



## **SECA Prepayment Process – *DRAFT***

- I All prepayment requests must be reviewed by the SECA Commission.
  - The request from the grantee needs to include a 1-2 paragraph description of why the prepayment is needed and all invoices/contracts that support the prepayment request.
- II Prepayments will only be considered for new organizations that have never applied and received SECA funding in the past.
  - This revised policy is to provide a new organization some assistance to establish itself to succeed with the program and/or event.
- III If the SECA Commission recommends a prepayment be granted, the funds can only be used towards:
  - Venue deposits
  - Logistics expenses
  - Honorariums/Artist fees
  - Event promoters/Event planners
- IV If an organization has the cash on hand, it should not be requesting a prepayment of their SECA funds.
- V If the prepayment is recommended by the SECA Commission, the grantee will be requested to sign an updated SECA Grant Fund Agreement that includes a clause on Prepayments.
  - A Prepayment will only be granted if the event organizer can guarantee the fees are refundable. If the fees are not refundable and the program or event gets canceled, it will be the responsibility of the grantee to return the funds to the City of Naperville.