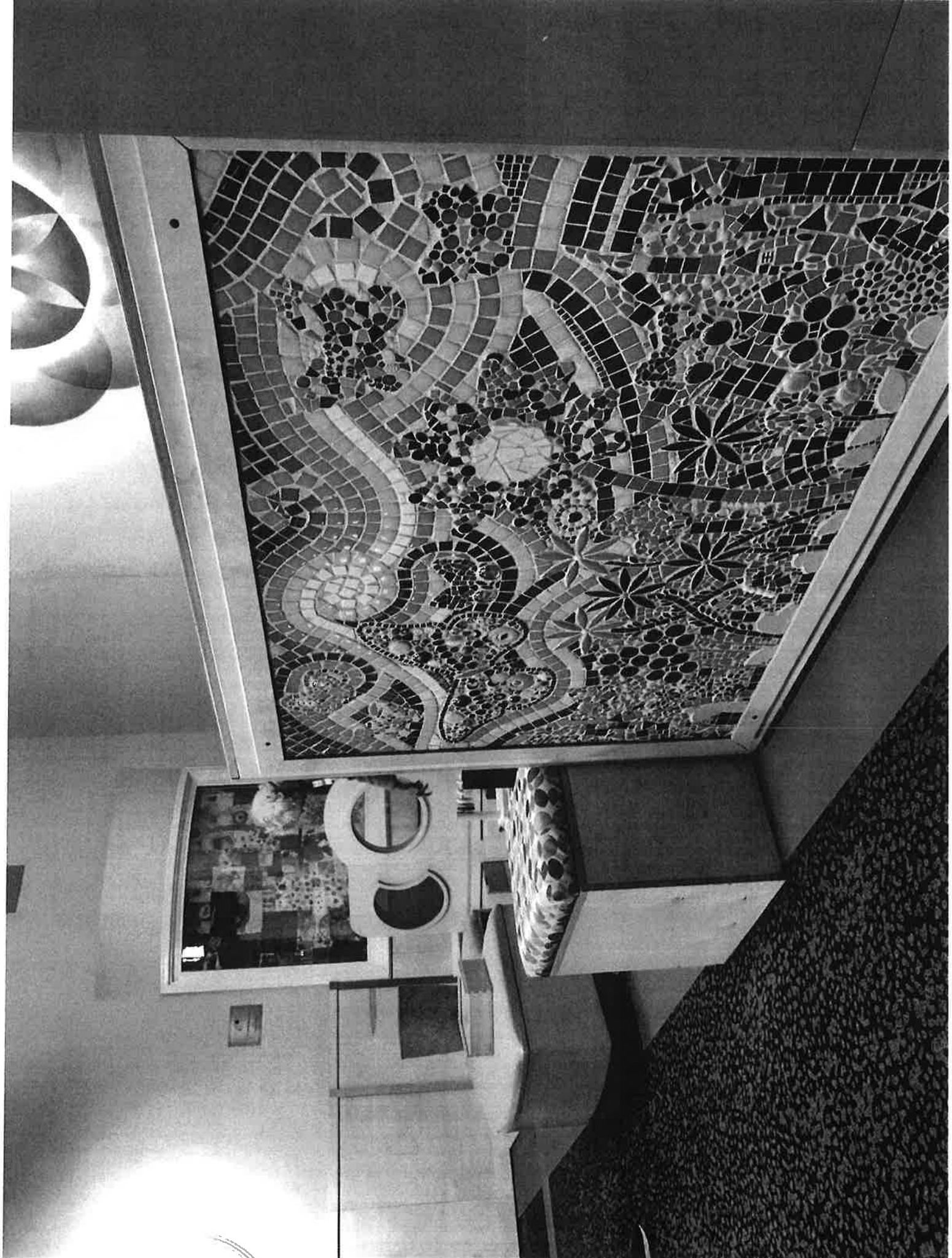
Payment due for services rendered for the completion of the Artist in Residence evaluation

- Collaborative evaluation planning and design
- Data collection
- Completion of interviews with artist and staff
- Data analysis
- Development of the final evaluation report

TOTAL DUE

\$500.00

Thank you!







**Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2019 (CY19)
January 1, 2019 – December 31, 2019**

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: DuPage Children's Museum

Address: 301 N Washington St

City/State/Zip Code: Naperville, IL 60540

Contact Person: Margaret Rush

Phone Number: (630)637-8000 ext. 6400

E-Mail: mrush@dupagechildrensmuseum.org

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain: No

Section Two – Project/Event Information

Name of Project/Event: Art in Hand Project

Brief Description of Project/Event: The Art in Hand Project provided the Naperville community with arts experiences through four artist-in-residences; art classes for third and fourth grade students that were held inside their classroom; displaying student artwork in DCM's art gallery; hosting three Good Show Gallery opening events for students and their families; hosting on-site art facilitation activities in DCM's Studio; and creating and installing two exhibit experiences.

Date of the Project/Event: January 1 – December 31, 2019

Amount of SECA Grant Award for CY19: \$30,058

Number of Years the Project/Event has been in Existence: 1

Number of Years the Project/Event has received a SECA Grant: 1

In What Year Does Your Organization Anticipate No Longer Needing SECA Funding: 2080

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- **Implementations strategy and timeline**
- **Challenges during implementation**
- **Modifications to original project/event**
- **If applying for 2020 grant funds, describe any changes that will be implemented.**

The Art in Hand project adhered to its original timeline and design. This included hosting four artist-in-residencies, conducting three art workshops for a total of four, third and fourth-grade classes in a Naperville elementary school (Steeple Run), hosting three Good Show! Gallery openings for these students, and creating and installing two permanent exhibit pieces. The residencies occurred on schedule: Residency One, Artist Rachel Davis, January - March 2019; Residency Two--Artist Jess Graff, April - June 2019; Residency Three, Artist Gina Lee Robbins, August - September 2019; and Residency Four, Artist Norma Rios-Sierra, October - December 2019. The in-school workshops occurred on May 13 & 16 and on October 17 & 24. During these workshops, the artist brought materials to the classroom that they were using while in residency at DCM and engaged students in creating art similar to what the artist was creating at the Museum. Students were then able to display their artwork in DCM's Good Show! Gallery and attend a gallery opening event where they, along with their friends and families, could view their work and engage with the Museum's STEAM-based exhibits and hands-on, art activities. Two of the artist-in-residences resulted in permanent, tactile exhibits. The first exhibit, Reimagining Mosaic, was created in the third residency. It was installed in November 2019 outside of the Wonder Room. The second exhibit, Butterfly Mosaic, was installed in January 2020 on the outer wall of DCM's redesigned Young Explorers exhibit. Each resident was formally evaluated during and post their project involvement. The Art in Hand project was completed on schedule on December 31, 2019.

Section Four – Project/Event Evaluation

What was the actual number of participants

How was the success and/or effectiveness of the project/event measured

DCM's Arts & Maker Specialist and Studio staff with the assistance of an external consultant, Dr. Nicole Rivera, measured the project's success. Success was measured against participant numbers and outcomes set prior to the project's start. The total number of those benefiting from the Art in Hand Project is 82,403. The number of participants who benefited from the project's four residencies was 28,305. Of the 202 participants in the project's Good Show! Gallery opening events, 102 were adults and 100 were children. The artists provided 250 Naperville-school students with in-class art workshops. Measurement tools included tracking participant numbers using Altru and Microsoft software; surveying and interviewing participants; observing participants engaged in project activities and documenting their experience. Each residency was formally evaluated. Results were compiled into four formal written reports; these have been included with this report.

What were the expected outcomes of the project/event?

The outcomes and objectives that were used to measure the project's success included: 1) create and install two tactile, permanent exhibits; 2) host four artist-in-residencies at DCM that will benefit approximately 85,500 children and their families and be available to 300,000 Museum visitors; 3) provide 270 students with in-school art workshops and invite them to two Good Show! Gallery openings at the Museum; 4) evaluate project participants using exit interviews and report that 80% will identify an increased understanding of creating collaborative art; and 5) engage participating families post-project and report that 75% indicated that both the child and adult engaged in art making or discussed art after the Museum visit.

What were the actual accomplishments of the project/event?

DCM is pleased to report that the project resulted in 1) two tactile, permanent exhibits; 2) four artist-in-residencies that benefited 81,951 children and their families and was available to 330,000; 3) four in-school art workshops that benefited 250 students and two Good Show! Gallery openings of which 202 people attended; 4) 85% of those surveyed confirming that they experienced an increased understanding of creating collaborative art; and 5) 80% of those caregivers surveyed engaged in art making with their child post-Museum visit.

How did you make the event affordable to as many participants as possible?

All project activities and events were free to Museum visitors. To increase the project's outreach, DCM staff used its Family Access Membership program to promote the program to low-income families. Through the FAM program, families of two adults and up to six children were able to access all of the project's and Museum's events, activities, and exhibits for one year at a membership cost of \$25 as opposed to the general membership of \$150.

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

The project budget and number of hours to be worked by the artists-in-residence was reduced due to not receive the full amount of funding requested from SECA. Each artist's hours were reduced from 260 to 130; consequently, their stipend was also reduced.

List all revenue sources and the amounts of funding received for this project/event in addition to the SECA Grant funds that were awarded.

National Endowment for the Arts awarded the Art in Hand Project a \$17,000 grant.

If you did not receive full funding how did it influence your event?

DCM did not receive the full amount of funding it requested. As a result, DCM decreased the hours each artist spent at the Museum creating art and facilitating art experiences with young children. This reduced the number of participants who benefited directly from the project's residency component.

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six – Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: Margaret Kusch

Title: Foundation Relations & Grant Writer

CITY CLERK'S OFFICE USE ONLY

Reviewed by Special Events Coordinator

Submitted to SECA Commission

Date: _____

(Received stamp)

**DuPage Children's Museum
City of Naperville SECA Grant Reporting
Art - in - Hand Project**

Event Budget

TOTAL EXPENSES

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Site				
Venue Rental Fees				
Equipment				
Tables and Chairs				
Totals	\$ -	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Event Materials				
Program Supplies for Studio	2,250.00	2,250.00	-	3,312.46
Posters for GSG Schools	450.00	450.00		144.74
Totals	\$ 2,700.00	\$ 2,700.00	\$ -	\$ 3,457.20

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Marketing and Publicity				
Signage	1,600.00	1,200.00		1,200.00
Totals	\$ 1,600.00	\$ 1,200.00	\$ -	\$ 1,200.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Catering				
Reception Refreshments	2,500.00	2,500.00	-	423.00
Totals	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 423.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total (Final Report)
TOTAL EXPENSES	\$ 104,402.00	\$ 61,450.00	\$ 30,060.00	\$ 55,343.42

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Program				
Artist Fees /Honorariums	69,800.00	52,350.00	29,000.00	30,000.00
Royalty Fees				
Totals	\$ 69,800.00	\$ 52,350.00	\$ 29,000.00	\$ 30,000.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
City Services				
Totals	\$ -	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Miscellaneous				
Buses for GSG Opening	1,200.00	1,200.00		447.00
Evaluation Services	2,000.00	1,500.00	1,060.00	1,500.00
DCM Staffing	15,275.00	-		13,285.00
Indirect	9,327.00	-	-	5,031.22
Totals	\$ 27,802.00	\$ 2,700.00	\$ 1,060.00	\$ 20,263.22

TOTAL REVENUE

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Project/Event Revenue				
Sponsorship	3,500.00			3,500.00
Tickets				
Donations: NEA	17,000.00	-		17,000.00
Totals	\$ 20,500.00	\$ -		\$ 20,500.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Miscellaneous				
Totals	\$ -	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total (Final Report)
TOTAL REVENUE	\$ 90,300.00	\$ 61,450.00	\$ 30,058.00	\$ 55,343.42

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
SECA Grant				
SECA	69,800.00	61,450.00	30,058.00	30,058.00
Totals	\$ 69,800.00	\$ 61,450.00	\$ 30,058.00	\$ 30,058.00

	Estimated Total	SECA Request	SECA Award and Budget Reallocation	Actual Total
Other				
DCM In-Kind	-	-		4,785.42
Totals	\$ -	\$ -	\$ -	\$ 4,785.42

Key:

Estimated Total = Entire Estimated Project Cost Before the Event
SECA Request = Amount Requested Toward Total Event Cost
Actual Total = Entire Project Cost After the Event has Occurred

**DUPAGE
CHILDREN'S
MUSEUM
2020**

2020 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.

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 to access saved and submitted requests.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

General

2018SECApgA

Section One: General Information

All Applicants must complete this section

Organization Contact Person

Organization Name

DuPage Childrens Museum

Name of Project

How People Make Things

Federal Employer Identification Number

36-3565001

Is your organization required to file a Federal 990 Form?

Indicate Yes or No

Yes

Organization Primary Contact

Prefix

Ms.

First Name

Margaret

Last Name

Rush

Title

Foundation Relations & Grant Writer

Phone

(630)637-8000

Address

301 N Washington Street

City

Naperville

State

IL

Zip Code

60540

E-mail

mrush@dupagechildrensmuseum.org

Administration

Who is responsible for the management of the project?

Check here if same as Organization Contact.

Prefix

Ms.

First Name

Kimberly

Last Name

Stull

Project Detail

2020 SECA Theme

The Theme For CY20 is "Come Together". Explain How Your Project Relates to This Year's Theme:

Every object has a story of how it is made. How People Make Things (HPMT) celebrates that story—the people, the manufacturing processes and the technology used to make everyday objects in our world. This traveling exhibit is a springboard for programming with local partners and schools to introduce children and families to the processes of and the craft and artistry of making. DCM anticipates working with twelve to fifteen makers, corporations, or businesses through the project's Maker Day and Maker Spotlight programming. DCM staff has approached such Naperville-based companies as Wehrli Furniture, BLUCO, Handi-Foil, Chicago Rivet & Machine Co to participate in the project. By bringing together different businesses, DCM will be able to appeal to more visitors, engage them in understanding how disparate objects use similar or different maker approaches, and how they can work together to use what they learned and create their own objects. In addition to bringing together local residents and businesses, HPMT also holds at its core, the concept of coming together. The process of how each object explored in the exhibit or related programming is created is broken down into steps. Visitors gain an understanding of how different ideas and pieces join together to create one final, unified object.

Total Cost of Event or Project

149089

Total SECA Funding Requested

(If applicable)

50000

Cost of City Services Requested in this application

(if applicable)

0

Cost of Capital Funding Requested in this application

(if applicable)

0

Cash / City Services

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

100%)

Anticipated Attendance

200000

Number of years the organization has been in existence

32

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.

In 2019, DCM received \$30,058 to support the Art in Hand Project.

In 2018, DCM received \$13,500 to support the Artist in Residence Project.

In 2017, DCM received \$50,000 to support Art is Instrumental.

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

2080

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?

DCM does not anticipate that the project will require additional expenses outside of those listed in the project budget included with the application. To help cover costs not supported through SECA funds, DCM is currently submitting grant applications to foundations and corporations, meeting with potential corporate sponsors, and asking individuals for donations. DCM will continue to use these methods until all funds needed to sustain the project are secured.

Project Abstract

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

Beginning in January 2020, the How People Make Things (HPMT) project includes a traveling exhibit, programming, and events that celebrate how people use art and science to create everyday objects. Programming will include Pop-up Maker Play, Maker Spotlight, and Maker Day. Pop-up Maker Play engages visitors in learning stories that celebrate creativity, confidence, persistence, and innovation and then participating in hands-on activities that drive imagination and inspire them to make. Maker Spotlight features a maker or manufacturer from the community showcasing their craft or manufacturing process. Maker Day enables visitors to

practice problem-solving and explore their creativity through maker activities.

Project Abstract

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

HPMT brings together community residents, businesses, and local makers to discover, be inspired, and create. The support of the Naperville community and in particular, SECA, is essential to the project's success as it helps confirm its importance and worth to the public and other potential funders. As a nonprofit, DCM is committed to securing grants and major gifts to fund its efforts to accomplish its mission and provide the Naperville community with exhibits, events, and programming they would not otherwise be able to access. Having SECA's support is critical to securing these additional funds.

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

Two early childhood educators who recognized that young children need more opportunities for hands-on learning experiences that boost creative thinking, problem solving, and social growth founded DuPage Children's Museum (DCM) as a nonprofit 501(c)(3) organization in 1987. Now in its 32nd year, the Museum serves an average of 330,000 visitors annually from a seven-county area (DuPage, Cook, Will, Kane, Kendall, McHenry and DeKalb) in an award-winning institution in Naperville, Illinois. DuPage Children's Museum's mission is to ignite the potential of all children to learn through hands-on exploration by integrating art, math, and science.

DCM has an extensive history in helping young children through play. Since its founding, DCM's highly qualified staff members have furthered the Museum's reputation as an organization that provides children with enriching artistic and inspirational events and exhibits. HPMT's exhibit, programming, and events are similar in design and purpose to those DCM's staff has experience in providing. Consequently, they are highly likely to be successful and be of significant benefit and interest to Naperville and its neighboring communities.

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)

HPMT is an art, cultural, design, and engineering museum exhibition and event series.

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 HPMT project will run January 18 – September 6, 2020. It will include an exhibit, programs, and events that inspire children and their adult caregivers to design and create. It will engage community-based makers—both artists and manufacturers—in helping visitors understand how everyday objects work and how they can use that knowledge and inspiration to make their own. The exhibit is inspired from Mr. Rogers Neighborhood’s Factory Tours. It will feature The Factory Hub that will immerse visitors in a factory setting where they will encounter the idea that it takes people to make the objects found in the everyday world. They will read stories about their neighborhood’s factories, experience demonstrations, and meet real makers from the community.

Maker programming will include Pop-up Maker Play, Maker Spotlight, and Maker Day. Pop-up Maker Play will occur two times per week, last thirty minutes. Visitors will read stories that celebrate creativity, confidence, persistence, and innovation. Then they will participate in hands-on activities that inspire participants to create. Maker Spotlight will feature a maker from a community who will visit the Museum to showcase their craft and/or manufacturing process. It will highlight aspects of the creative process, logistics behind products, and the connection to the community or everyday life. The Spotlight will occur monthly and last two to four hours. Maker Day will occur on April 25, 2020. Visitors will be able to develop their problem-solving skills and explore their creativity through a variety of “maker activities.” They will be able to create using unique materials alongside guest makers in The Studio’s maker-space, write and craft their own book, tinker with Wild Little Machines, build with wheels in the Construction House, and draw with 3D Doodle Pens. DCM will also offer field trips and Learning Labs that support the exhibit’s learning experiences.

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)

The project will take place at DuPage Children's Museum in Naperville. The Museum is just north of downtown Naperville, in a high traffic area near the 5th Avenue train station. Crain's Chicago Business has recognized the Museum as a top cultural attraction.

Impact

Section Three: Impact to Naperville Community

3.1 Community-Wide Benefit

In 300 words or less, please explain the following:

- Who is the target audience?
- How do you measure your target audience?
- What is the cost to attend?
- Is your event open to the public? If not, why?

HPMT's target audience includes DCM's annual 330,000 visitors, young children and their families residing in Naperville and its neighboring communities, and students from local schools. DCM anticipates the project will directly benefit 200,000 visitors. The target audience is measured using database software; DCM staff enters visitor information into Altru and is able to produce reports from the database that Museum administration reviews and uses to improve the project. Attendance numbers and visitor zipcodes are tracked in Altru. DCM staff members use surveys, interviews, and documented anecdotal evidence to measure visitor engagement with the project's exhibits, programs, and events. All project activities and events are free to Museum visitors. DCM staff will use its Family Access Membership program to promote the project to low-income families; families of two adults and up to six children will be able to access all of the project's and Museum's events, exhibits, and activities for one year at a membership cost of \$25 as opposed to the general membership cost of \$150.

3.2 A. Project Objectives

How will this event or project benefit the Naperville community?

The project will directly benefit Naperville residents and increase traffic to Naperville-based businesses and locations. DCM anticipates that approximately 200,000 children and their adult caregivers will participate in the project. The project will provide children residing in Naperville with a greater understanding of manufacturing processes and translates art and science concepts through real-life examples that bring deeper meaning to the concepts that are being learned through using DCM's permanent museum exhibits. The project will also benefit corporate partners in Naperville (e.g., Wherli Furniture, freelance bakers and makers, etc.) as it will offer them the opportunity to demonstrate to the public how they create their product.

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?

DCM has set the following outcomes for the HPMT exhibit: 1) extend and enhance the mission of the museum; 2) reinforce relevant educational and developmental STEAM concepts for its target audience; and 3) provide new, engaging, and fun exhibits and programmatic experiences for DCM's members and visitors that promote the child-adult learning partnership. The objectives that will determine that DCM has met their goals include:

1. After visiting HPMT, 50% of adults will express an increase in desire to make a return visit to DCM
2. After participating in HPMT programming, 75% of visitors will express an increase in participating in maker activities
3. During the grant period, attendance will meet or exceed the same attendance levels experienced in 2019 during a "blockbuster" exhibition

Accomplishing these objectives will help advance SECA's mission as they ensure new opportunities are created that provide Naperville residents and visitors with artistic, cultural, and social experiences. For example, the project's Maker programming are opportunities for young children and their families to explore the art and science behind object design and be provided with the materials and inspiration needed to create their own.

Project staff will evaluate HPMT progress through surveying and interviewing participants and through collecting qualitative data via observations. DCM will track attendance and zip codes using Altru software and report on their findings to staff administrators. Expected results include providing 39 Pop-Up Maker Play sessions benefiting a cumulative total of 2,500; seven Maker Spotlights benefiting 2,800 visitors; one day-long Maker Day held April 25, 2020 benefiting 1,400 visitors; Field Trips and Learning Lab Field Trips benefiting approximately 7000 children, 2000 adults, and 800 educators; and the installation and evaluation of the exhibit that will benefit approximately 200,000. Exhibit evaluation will use surveys, interviews, and Altru software to track and evaluate the project's effectiveness.

3.4 Accessibility

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

The HPMT project is fully accessible for all children and adults. DCM is ADA compliant and has incorporated additional services and resources to make the Museum accessible to everyone; these include: adult-size wheelchairs, signs in Braille, no admission cost for personal assistants (defined as paid staff serving as a one-on-one aide), a therapy dog, a therapeutic play guide, respite rooms designed to appeal to the senses and diminish a child's anxiety, and noise-reducing headphones. With advance notice, DCM will also provide accommodations to existing Pop-up Maker programming for special needs groups during daily operational hours. DCM will also offer Family Night Outs for children with disabilities and their families. These nights provide twelve evenings of play and learning (one per month) for young children with illnesses, special needs, or disabilities and their families. Evenings serve as a reprieve from these families' everyday activities and enable them to have fun, use the Museum's exhibits, create together, and have the option of engaging with other local families who have a child dealing with illness or disabilities.

3.5 Environmental Sustainability Plan

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

DuPage Children's Museum is committed to continuing their environmentally friendly practices through using LED lights, recycling, and incorporating elements into their building that will reduce energy use. To date, most of the museum's flooring is environmentally friendly; all restrooms include hand dryers and the HVAC control system was replaced to increase efficiency and lower energy expenditure. These practices will continue in the How People Make Things project.

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

N/A

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

Sarah Orleans

Authorized Signer Title

President & CEO

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

DCM_501c3.pdf

Most Recent Financials

Attach a copy of the most recently completed agency audit or annual financial statement

DCM_Audit.pdf

Budget Worksheet

Please Complete a 2019 SECA Budget Worksheet and Upload Here

DCM_SECA_CY20_Budget_09092019.pdf

Federal Form 990

Attach a copy of your most recent Federal 990 Form.

DCM_990.pdf

Governing Body Authorization

A resolution or written endorsement by your governing body authorizing this application.

DCM_Governing Body 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.

DCM_Disclosure of Interest Letter.pdf

2018SECApgZ

**City of Naperville, Illinois
Special Events & Cultural Amenities Grant Fund
Award Agreement**

**Calendar Year 20 (CY20)
January 1, 2020 – December 31, 2020**

THIS AGREEMENT is entered into this 2 day of MARCH, 2020 by and between the City of Naperville (hereinafter, the "City"), an Illinois municipal corporation, 400 S. Eagle Street, Naperville, Illinois, and **DUPAGE CHILDRENS MUSEUM** (hereinafter, "Grantee"), an individual or organization, **301 WEST WASHINGTON STREET, NAPERVILLE, ILLINOIS 60540**; and

RECITALS

WHEREAS, the City has implemented a Special Events & Cultural Amenities Grant Fund for an event/project supported by the City; and

WHEREAS, Grantee has submitted an application for a **CY20** Special Events & Cultural Amenities Grant Fund; and

WHEREAS, Grantee was approved by the Naperville City Council to conduct **HOW PEOPLE MAKE THINGS**; and

NOW, THEREFORE, the City and Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

A. **Scope/Compensation.** The City agrees to make a reimbursement based grant in the amount not to exceed **\$40,000** to Grantee for **HOW PEOPLE MAKE THINGS** described in Grantee's approved **CY20** Special Events & Cultural Amenities Grant Fund application, subject to compliance with the terms and conditions contained herein:

B. **Term of Agreement.** All monies subject to reimbursement or advanced for this event/project will be expended by Grantee between **January 1, 2020** and **December 31, 2020**. The funds shall be expended, and the project or service completed by **December 31, 2020**. If additional time is needed for the project, the request for a time extension must be made in writing to the Special Events Coordinator before the closing date of the project or by **November 1, 2020**, whichever is earlier. If no extension is requested, recipients will forfeit reimbursement of all grant monies and shall be required to return all advanced funds.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

A. **Use of Grant Funds.** Grantee agrees that all funds advanced for this event/project will be expended only for the event/project as described in the attached approved application. In the event Grantee changes the event/project without the prior consent of the City, all grant funds will be forfeited and returned to the City. Grantee further agrees that it shall only seek reimbursement for funds spent on approved projects.

A **CY20** Special Events & Cultural Amenities Grant Fund award was approved for the following event/project:

Project/Event	SECA Request	Total Award
How People Make Things	\$50,000	\$40,000

B. **Limitations on the Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the payment of any previous year’s deficit, activities outside of the Naperville community, subsidy for an individual’s academic study, travel related expenses, or food and beverage purchases. Grant monies shall be used only as described in the attached approved application.

C. **Payment for City Services.** Grantee agrees that if the EVENT/PROJECT qualifies as a Special Event under the City’s Municipal Code, and City services are required at the EVENT/PROJECT, then the City shall withhold sufficient Grant funds to pay for the services. Grant funds used to pay City services shall not be distributed to Grantee, but held by the City.

D. **Payments.** The City shall make disbursements to the Grantee as either reimbursement for payments made by the Grantee or as advances for specific case requirements of the Grantee for the event/project. No funds will be paid to Grantee until the City has received the signed Grant Agreement. All claims of the Grantee, whether for reimbursement or advancement, shall comply with the following requirements:

1. The Grantee shall submit a listing of all disbursements of grant funds, including all billings, vouchers, and other documents representing any accounts payable, in such timely and reasonable manner as both parties shall determine.

2. Any claim for advancement of grant funds shall be limited to an amount necessary for the Grantee to meet specific cash requirements for the event or project and shall be disbursed by the Grantee within five (5) working days of receipt by the Grantee.
3. Any request for reimbursement or advancement pertaining to work under subcontracts shall include the Grantee's certification as follows:
 - i. For interim payments to the subcontractor: that the work for which payment is requested has been performed and is in place, and that to the best of the Grantee's knowledge, information and belief, the quality of such work conforms to the specifications of the subcontract, subject to any evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests permitted by the subcontract, and any defect or deficiencies not readily apparent upon inspection of the work; and
 - ii. For final payment: that the work has been performed in a satisfactory manner and in conformance with the subcontract.
4. The City shall begin processing such claim immediately upon submission of a claim for grant funds.

E. **Financial Records.** Grantee agrees, upon request by the City, to make available to the City the financial records for the year in which the grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding. Access to such records will be limited to information to assist in determining compliance with this Agreement.

F. **Reporting.** Grantee agrees to submit a Final Program and Financial Report to the City, on forms provided, **within thirty (30) days after completion of the event/project. Final reimbursement of grant funds will not be distributed until the Final Financial Report is received by the Special Events Coordinator.**

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City on all public notices, publicity, printed projects, etc. Grantees may not use the City of Naperville logo without express permission from City Council. Grantees may use the City's Special Events & Cultural Amenities Grant Fund logo on promotional materials.

B. **Non-Sponsorship.** Grantee agrees that the City, in making this grant, does not in any way act as sponsor of the event/project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Naperville City Council. Grantee shall not make any oral or written representations that the event is sponsored by the City.

- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, disability, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Hold Harmless, Defense and Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless, defend and indemnify the City and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of a claim made by a third party with respect to any of the following:

1. The use or application of Grant proceeds;
2. The violation by Grantee of any of its covenants or agreements under the Agreement;
3. Any action or failure to act in connection with the performance or operation of the Event/Project;
4. Any act or failure to act of any officer, employee, agent or servant of Grantee; and
5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project.

The foregoing paragraph shall not apply to any general legal challenge made as to the validity of the Special Events Cultural Amenities Fund Grant program or as to the tax imposed by the City to provide funding for this program.

The City agrees to notify Grantee in writing of any claim or liability in which the City believes to be covered under this paragraph. The City shall tender, and Grantee shall promptly accept tender of defense in connection with any such claim or liability. The counsel retained by Grantee to defend the City shall be reasonably satisfactory to the City, and the City shall be kept fully informed in writing of the status of the proceeding.

Notwithstanding anything in this Agreement to the contrary, the obligations contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may terminate this Agreement as provided in the Paragraph D below. Grantee may terminate this Agreement at any time prior to receipt of grant monies or the commencement of the herein referenced project by written notification

to the City. After project commencement, this Agreement may be amended by mutual agreement among the parties. An event/ project shall be deemed commenced when Grantee makes any expenditure or incurs any approved obligation after execution of this Agreement in furtherance of this project.

- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment. For purposes of this paragraph, a material breach may occur when any of the terms and conditions herein are violated by Grantee.
- C. **Terms for Termination.** Failure by Grantee to comply with any of the above cited Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault, responsibility or control of Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by Grantee and notification from the City, Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such actions as deemed necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by Grantee, to seek any other remedy that may be available by law. The City reserves the right to demand return of any funds awarded under this Agreement. If the City prevails in any litigation, Grantee shall be required to pay the City's costs, including but not limited to reasonable attorneys' fees.
- E. In the event the event/project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand by the City, promptly return all grant funds.

ARTICLE 6: GRANTEE'S RESPONSIBILITY FOR CITY SERVICES

- A. Grantee is aware that the project or event requires the use of City services and use of those City services will be at the expense of the Grantee. Any expenses for City services that exceed the total amount of the Grant shall be paid for by the Grantee.
- B. City services are defined as "the use of City staff for any work related to the event, including work performed before and during the event and attendance at the event. City services include the rental or use of city equipment for the event, but not the cost of utilities."

- C. Grantee is responsible for having a pre-event meeting with the Special Events Coordinator to discuss the amount and type of City Services that will be necessary for the event.
- D. If Grantee does not provide the number of volunteers set forth in Section 1.3, City staff will be used in place of the volunteers and Grantee will be responsible for paying the additional cost of City staff.

ARTICLE 7: CITY'S RESPONSIBILITY FOR CITY SERVICES

- A. The City shall timely schedule meetings with the Grantee and its volunteers to discuss the event and the number of City staff and volunteers required during the event.
- B. The City will provide an estimation of the costs of City services that will be incurred by the Grantee under the Grantee proposed event plan.
- C. City shall send the Grantee a bill for City services within sixty (60) days of the event.

ARTICLE 8: GRANTEE'S PAYMENT OF CITY SERVICES

- A. Grantee shall remit to the City payment for City services within 14 days of receipt. Grantee understands however, that if Grant funds have been held back from disbursement or specifically awarded for payment of City Services, the City will utilize these funds to pay for City services. Grantee further understands that there will NOT be refund of Special Events & Cultural Amenities Grant Fund award for City services if the amount of City Services is less than estimated.
- B. The Grantee shall be billed for the actual amount of City service provided. The amount billed for City Services may vary from the amount estimated by the City.
- C. Grantee is responsible for City Services over and above the amount estimated by the City if the Grantee requested additional services or made any changes to the event after the City completed its estimation.
- D. Failure to timely pay for City Services will be considered by the Grantor is reviewing any subsequent applications made by the Grantee.

ARTICLE 9: PROMOTION OF CITY AMENITIES

- A. Recognizing the importance of incorporating and promoting positive local economic impact as part of the Special Events & Cultural Amenities Grant Fund, recipients are encouraged to contact and work with the Naperville Convention and Visitors Bureau in a good faith manner in order to facilitate overnight accommodations and use of other community amenities within the City.

ARTICLE 10: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.
1. If the City, to:
Dawn Portner
portnerd@naperville.il.us
Special Events Coordinator
City of Naperville
400 S. Eagle Street
Naperville, Illinois 60540
 2. If Grantee, at the address first above written with a copy to (attorney): or otherwise by notice served in accordance with this Article.

ARTICLE 11: MISCELLANEOUS

- A. **Applicable Law.** The laws of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be the Eighteenth Judicial Circuit, DuPage County, Illinois.
- B. **Severability.** In the event, any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall remain in effect.
- C. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above. The governing body of the grantee has duly authorized the signature for the grantee below.

CITY OF NAPERVILLE:

Doug Krieger

Signature
Doug Krieger
City Manager

GRANTEE:

Andrea Wiles

Signature
Name: Andrea Wiles
Title: President & CEO

ATTEST:

Pam Gallahue

Signature
Pam Gallahue, PhD
Director - City Clerk's Office

ATTEST:

Renee Miklosik

Signature
Name: Renee Miklosik
Title: Director of Development



CITY OF NAPERVILLE
SPECIAL EVENTS AND CULTURAL AMENITIES FUND
REQUEST FOR PAYMENT

OK TO PAY

Date: 10/15/2020

Organization Name: DuPage Children's Museum

PO#: contract 1534

Project Name: How People Make Things

Amount \$ 40,000

batch
4802
4804

Contact Name: Ann McLaughlin Contact Phone: (630)637-8000 ext. 4700

Contact Email: amclaughlin@dupagechildrensmuseum.org

Payment Request # (1st, 2nd, state if it is the *final payout*—based on entire funding):
\$40,000: 1st and final

REIMBURSEMENT REQUEST FOR:

Check all that apply and attach required documentation for payment.*

Receipts Invoices Salaries Other: Exhibit Rental Agreement
with Children's Museum of Pittsburgh

STATUS OF FUNDS

- 1. Grant Amount Awarded: \$40,000
- 2. Sum of Past Claims Paid for this Project: \$0
- 3. Amount of This Request: \$40,000
Must be over \$1,000
- 4. Total Requests: (Line 2 + Line 3) \$40,000
- 5. Current Grant Balance: (Line 1 – Line 4) \$0

I certify that this request for payment is made in accordance with the terms and conditions of the Special Events and Cultural Amenities Agreement between the City and ourselves, as the Grantee.

 10/02/2020
Signature Date

Ann P. McLaughlin Chief Financial Officer
Print Name Title

*Required documentation for Payment
If submitting receipts and/or invoices please provide a summary sheet itemizing each expense.
If requesting salary reimbursement, please provide a copy of a system generated payroll report detailing the number of hours and hourly rate per person.

**CHILDREN'S MUSEUM OF PITTSBURGH
EXHIBITION AGREEMENT**

PARTIES:

Children's Museum of Pittsburgh
10 Children's Way
Pittsburgh, PA 15212

DuPage Children's Museum
301 N Washington St,
Naperville, IL 60540
("PARTICIPANT")

EXHIBITION: How People Make Things

EXHIBITION SITE: DuPage Children's Museum,
301 N Washington St, Naperville, IL 60540

EXHIBITION DATES:

Delivery:	January 13, 2020
Opening:	January 18, 2020
Closing:	September 6, 2020
Pick-up:	September 11, 2020

The Parties agree to present and display the above-described Exhibition under the terms and conditions of this Agreement.

1.0 BOOKING

1.1 The Participant's booking of the Exhibition for the Exhibition Dates will be confirmed only when the Children's Museum of Pittsburgh receives Participant's deposit required under Section 2.2 and the Agreement has been signed by both parties.

Note: Shipping activities to be scheduled at a mutually agreeable time, no more than two (2) weeks from the dates listed above. All changes to shipping activities shall be made in writing.

1.2 If the Participant does not accept the Exhibition on the date it is delivered, if delivered on a date provided for by this Agreement, Participant shall be responsible for any resulting holding or storage fees.

2.0 PARTICIPATION FEE

2.1 The Participant agrees to pay a Participation Fee of \$53,000 for the Exhibition. The Participation Fee covers the rental of the exhibit and a designated amount of consumable of supplies. Once the Participant uses the designated amount of consumables, it is the Participant's responsibility to purchase additional consumables. All other fees incurred by the Participant, including shipping, are the responsibility of the Participant.

2.2 The Participation Fee is payable as follows:

<u>Amount</u>	<u>Due</u>
\$15,000	Upon Receipt of signed agreement
\$25,000	365 days before the scheduled Opening Date of the Exhibition
\$5,000	30 days prior to the scheduled Opening Date of the Exhibition along with certificates of insurance as stipulated in section 8.2
\$8,000	30 days after the scheduled Opening Date of the Exhibition
\$53,000	Total Participation Fee

2.3 All payments must be received by the due dates or an additional charge of 1.5% per month may be applied to past due balances. The Children's Museum of Pittsburgh reserves the right to refuse delivery of the Exhibition or to have the Exhibition picked up early if all payments are not received by the due dates.

3.0 SHIPPING

3.1 Inbound shipping charges for the Exhibition are the responsibility of the Participant. Unless otherwise arranged and noted herein, Participant will be billed separately for incoming shipping charges and shall pay such charges in accordance with the terms of the invoice.

3.2 The Exhibition will be delivered to the Exhibition Site designated above. All arrangements for transporting the Exhibition to and from the Exhibition Site will be made by the Children's Museum of Pittsburgh. The Children's Museum of Pittsburgh will work in cooperation with all Participants on the tour to determine a shipping schedule that provides adequate time for each Participant to unpack, install and pack the Exhibition. The Participant agrees to receive the Exhibition when delivered and to have it repacked and ready to ship by the Pick-up date specified above by the Children's Museum of Pittsburgh.

3.3 Participant shall bear the costs of any special handling needs, including, but not limited to: fork lift rental, additional ramps, downsizing the load into smaller trucks, or other special requests, and any costs resulting from the Participant not being able to accept, unload, or load the Exhibition at the agreed upon time. The Participant is responsible for unloading and loading the trailers and for providing adequate labor to accomplish this

task in a competent and timely manner. The driver(s) of the truck(s) will provide supervisory assistance only.

- 3.4 The Children's Museum of Pittsburgh will use commercially reasonable efforts to deliver the Exhibition on or before the specified delivery date. However, the Children's Museum of Pittsburgh shall not be responsible for any damages or liability the Participant may incur or suffer as a result of any delay in delivery or failure to deliver the Exhibition due to circumstances beyond the Children's Museum of Pittsburgh's control.
- 3.5 If installation of the Exhibition is completed to the Children's Museum of Pittsburgh's satisfaction prior to the scheduled opening date, the Children's Museum of Pittsburgh may authorize the Participant to open the Exhibition before the scheduled opening date.

4.0 CANCELLATIONS

- 4.1 Participant must notify the Children's Museum of Pittsburgh in writing, via registered mail with return receipt, if it intends to cancel the Exhibition. In the event of such a cancellation, the Participant will be required to pay the applicable Cancellation Fee (inclusive of any deposits/payments previously received) and any shipping, storage and other expenses resulting from or related to the cancellation. The Cancellation Fee shall be deemed by the parties to be liquidated damages and not a penalty.

<u>If Cancelled</u>	<u>Cancellation Fee</u>
More than 360 days before scheduled Delivery Date	\$15,000.00 plus shipping
365 days or less before scheduled Delivery Date	\$40,000.00 plus shipping
180 days or less before scheduled Delivery Date	\$50,000.00 plus shipping

- 4.2 In the event Participant cancels the Exhibition scheduled under this Agreement, the Children's Museum of Pittsburgh will use reasonable efforts to find an alternative venue for the Exhibition Dates, or portion thereof. Any revenues received by the Children's Museum of Pittsburgh as a participation fee for an alternate venue (less costs incurred by the Children's Museum of Pittsburgh in procuring such alternate venue), will be credited against the Cancellation Fee owed by Participant to the Children's Museum of Pittsburgh under Section 4.1. Notwithstanding the foregoing, the Children's Museum of Pittsburgh shall have no obligation to procure an alternative venue for any cancellation of the Exhibition, and Participant shall have no right to any reduction of the Cancellation Fee if the Children's Museum of Pittsburgh fails to procure an alternative venue for the Exhibition.
- 4.3 In the event that the Children's Museum of Pittsburgh determines, for any reason, that it is no longer safe or feasible to travel the Exhibition, the Children's Museum of Pittsburgh shall have the right to cancel the tour. The Children's Museum of Pittsburgh shall not be held responsible for any costs incurred by the Participant in preparation for the Exhibition in the event the tour must be cancelled. If the Children's Museum of Pittsburgh must cancel the tour, as much advance notice as possible will be given, and any deposits/payments received will be returned to the participant. No interest will be paid by the Children's Museum of Pittsburgh on refunded deposits/payments.

5.0 PURPOSE

- 5.1 The Exhibition is a direct extension of the Children's Museum of Pittsburgh's objective to provide to the public educational enrichment programs for children through informative exhibits. Therefore, the Exhibition is to be used for educational purposes only. No commercial use may be made of the Exhibition. No fees, other than general admission fees, may be charged for entrance to the Exhibition without prior written approval from the Children's Museum of Pittsburgh.
- 5.2 Public access to the Exhibition must not be denied to anyone on the basis of race, color, creed, religion, sex, national origin, status with regard to public assistance, disability, age, sexual orientation or status as a special disabled, Vietnam era, or other covered veteran.
- 5.3 The Exhibition must be presented separately and in its entirety at the Exhibition Site indicated in this Agreement. Prior written approval from the Children's Museum of Pittsburgh must be secured by the Participant if the Exhibition is to be shown at an alternate location or at more than one location during the Exhibition Dates.
- 5.4 The Children's Museum of Pittsburgh has the sole right to determine the content of the Exhibition. No supplemental material may be added to nor components removed from the Exhibition without prior written approval from the Children's Museum of Pittsburgh. The Participant will be notified should the Children's Museum of Pittsburgh determine that it is necessary to remove a certain object(s) from the Exhibition. The Participant shall, upon receipt of such notification, remove the object(s) identified in such notice. If appropriate, the Children's Museum of Pittsburgh shall exercise commercially reasonable efforts to find a replacement for the removed object(s).

6.0 INTELLECTUAL PROPERTY RIGHTS

- 6.1 The Children's Museum of Pittsburgh is party to a License Agreement with Family Communications, Inc., whereby Family Communications, Inc. has granted the nonexclusive right, license, and privilege to use the Property. The term "Property" shall mean the names, symbols, designs, artwork, characters, illustrations, logos, trademarks and service marks associated with Mister Rogers' Neighborhood. All property is owned by Family Communications, Inc.
- 6.2 The Children's Museum of Pittsburgh owns or has obtained from Family Communications, Inc. the rights to use certain names, symbols, designs, artwork, characters, illustrations, logos, trademarks and service marks in the Exhibition. Participant shall not modify, delete, obliterate or otherwise alter the use or appearance of any such item.
- 6.3 The Participant acknowledges that portions of the Exhibition may use trademarks, logos, artwork, film footage, photographs, renderings, costumes, props, models and other Property belonging or licensed to the Children's Museum of Pittsburgh (together, the

“Intellectual Property”). All rights in and to the Intellectual Property are hereby expressly reserved to the Children's Museum of Pittsburgh or its licensors without restriction.

- 6.4 Participant shall install and display the Exhibition exactly as authorized and directed by the Children's Museum of Pittsburgh. The Exhibition has been approved by Family Communications, Inc. in its present form only. No additions or modifications of any kind including but not limited to signage and/or displays are allowed. The Participant may not make any use of images, objects, artwork or characters other than as expressly authorized in this Agreement.
- 6.5 In the event of any violation of this Section 6, the Children's Museum of Pittsburgh has the right to terminate Participant's use of the Exhibition, in addition to such other remedies as may be available to the Children's Museum of Pittsburgh. If a remedy is available and approved by the Children's Museum of Pittsburgh, the Participant will have 7 days to correct the violation, and notify the Children's Museum of Pittsburgh for approval.

7.0 SECURITY

The participant must provide security for the Exhibition throughout the Exhibition Dates, commencing with the time the Exhibition is delivered to Participant through the date of pick-up at the Exhibition Site, including all interim phases of handling, installation and display. The Participant agrees to take all necessary measures to provide a safe and secure Environment for the Exhibition and to provide all fire precautions as required by law or Local ordinance.

8.0 INSURANCE

- 8.1 The exhibition is to be fully insured by the participant for all causes of loss including but not limited to the perils of fire, theft and flood, while it is on display. The exhibition shall be insured under such policy for no less than 100% of the Replacement Cost of the exhibit. Replacement cost is \$1,000,000. The participant shall assume all risk of damage and or loss to the exhibition and all parts thereof while in the care custody and control of the participant. In connection with the said policy maintained by the participant hereunder, Children's Museum shall be named as additional insured, and shall be entitled to the proceeds of such insurance, as its interest may appear.
- 8.2 In addition, the Participant shall obtain and maintain from the time the exhibition is in their care, custody and control until the exhibit leaves the Participant's loading dock on the Pick-up date at the participant's sole expense:

1. **Workers Compensation** as required by the State of Illinois and in the amounts sufficient to secure the benefits of the Illinois Workmen's Compensation Law for all its employees.
2. **Employers Liability** with Limits of \$100,000 each accident, \$500,000 each disease, \$100,000 each employee policy limit.
3. **Commercial General Liability** combined single limit for Bodily Injury and Property Damage with limits of \$1,000,000 each occurrence, \$2,000,000 General Aggregate and \$1,000,000 products and completed operations aggregate. General aggregate limits must apply to each project/exhibit site.
4. **Automobile Liability** for all owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 combined single limit for bodily injury and property damage.

The participant must name the Children's Museum of Pittsburgh including all its directors, officers, employees, agents and representatives as additional insured. The additional insured status shall apply to the CGL policy and the umbrella. Additional insured coverage as required in this contract shall apply as primary insurance with respect to any other insurance afforded to Children Museum of Pittsburgh.

Each such policy shall require that the Children's Museum of Pittsburgh receive at least 10 days written notice of any cancellation amendment or endorsement thereof. At least 30 days prior to the scheduled pick up of the exhibit, the Participant shall furnish Children's Museum of Pittsburgh with certificates of insurance giving evidence that the required insurance coverage is in force and full effect.

- 8.3 The participant agrees to notify the Children's Museum of Pittsburgh immediately of any damage or theft that occurs while the exhibition is in the participant's possession.

9.0 SET-UP AND TAKE-DOWN

- 9.1 Participant shall be responsible for all set-up, installation and take-down of the Exhibition. A minimum of four (4) qualified staff shall be provided by the Participant for such purposes. Only staff knowledgeable in the handling of exhibitions should be used in the set-up, installation and take-down of the Exhibition.

The Children's Museum of Pittsburgh technician/trainer will be on-site for a maximum of four (4) days to train the Participant in the operation and maintenance of the exhibit components, inspect the exhibit components and provide general troubleshooting and maintenance services.

- 9.2 A minimum of five (5) working days shall be allowed by the Participant for installation of the Exhibition. If Participant opts for a shorter installation period, the Participant shall be responsible for any resulting changes or alterations to the installation process, including training of staff by Children's Museum of Pittsburgh technician/trainer.

- 9.3 A forklift will be required to load and unload the Exhibition crates. The Participant will be notified in advance of delivery of the Exhibition should any additional special equipment be required for the safe unloading, installation and/or take-down of the Exhibition.
- 9.4 Upon delivery of the Exhibition, the Participant agrees to store the crates, carts and other packing material in a safe and secure environment, protected from exposure to the weather or other circumstances that could result in damage to the crates and/or packing materials. The Participant will be held responsible and accountable for any damage to and/or loss of the Exhibition crates and carts. If damage does occur, the Participant must notify the Children's Museum of Pittsburgh.
- 9.5 The Participant is responsible for packing the Exhibition correctly as per the instructions in the Exhibition's Instruction Manual. If, due to improper packing procedures, any part of the Exhibition is damaged while in transit to the next Exhibition site, the Participant is responsible for any resulting repair costs, not to exceed full replacement value of the Exhibition.

10.0 MAINTENANCE

- 10.1 Due to the interactive nature of the Exhibition, daily maintenance and care must be provided. Some components will require daily start-up and shut-down procedures including, but not limited to, the daily cleaning and/or adjusting of components to remain in proper working order. Participants agree to the on-going reclamation of wax supplies, which includes melting and re-molding. The Participant agrees to make available at least one (1) staff person with expertise in maintaining exhibits and mechanical equipment of the type included in the Exhibition.
- 10.2 The Participant shall inspect the Exhibition at least once each day and report any problems to the Children's Museum of Pittsburgh. Participant will maintain the display at its own expense, including the replacement of lights, janitorial services and minor repairs as necessary to maintain the Exhibition in good working order. All repairs and replacements will be done in coordination with the Children's Museum of Pittsburgh and be repaired or replaced to their original state and value. Unauthorized repairs or modifications will not be permitted. The Children's Museum of Pittsburgh will, at its cost, provide service and maintenance for major breakdowns of the Exhibition or its components, where repair and replacement costs are estimated to exceed \$500. The Children's Museum of Pittsburgh's obligations under this provision assumes normal, reasonable operation and care by the Participant's staff and visitors. Any maintenance or repair caused by other than normal operation will be the responsibility of the Participant.
- 10.3 The Children's Museum of Pittsburgh will provide a designated amount of consumables and a single replacement set of props. It is the Participant's responsibility to inventory all props and component pieces upon delivery to Participant and when the Exhibition is packed for shipment. Any supplies required by Participant over and above those provided will be at the Participant's expense and will be invoiced to Participant.

- 10.4 The Participant shall maintain the cleanliness and good appearance of the Exhibition at all times. The Participant is responsible for thoroughly cleaning the Exhibition prior to opening to the public and at the close of the booking prior to packing.
- 10.5 If the Children's Museum of Pittsburgh deems it necessary, Participant must allow Representatives of the Children's Museum of Pittsburgh to refurbish components of the Exhibit that are beyond the maintenance expectations of the Participant. Participant should expect reasonably to accommodate repair technicians from the Children's Museum of Pittsburgh as needed. Some repairs may require individual components to be closed off to visitors for a limited amount of time. Such time would be coordinated in the best interests of the Participant and the Children's Museum of Pittsburgh.
- 10.6 The Children's Museum of Pittsburgh will provide on-site set-up support, at its own expense, for up to 4 days. Additional support requested by the Participant will be paid for by the Participant.

11.0 CONDITION REPORT

The Exhibition will be examined by the Participant and the visiting Children's Museum of Pittsburgh technician/trainer during the set-up and take-down period at each Participant site. A Condition Report will be completed by the visiting Children's Museum of Pittsburgh technician/trainer during the installation and take-down of the Exhibition.

12.0 STAFFING

Staffing of the Exhibition is the responsibility of the Participant. A minimum of one(1) guide must be provided by the Participant during hours the Exhibition is open to the public. During peak Exhibition hours, additional guides are strongly advised. All staff and employees that work with/on the Exhibition must meet standards set forth by the Participant's Museum.

13.0 SITE REQUIREMENTS

A minimum of 1,700 square feet is required to display the Exhibition. The Exhibition will require 110 power/100 amp electrical service. Further specifics regarding site requirements will be provided to Participant in advance of delivery of the Exhibition.

14.0 ADVERTISING/PUBLICITY/PROMOTION

- 14.1 150 days in advance of the opening of the Exhibition, the Children's Museum of Pittsburgh will provide the Participant with all advertising, press and promotional materials that have been approved by Family Communications, Inc. that will include examples of press and public service announcements, an exhibit fact sheet and digital files containing camera ready Exhibition artwork and logos. No changes may be made to the camera ready branded artwork provided.
- 14.2 Photographing, videotaping, recording and any other copying or reproduction of the Exhibition or any part thereof, is strictly prohibited unless specifically and solely for the

Partner's reasonable publicity and promotional purposes in connection with the Exhibition. Participant may permit the public to photograph the contents and elements of the Exhibition for personal, non-commercial uses.

- 14.3 The Children's Museum of Pittsburgh shall have the right to approve all advertising, publicity releases, display and promotional efforts and materials (including brochures, invitations, flyers, etc.) developed by the Participant or its agents, (the "Participant Promotional Materials"). Participant shall submit to the Children's Museum of Pittsburgh all concepts, designs, layout and text, as well samples of any proposed Participant Promotional Materials giving the Children's Museum of Pittsburgh at least ten (10) days to review and approve such Participant Promotional Materials. The Children's Museum of Pittsburgh shall review such plans and submit them to Family Communications, Inc. as necessary for their approval. The Children's Museum of Pittsburgh and Family Communications, Inc. shall have the right, at their sole discretion, to approve or disapprove any plans or material submitted; provided however, that if either such party disapproves any such plans or materials, the Children's Museum of Pittsburgh shall explain the basis for such disapproval for suggested changes. If the Children's Museum of Pittsburgh notifies Participant that it disapproves such plan or material, or does not notify Participant within five (5) days of the Participant's submission, that any such plan or material has been approved, such plan or material will be deemed disapproved and the Participant may not proceed to use it.
- 14.4 Participant agrees to use the official *How People Make Things* logo as provided by the Children's Museum of Pittsburgh in all signage, news and publicity releases, advertisements, printed materials (brochures, invitations, flyers, etc.) and any other communications related to the Exhibition.
- 14.5 All signage, news and publicity releases, advertisements, printed materials, brochures, invitations, flyers, etc. and any other communications related to the Exhibition must state that *How People Make Things* was created by the Children's Museum of Pittsburgh in collaboration with Family Communications, Inc. and the University of Pittsburgh Center for Learning in Out of School Environments with support from the National Science Foundation and the Grable Foundation.
- 14.6 No later than 30 days after the closing of the Exhibition, Participant agrees to supply the Children's Museum of Pittsburgh with copies of all signage, new and publicity releases, advertisements, printed materials, brochures, invitations, flyers, etc. and any other communications that Participant has produced that are related to the Exhibition.

15.0 CREDIT

- 15.1 The Participant agrees to ensure that the Children's Museum of Pittsburgh is properly credited in all publicity and communications relating to the Exhibition. The following credit line, or a similar credit line approved in advance by the Children's Museum of Pittsburgh must appear on all printed material relating to the Exhibition:
How People Make Things was created by the Children's Museum of Pittsburgh in collaboration with Family Communications, Inc. and the University of Pittsburgh Center for Learning in Out of School Environments with support from the National Science Foundation and the Grable Foundation.

Additional credit line guidelines will be included in the general promotional materials provided (14.1).

- 15.2 The National Science Foundation logo must state "This project was supported, in part, by the National Science Foundation under Grant No. ESI-0532536. Opinions expressed are those of the authors and do not necessarily reflect those of the Foundation."

16.0 SPONSORSHIPS/PARTNERSHIPS

- 16.1 The Children's Museum of Pittsburgh shall have the right to enter into an agreement with one or more sponsors for national sponsorship rights in connection with the Exhibition. The Participant agrees to accept any national sponsor designated by the Children's Museum of Pittsburgh and grant to such sponsor rights that shall include (but are not limited to) inclusion in a pre-exhibit press conference; the right to hold an Exhibition reception party at the sponsor's expense; the national sponsor's name on handbills, all on-site and off-site advertising as it relates to the Exhibition, and all materials created in connection with the Exhibition, including, without limitation, all advertising and marketing materials, and press releases. The national sponsor's name shall be prominently displayed in the Exhibition.
- 16.2 Participant shall have the right to enter into agreements with one or more local sponsors of the Exhibition provided they are in agreement with the national sponsor and approved in writing in advance by the Children's Museum of Pittsburgh.
- 16.3 Participant agrees to contact the local public television station in its community regarding possible collaboration to co-promote *How People Make Things*. Participant agrees to provide the Children's Museum of Pittsburgh with a written report on the activities undertaken by this partnership within thirty (30) days following the Closing Date of the Traveling Exhibition.

17.0 LIABILITY

- 17.1 The Children's Museum of Pittsburgh agrees to indemnify and to hold harmless the Participant from and against all damages, claims, suits, or other legal proceedings arising

20.0 SIGNATURES

This Agreement sets forth the terms and conditions under which the Children's Museum of Pittsburgh agrees to loan the Exhibition to the Participant and reflects the entire understanding of the parties regarding the subject matter of this contract.

CHILDREN'S MUSEUM OF PITTSBURGH

By: _____
Authorized Signature

Dated: _____

Its: _____

Jane Werner
Executive Director
Children's Museum of Pittsburgh
10 Children's Way
Pittsburgh, PA 15212

PARTICIPANT:

By: 
Authorized Signature

Dated: 02/12/19

SARAH ORLEANS
Its: PRESIDENT & CEO

**Special Events & Cultural Amenities (SECA) Grant Program
Calendar Year 2020 (CY20)
January 1, 2020 – December 31, 2020**

Final Financial Event Report

Introduction

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project. Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.

Section One – Grant Recipient/Organization Information

Name of Grant Recipient/Organization: DuPage Children's Museum

Address: 301 N Washington St

City/State/Zip Code: Naperville, IL 60540

Contact Person: Margaret Rush, Foundation Relations & Grant Writer

Phone Number: 630.637.8000 ext. 6400

E-Mail: mrush@dupagechildrensmuseum.org

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain: No

Section Two – Project/Event Information

Name of Project/Event: How People Make Things

Brief Description of Project/Event: The How People Make Things project included an exhibit, programming, and events that celebrated how people use art and science to create everyday objects. The project operated as anticipated from January through March 13, 2020. After that time, DCM closed its doors in response to the COVID-19 pandemic and designed and implemented virtual programming to continue to provide the community with activities that engaged them in the art and science of making. These activities occurred throughout the grant period and enabled DCM to meet its commitment to bring community members and businesses together.

Date of the Project/Event: 1/1/2020 - 9/30/2020

Amount of SECA Grant Award for CY19: \$40,000

Number of Years the Project/Event has been in Existence: 1

Number of Years the Project/Event has received a SECA Grant: 1

In What Year Does Your Organization Anticipate No Longer Needing SECA Funding: 2080

Section Three – Project/Event Implementation

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Modifications to original project/event
- If applying for 2021 grant funds, describe any changes that will be implemented.
- Challenges during implementation

Museum staff planned the project prior to the grant period to ensure it would be able to begin as scheduled in January 2020 and immediately provide Naperville residents with experiences that would both celebrate making and help guests learn about how people use art and science to create everyday objects. Planning prior to the start of the grant period was also necessary as its activities involved making arrangements with the Children’s Museum of Pittsburgh to host the traveling exhibit, How People Make Things, and developing partnerships with businesses in Naperville and its neighboring communities. Those involved in planning the project included DCM’s Chief of Building & Making (previously titled Director of Exhibits & Operations), Arts & Maker Specialist, and Public Programs Manager (previously titled Guest Services Manager). The exhibition opened on January 20, 2020. The project’s Makerspace programming began on January 20 and occurred as scheduled through mid-March; Makerspace was held inside DCM’s Studio for three days in January and February, and was scheduled for March 17. Pop-up Maker Play occurred two times per week, on Tuesdays and Fridays. It included storytelling that featured making and hands-on activities that enabled children and their caregivers to design and create. DCM led discussions involving the stories and activities that helped children think about what they could create that their community could use, discover how mistakes can lead to something new, or develop persistence and creative skills. The project’s Maker Spotlight program was scheduled to occur each month and featured a community-based maker who would showcase their craft and engage children and their caregivers in making. Maker Days were scheduled for June 28 and 29 and were set to feature maker activities and professional makers. Makers that may have participated in this day included Wehrli Furniture, Chicago Rivet & Machine Co, NALCO--an Ecolab Co., and Laser Technologies. After March 13, DCM closed its doors to the public in accordance with State of Illinois guidelines to help flatten the curve of the COVID-19 pandemic. Like so many other organizations, the pandemic presented a significant challenge to DCM and affected project staff’s ability to adhere to the activities and schedule as described in DCM’s proposal. Unable to provide project activities in person, DCM continues to offer them virtually through its social media platforms. DCM staff members are filmed performing and guiding viewers through an activity that celebrates making. Activities further similar ideas and concepts as those planned for the How People Make Things project; all activities are hands-on, feature the act of making, and engage children and their caregivers in using items they would likely have at home. Examples of these activities include bookmaking, making puppets using cardboard tubes, shaving cream marbling, and paper bag kites. DCM began providing daily content in April 2020 and will continue to do so as long as the Museum remains closed.

Section Four – Project/Event Evaluation

What was the actual number of participants 42,620

How was the success and/or effectiveness of the project/event measured

DCM measured the project's success by tracking attendance using Altru software, documenting anecdotal evidence, and surveying participants in How People Make Things maker activities. DCM had a formal evaluation scheduled for the week of March 16 but this was canceled due to the COVID-19 pandemic.

What were the expected outcomes of the project/event?

The expected outcomes of the project were: 1) extend and enhance the mission of the Museum; 2) reinforce relevant educational and developmental STEAM concepts for its target audience; and 3) provide new, engaging, and fun exhibits and programmatic experiences for DCM's members and visitors that promote the child-adult learning partnership. The objectives DCM used to determine if they met their goals were: 1) after visiting HPMT, 50% of adults will express an increase in desire to make a return visit to DCM; 2) after participating in HPMT programming, 75% of visitors will express an increase in participating in maker activities; and 3) during the grant period, attendance will meet or exceed the same attendance levels experienced in 2019 during a "blockbuster" exhibition.

What were the actual accomplishments of the project/event?

Measuring the project's outcomes and objectives was challenging due to the COVID-19 pandemic and the related, temporary Museum closure. DCM staff can report that the project was on track to achieve its outcomes and objectives prior to the Museum closing on March 14. Of those that were surveyed after engaging with the How People Make Things activities, 80% expressed their child had a positive experience (the remaining 20% did not answer the question). Due to the Museum's temporary closure, DCM was not able to confirm that attendance levels met or exceeded the same attendance levels as during the 2019 blockbuster exhibition. From January - March 2020 attendance was 42,620; 9,053 families who came to DCM when the How People Make Things exhibit was available were from Naperville.

How did you make the event affordable to as many participants as possible?

All project activities and events were free to Museum visitors. To increase the project's outreach, DCM staff used its Family Access Membership program to promote the program to low-income families. Through the FAM program, families of two adults and up to six children were able to access all of the project's and Museum's events, activities, and exhibits for one year at a membership cost of \$25 as opposed to the general membership of \$150.

Section Five – Finances

Describe any changes that were made to the budget that were not included in the original application.

No changes were made from the original budget other than receiving lesser funding from SECA than requested.

List all revenue sources and the amounts of funding received for this project/event in addition to the SECA Grant funds that were awarded.

Funds that DCM received to support How People Make Things included: Ecolab Foundation, \$3,000; L \$15,000; Bulley & Andrews, \$5,000; and Chamberlain Group, \$10,000.

If you did not receive full funding how did it influence your event?

DCM did not receive the full amount requested from SECA. DCM was able to secure support from other funders to help cover the funding gap. Funding did not impact the event; however, after March 13, the COVID-19 pandemic did prevent the project from operating as DCM intended.

Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville's website. Attach the document to the end of this report, or as a separate email attachment.

Section Six – Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

Signature: *Ann P. McLaughlin*
Title: *Chief Financial Officer*

CITY CLERK'S OFFICE USE ONLY

- Reviewed by Special Events Coordinator
 - Submitted to SECA Commission
- Date: _____

(Received stamp)

**DuPage Children's Museum
Naperville SECA Final Report
How People Make Things**

Event Budget

	Estimated Total	SECA Request	Actual Total (Final Report)
TOTAL EXPENSES	\$ 149,088.52	\$ 50,000.00	\$ 100,276.78

	Estimated Total	SECA Request	Actual Expenses
Site			
Traveling Exhibit Rental Costs	53,000.00	50,000.00	53,000.00
Exhibit Shipping	6,000.00	-	4,701.89
Exhibit Moving & Storage	10,000.00	-	11,372.00
Totals	\$ 69,000.00	\$ 50,000.00	\$ 69,073.89
Event Materials			
Maker Event Materials	1,150.00		
Totals	\$ 1,150.00	\$ -	\$ -
Marketing and Publicity			
Advertising and Printing	7,000.00		7,548.86
Postage	2,400.00		623.04
Totals	\$ 9,400.00	\$ -	\$ 8,171.90
Catering			
Sponsor/Donor Event	1,000.00		261.84
Totals	\$ 1,000.00	\$ -	\$ 261.84

	Estimated Total	SECA Request	Actual Expenses
Program			
Studio & Construction House	9,450.00		2,297.20
Totals	\$ 9,450.00	\$ -	\$ 2,297.20

	Estimated Total	SECA Request	Actual Expenses
City Services			
Totals	\$ -	\$ -	\$ -

	Estimated Total	SECA Request	Actual Expenses
Miscellaneous			
Project Planning/Management	22,126.82		5,503.89
HPMT Floor Facilitator	23,407.93		5,851.98
Indirect	13,553.78		\$ 9,116.07
Totals	\$ 59,088.52	\$ -	\$ 20,471.95

	Estimated Total	SECA Request	Actual Total (Final Report)
TOTAL REVENUE	\$ 149,088.52	\$ 50,000.00	\$ 100,276.78

	Estimated Total	SECA Request	Actual Total
Project/Event Revenue			
Sponsorship	40,000.00		33,000.00
Totals	\$ 40,000.00	\$ -	\$ 33,000.00
Miscellaneous			
DCM In-Kind for staffing	59,088.52		20,471.95
Totals	\$ 59,088.52	\$ -	\$ 20,471.95

	Estimated Total	SECA Request	Actual Total
SECA Grant			
SECA Grant Request	50,000.00	50,000.00	40,000.00
Totals	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00
Other			
DCM General Operating			6,804.83
Totals	\$ -	\$ -	\$ 6,804.83

Estimated Total = Entire Estimated Project Cost Before the Event
 SECA Allocation = Amount Received Toward Total Event Cost
 Actual Total = Entire Project Cost After the Event has Occurred

Public Art Program – Timeline August 17, 2021

February 4, 2020 – New Business

Public Art
Sullivan and Gustin discussed the future of public art.

By consensus Council directed staff to discuss the future of public art with the SECA Commission, Century Walk, community members, and others and to bring back recommendations for developing a public art strategic plan.

June 16, 2020 – New Business

Public Art Program
Sullivan asked for an update on direction given at the February 4 meeting, that there are different groups working toward this goal, and that the City should establish a process and plan for funding and placement.

Krieger explained that staff met with two SECA commissioners this week to start the process, that Century Walk has been invited to be part of the planning initiative, and a recommendation will be brought to Council on July 21.

July 2020

Staff surveyed ICMA contacts regarding public art commissions and programs. A total of 13 responses were received.

July 21, 2020 – Agenda item M2

The Recommendation

Given the interest and momentum to create a public art program, as an initial step, staff and the SECA Commission recommend releasing an RFP for a consultant to assist with not only developing a long-term strategic plan, but also guiding the City on best practices to establish a group to coordinate public art initiatives in Naperville. The consultant would be managed by staff and members of the SECA Commission. However, we anticipate Century Walk representatives, members of the art community, and residents being included during the different phases of the project.

At this time, based on initial research, we estimate the cost of a consultant to be approximately \$20,000-\$25,000. Staff is requesting the Council concur with the recommendation to release the RFP in 2020. The 2020 SECA Grant Fund underspend may be used to award the contract and work would be set to begin in January 2021. This schedule would allow for the project to be established and ready to accept applications later in the year. Going forward, the public art program would be funded as a part of the annual SECA Grant Fund awards.

July 21, 2020 – Agenda item M2 - Minutes

Council discussed the appropriateness of engaging a consultant, that soliciting input from people in the community may be a better option, that it is long past time to define the City's vision of public art and to clarify the future of art.

Shannon Greene Robb, SECA Commissioner, explained that an independent consultant would be beneficial in helping facilitate artist discussions and will partner with the City and community members to develop a unified vision.

Council discussed the process to solicit new art, potential locations, liability, maintenance, that many cities the same size as Naperville have a Public Art Commission, and that Century Walk is currently the only organization that manages art that is placed on both public and private property.

Greene Robb explained a recent art initiative from the Bloomberg Foundation, the need to encourage a variety of art pieces and the placement of temporary installations, that artists could submit ideas to the SECA Commission for review, and that there is no strategic plan for art or guidelines for vetting installations.

Brand Bobosky, Century Walk, explained the history of Century Walk and the "I Love a Parade" Mural.

Council agreed that a new public art process is needed, the appropriateness of issuing an RFP to determine what a process could look like, that responses would allow staff to gather more information and make an informed proposal, the proportion of the money spent on arts and events compared to spending \$25K on a consultant, that the SECA Grant Fund is the appropriate place to charge any consultant expenses, that any working group should involve the Century Walk and a diverse cross section of the Naperville area in order to provide a new ways of looking at public art.

A motion was made by Councilman Hinterlong, seconded by Councilwoman Brodhead, to receive the staff report and approve the recommendations regarding creating a Public Art program administered by the City of Naperville.

A motion in substitution was made by Councilman Kelly, seconded by Councilwoman Brodhead, to receive the staff report and approve the recommendations regarding creating a Public Art program administered by the City of Naperville and direct staff to bring an RFP back to the City Council for approval of hiring a consultant. The motion carried by the following vote:

Aye: 5 - Chirico, Brodhead, Kelly, Sullivan, and White

Nay: 4 - Coyne, Gustin, Hinterlong, and Krummen

July 23, 2020

Staff debriefed with two members of the SECA Commission and decided that a Request for Information (RFI) focused on developing a public art program would be more appropriate than an RFP. On or about that date, SECA Chairman Kim contacted Brand Bobosky to discuss this plan and explained that, since new commissioners would be appointed on August 4, he and Commissioner Greene Robb would be presenting this at the next SECA Commission meeting on August 20.

August 20, 2020 – SECA Commission meeting

The SECA Commission discussed the proposed RFI and heard comments from Century Walk and Art of Inclusion representatives as well as from community members. The Commission approved moving forward with the RFI with the target of receiving responses by mid-October.

September 1, 2020 - Agenda item I7

Approve the Calendar Year 2021 (CY21) allocations for the City Obligations category of the SECA Grant Fund Program in the amount of \$1,020,991

Approvals included Century Walk Maintenance (\$50,000) for pieces located on public property

September 1, 2020 - New Business

Public art program

Krummen stated that he has meetings scheduled with individuals in the art field to discuss the appropriateness of hiring a consultant to assist the City with developing a strategic plan and grant program.

September 15, 2020 - New Business

Public Art Commission

Krummen gave an update on his discussions with community members and efforts to research current programs.

September 2020

A SECA Grant Fund application for a public art consultant was submitted for SECA Commission review and discussion.

October 2020

The public art program RFI was sent to more than 30 vendors listed on DemandStar. Two responses were received in October. Staff, Chairman Kim, and Commissioner Greene Robb reviewed the submissions. Based on the responses as well as ICMA research, it was concluded that developing a comprehensive strategic plan and related program components would need an independent perspective. Further, a consultant would be able to supplement not only staff but Commission, Council, and community resources as well as bring expertise, objectivity, and a knowledge of industry best practices.

October 8, 2020

SECA Commission received CY21 SECA Grant Fund applications

November 4, 2020

Invitation from Century Walk to meet with the 10-Year Planning Committee

November 6, 2020

Affirmative staff/SECA Commission response to meet with 10-Year Planning Committee

November 11, 2020

Century Walk scheduled the 10-Year Planning Committee for November 11. Staff declined due to it being a City holiday (Veteran's Day). Also, staff/SECA Commission were not in a position to answer detailed questions that would be discussed at the November 11 meeting and informed Century Walk that "we still plan on seeking the help and support of Century Walk in the near future as we review the proposals we have received for the Public Art Consultant. Once we are ready to move forward, which we hope will be very soon, we will be in contact with additional information on the process we will be following."

November 14, 2020 – SECA Commission meeting

SECA Commission meeting with applicants

December 2, 2020 – SECA Commission meeting

SECA Commission meeting to reach unified recommendation on CY21 allocations

December 15, 2020 – New Business

SECA/Century Walk

Coyne asked about CY21 SECA Grant Fund allocations, public art consultant, and defining the relationship between the City and Century Walk.

Gallahue explained that given the approval of the citywide strategic plan consultant at the December 1 City Council meeting the SECA Commission will be meeting to review/revise allocations for CY21. She stated the updated allocations will be presented to Council in January or February for approval and, after that, the Commission will begin a series of meetings with representatives from the Century Walk to define a working relationship with a recommendation presented to the Council in 2021.

January 7, 2021 – SECA Commission Meeting

After the decision to remove the \$25,000 request for a public art consultant, the SECA Commission met to discuss reallocating the funding. The Commission recommended allocating \$18,000 to Century Walk for the Gold Star Family Memorial Project and \$7,000 to KidsMatter for the Van Buren mural project.

January 28, 2021

City Council given the CY21 SECA Challenge. Due to staff by February 9.

February 26, 2021

Staff sent an email to Century Walk inviting representatives to an exploratory meeting to discuss the creation of a Public Art Task Force. Dates in March and April were provided. Century Walk answered in the affirmative on March 5 with a preferred meeting date in April.

March 2, 2021 – Agenda item O1

Concur with staff and the SECA Commission recommendation and approve the Calendar Year 2021 SECA Grant Fund Program allocations

March 2, 2021 – Agenda item O1 - Minutes

Council discussed the role of the SECA Commission, the number of applicants, capital investment, canceled events, that the Commission was not involved in the recommendation due to when staff was notified that both St. Patrick's Day events would be canceled, the traditional process to allocate underspend to the next full grant year, the need for a transparent award process, and the appropriateness of reallocating underspend to Century Walk.

Nauert explained funding diversity for the memorial and timing of installation.

Council discussed the underspend process, the appropriateness of approving the recommendations but waiting to allocate the underspend until an actual amount is known, the recent NPD/DNA letter requesting funds to assist with outdoor dining, the potential to rebate revenue back to bars, and the CDBG CARES Act funding.

Krieger explained current restrictions on CDBG CARES Act funding, the Small Business Assistance grant program, and the need to discuss any changes with HUD to determine eligibility.

Council discussed timely decisions, requests for additional money, that delay in allocation could result in more money to applicants, the need to be transparent, ethics, and support of the SECA Commission.

Kim explained that the SECA Commission met in January for a third time to vote on how to allocate money that had been recommended for a consultant to assist with the public art initiative.

A motion was made by Councilman Hinterlong, seconded by Councilwoman Gustin, to concur with staff and the SECA Commission recommendation and approve the Calendar Year 2021 SECA Grant Fund Program allocations.

A motion in substitution was made by Councilwoman Sullivan, seconded by Councilman Kelly, approved as amended to concur with the SECA Commission recommendation and table the decision to allocate the underspend. The motion failed by the following vote:

Aye: 3 - Brodhead, Kelly, and Sullivan

Nay: 6 - Chirico, Coyne, Gustin, Hinterlong, Krummen, and White

A motion was made by Councilman Hinterlong, seconded by Councilwoman Gustin, to concur with staff and the SECA Commission recommendation and approve the Calendar Year 2021 SECA Grant Fund Program allocations. The motion carried by the following vote:

Aye: 9 - Chirico, Brodhead, Coyne, Gustin, Hinterlong, Kelly, Krummen, Sullivan, and White

Monday, March 8, 2021

Century Walk Advisory Committee emailed the Long-Range Plan for Public Art and requested it be placed on the March 16 City Council agenda. Mayor Chirico concurred.

March 16, 2021 – Agenda item O3

Receive the Century Walk Long-Range Plan for Public Art and table discussion until such time staff, the SECA Commission, and the proposed Public Art Task Force review and bring a recommendation to the City Council

March 16, 2021 – Agenda item O3 - Minutes

Council discussed appropriateness of making Century Walk a City Obligation, that Century Walk has partnered with community organizations over the years, the annual allocation requests, that a certain portion of the SECA Grant Fund should be dedicated to capital, the non-competitive nature of other City obligations, the approval process, that a community art program must have City oversight, the need to bring the community together to create a unified vision, that many topics must be worked through, and a formal agreement with Century Walk must be developed. Council further discussed following the Action Requested and postponing a vote until after interested parties can review the proposed plan, the date of the upcoming election, Century Walk fundraising, the amount of SECA Grant Fund awards that Century Walk has received since 2006, the need to address diversity and inclusion in the arts, the appropriateness of looking forward, that funding cannot be given until January 2022, and the role of the proposed Public Art Task Force.

A motion was made by Councilwoman Sullivan, seconded by Councilman Kelly, to receive the Century Walk Long-Range Plan for Public Art and table discussion until such time staff, the SECA Commission, and the proposed Public Art Task Force review and bring a recommendation to the City Council.

A motion in substitution was made by Councilman Coyne, seconded by Mayor Chirico, to receive the Century Walk Long-Range Plan for Public Art, make Century Walk a City Obligation beginning in 2022, and direct staff and SECA Commission to work with Century Walk to develop an operating agreement to address the questions that have been raised. The motion failed by the following vote:

Aye: 4 - Chirico, Coyne, Gustin, and Hinterlong

Nay: 5 - Brodhead, Kelly, Krummen, Sullivan, and White

A motion was made by Councilwoman Sullivan, seconded by Councilman Kelly, to receive the Century Walk Long-Range Plan for Public Art and table discussion until such

time staff, the SECA Commission, and the proposed Public Art Task Force review and bring a recommendation to the City Council. The motion carried by the following vote:

Aye: 6 - Brodhead, Coyne, Kelly, Krummen, Sullivan, and White

Nay: 3 - Chirico, Gustin, and Hinterlong

March 29, 2021

Email update to Doug Krieger regarding status of the Public Art Task Force

The first meeting is set for Tuesday, April 20.

Century Walk was given the option of two different weeks (one before spring break and one after) to select days/times to meet. They selected Tuesday, April 20.

We will be meeting via Zoom. Both the City and Century Walk are will have four representatives.

For this meeting we will have three objectives:

- 1. Staff (and possibly Councilwoman Sullivan) will recap Council direction. We will discuss the goal of developing a diverse, inclusive, and sustainable Public Art Program, defining the relationship and responsibilities between the City and Century Walk, and creating a way to promote/support/grow public art in a way that people from all areas, ethnicities, economic levels, genders, and lifestyles feel welcome and able to participate.*
- 2. Jennifer Evans, Aurora Public Art Director, will give an overview of Aurora's program as well as the Aurora Art Alliance.*
- 3. The entire group will discuss the possible membership of the Public Art Task Force, define subcommittees topics, and set a date to confirm members.*

We plan on this meeting being no more than one hour. We are confident this will be the first of many meetings and envision subcommittees and the "committee of the whole" meeting through the summer.

Tuesday, April 20, 2021

Initial meeting of the Exploratory Task Force (fka the Public Art Task Force)

Attendees: Tony Andrews, Art of Inclusion Shannon Greene Robb, SECA Commissioner Melvin Kim, Chair SECA Commission Debbie Venezia, Century Walk, Brand Bobosky, Century Walk Dr. Alicia McCareins, Century Walk Sangeeta Pande, Century Walk Katie Wood, Downtown Naperville Alliance Theresa Sullivan, Councilwoman and SECA Liaison. Also present: Jennifer Evans, Director of Public Art, City of Aurora Staff present: Pam Gallahue, City Clerk; Dawn Portner, Special Events Coordinator; Gina Nelson, Records Clerk

Minutes are available here: <https://naperville.legistar.com/Calendar.aspx>

Tuesday, April 27, 2021

Email from Chairman Kim to Exploratory Task Force recapping the meeting, confirming the subcommittee topics, and asking for volunteers to move off of the Exploratory Task Force to allow for diverse representation.

Wednesday, May 12, 2021

Email from Chairman Kim announcing that Katie Wood will be stepping down from the ETF and replaced by a student representative from the Alive Center. The email also requested consensus on one of two meeting dates as well as nominations for subcommittees no later than May 20.

Thursday, May 20, 2021

Email from Century Walk requesting the deadline to `nominate subcommittee members be extended to the June ETF meeting date

Wednesday, May 26, 2021

Second meeting of the ETF

Attendees: Tony Andrews, ETF; Brand Bobosky, ETF; Alicia McCareins, ETF; Sangeeta Pande, ETF; Dawn Portner, Special Events Coordinator; Theresa Shannon Greene Robb, SECA Commissioner; Sullivan, SECA Commission-Council Liaison; Debbie Venezia, ETF

Minutes are available here: <https://naperville.legistar.com/Calendar.aspx>

Tuesday, June 29, 2021

Third meeting of the ETF

Agenda available here: <https://naperville.legistar.com/Calendar.aspx>

Tuesday, July 6, 2021

City staff followed up with Century Walk on the request for subcommittee names

Wednesday, July 7, 2021

City staff met with Sun Kwok, Vision Subcommittee Chair to discuss meeting scheduling and an August deadline to present the recommendation to the ETF

Thursday, July 8, 2021

City staff met with Katie Wood, Art Curation Subcommittee Chair to discuss meeting scheduling and a September deadline to present the recommendation to the ETF

Friday, July 9, 2021

City staff meet with Melvin Kim, Program Administration Subcommittee Chair to discuss scheduling and an August date to present the recommendation to the ETF

City staff followed up with Century Walk on the request for subcommittee names

Century Walk responded it has been unsuccessful in recruiting subcommittee members and not confident they will be able to find any

Tuesday, July 20, 2021 – New Business

By consensus Council directed staff to include Century Walk as a SECA Grant Fund City Obligation with the following conditions: 1) awarding \$100,000 each year for three years (an average of annual Century Walk SECA Grant Fund awards for one piece/year and allows for design and commission of pieces), 2) SECA Grant Fund award shall be used on capital only, 3) SECA Grant Fund award shall be restricted to art on public property only, 4) SECA Grant Fund award will be prepaid, 5) that a Council liaison be added to the Century Walk board for financial oversight, and 6) that Century Walk provide audited financial reports to the City.

Wednesday, July 29, 2021

First meeting of the Vision Subcommittee

Friday, August 13, 2021

Email canceling August 16 Program Administration Subcommittee meeting sent by the chair and pausing efforts until after the August 17 City Council meeting

Services

People



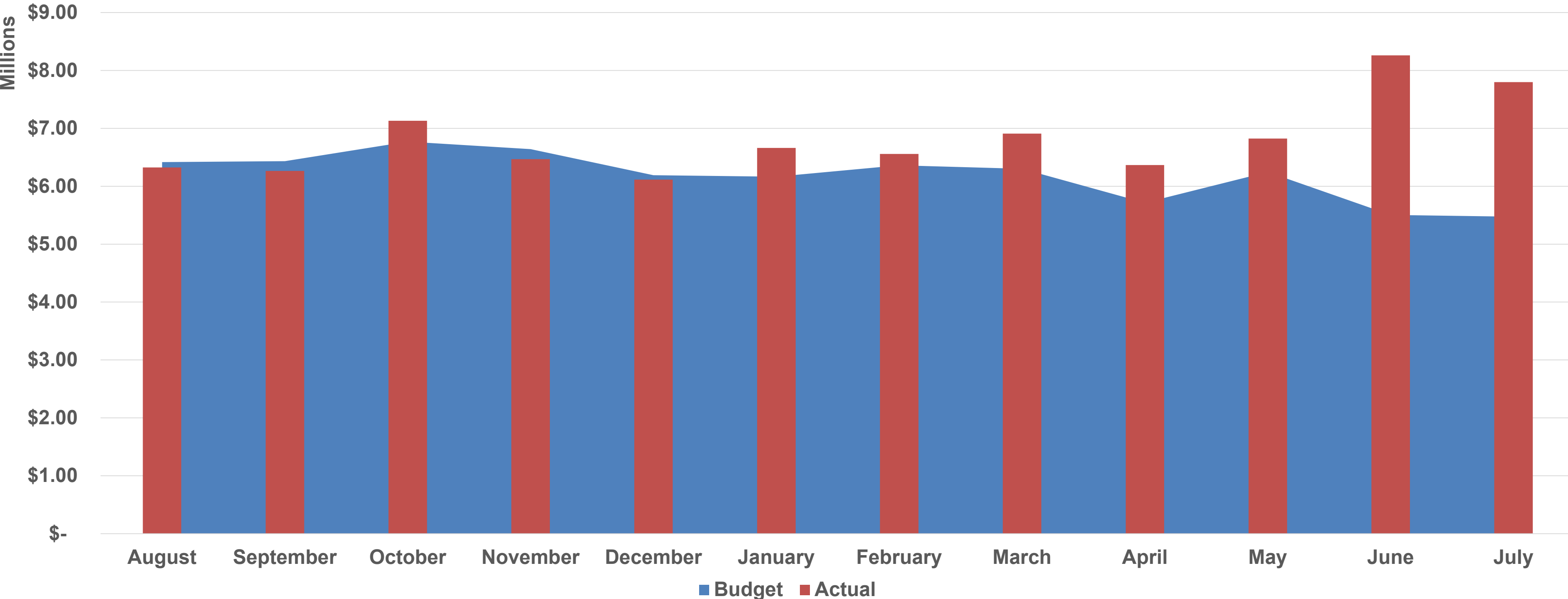
August Financial Report

August 17, 2021

Programs

Local Economy

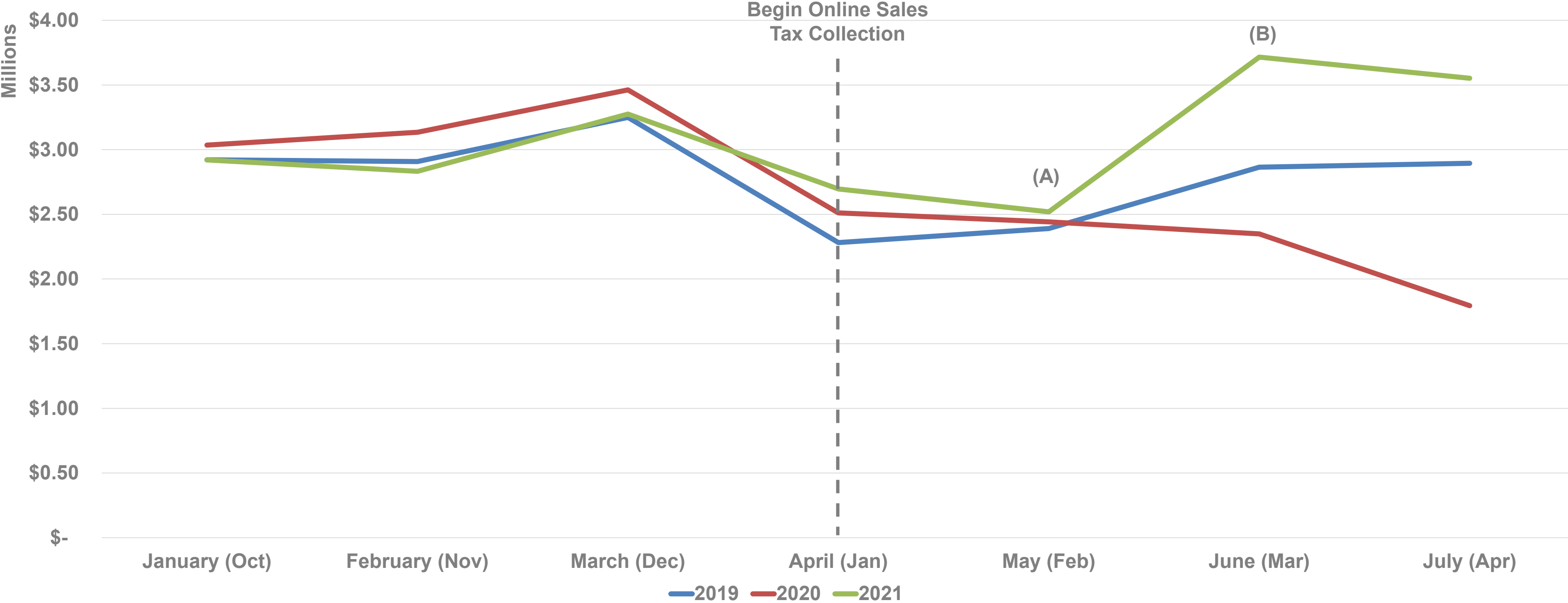
State-Collected Revenues



- **Combined state-collected revenues exceed projections by 18.2% through July**
- **Income tax forecast raised 8% by IML, now 43% above projections through July**
- **Sales tax and HRST both on pace for record-setting year in 2021**



Sales Tax Comparison 2019 – 2021



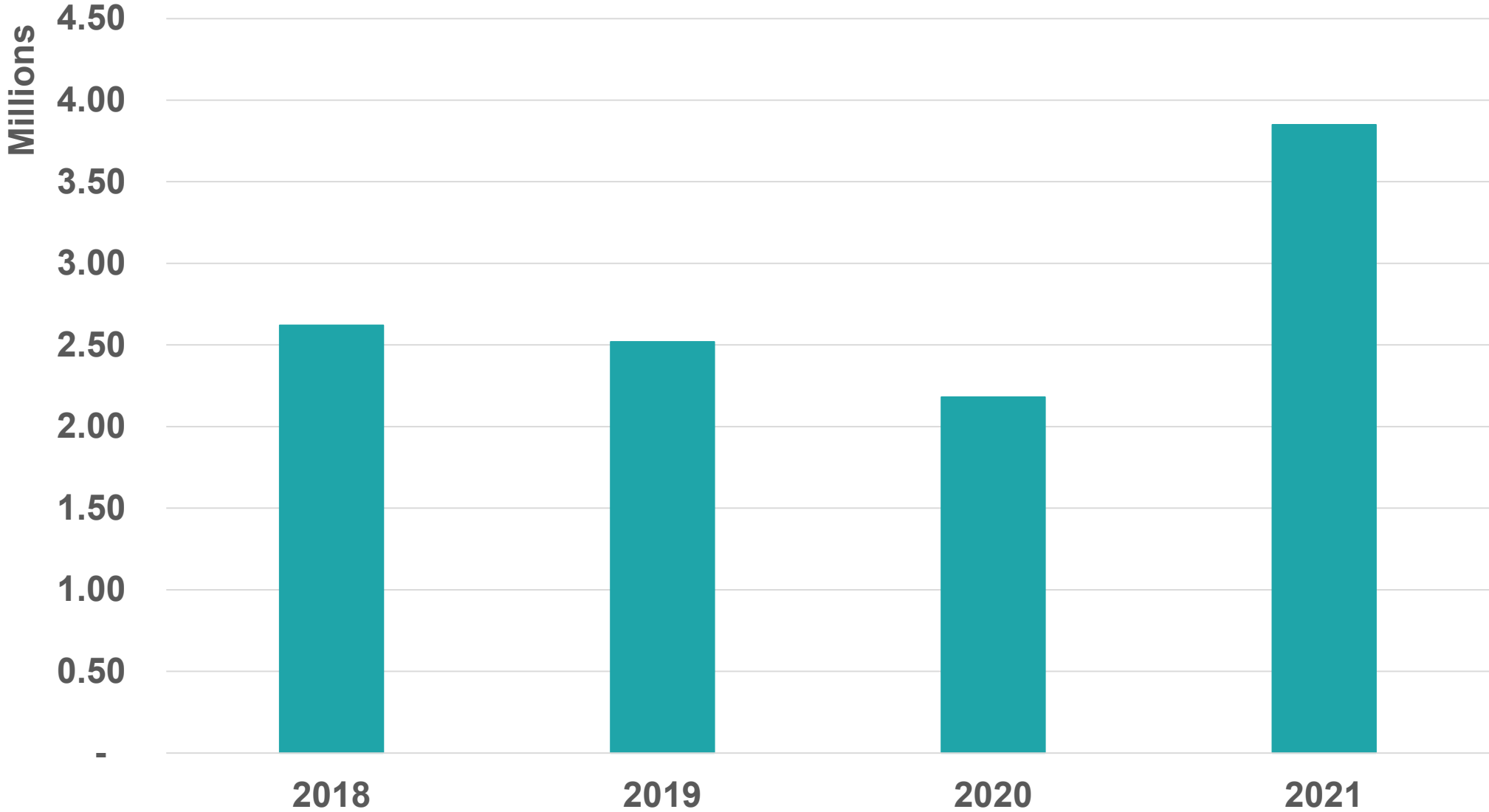
- 2021 sales tax tracked in line with 2019 through March
- Collection of online sales tax results in revenue growth beginning in April
- One online retailer’s return held in May (A), later added to June revenue (B)



Auto Sales Tax

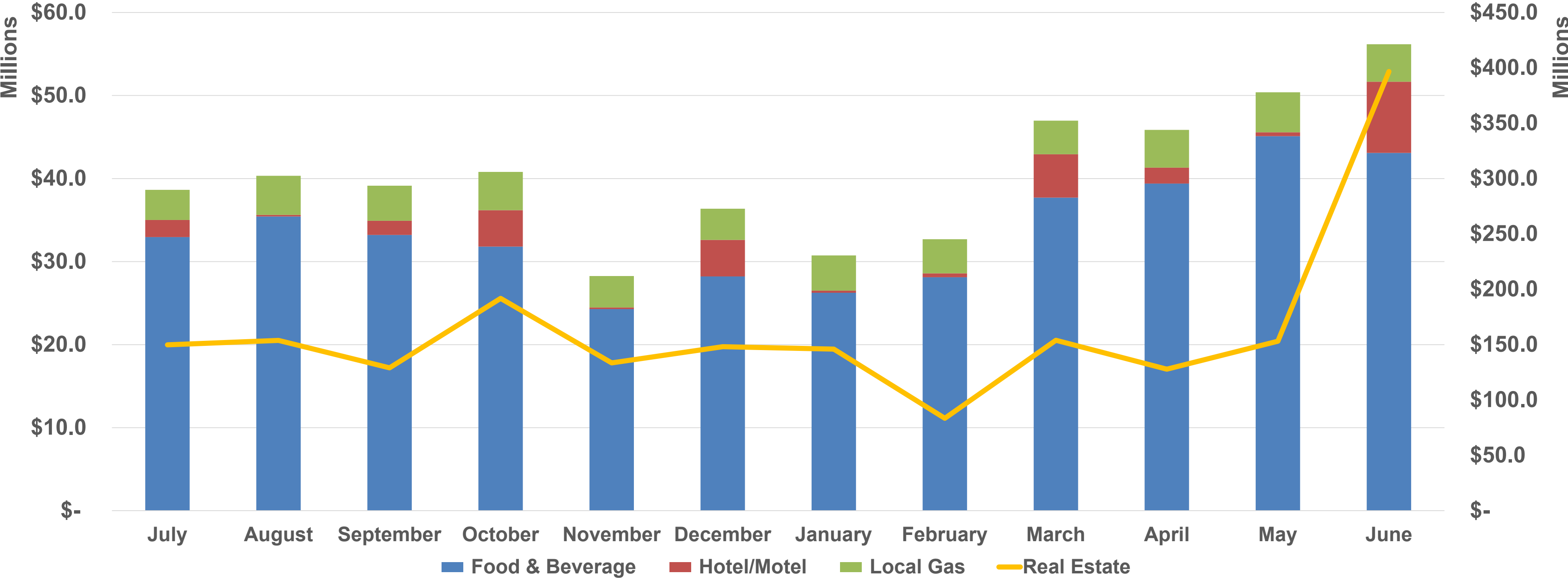
- New and used auto sales account for more than 25% of total sales tax annually
- Inventory constraints have no negative impact through April
- 2021 sales (January – April) higher than any of the previous three years
- Sales particularly strong in March and April – coincides with the timing of federal stimulus payments

Sales Tax Revenue:
New & Used Autos January - April



Locally-Collected Revenues

Taxable Sales



- Food & beverage sales exceed \$43M for second consecutive month
- Real estate sales led by major commercial transactions
- Q2 hotel & motel increased 60% from Q1; remain 35% below 2019 Q2



2022 Economic Outlook

- U.S. economic growth expected to remain strong in 2020
 - GDP growth forecast: 3.8%
- Nearly all revenue streams have returned to pre-pandemic levels
- General and Capital Projects funds benefiting from strong sales tax/HRST
- Only three funds expected to remain in recovery through 2022
 - Revenue diversification helps mitigate impacts
 - 2022 budget development maintains conservative forecasts in uncertain areas

Preliminary 2022 Revenue Forecast – by Fund

Budget Fund	Recovery	Normal	Growth
General			✓
Electric Utility		✓	
Water Utilities			
Commuter Parking	✓		
Capital Projects		✓	✓
Motor Fuel Tax	✓		
Road & Bridge	✓		
Downtown Parking		✓	
Food & Beverage		✓	
Library		✓	
Naper Settlement		✓	



Looking Ahead

- **Monitoring ongoing economic environment**
- **September Financial Report**
- **2022 Budget Workshops**
 - **October 25**
 - **November 8**
 - **November 22**





Questions?

