

## **Artistic, Cultural & Entertainment (ACE) Grant Program Guidelines (revised 1.10.2012)**

### **I. Purpose**

The Derby ACE Grant is established as a means to financially partner with organizations to provide events or programs that contribute to quality of life in Derby.

ACE Grant funding may also be used to financially partner in the purchase of equipment to be used in support of events or programs meeting the criteria listed in Section II. Examples might include a speaker system, chairs, or an outdoor movie screen. Once purchased, equipment would be designated as public property, and arrangements would be made assume responsibility for storage, check-out and maintenance).

### **II. Assessment Criteria**

Funds will be awarded to applicants who successfully demonstrate the following criteria:

- Focused principally within the city of Derby.
- Benefit a reasonably broad public audience, particularly those activities drawing visitors into the community.
- Add diversity to the entertainment, artistic, or cultural offerings available in Derby, especially those that keep Derby residents here for their leisure activities.
- Promote community, build pride, or enhance the awareness of Derby and all it has to offer to the regional or statewide community.
- Have multiple financial supporters, so that the ACE Grant is not the sole source of funding.
- Make a distinctive contribution to the community without unnecessarily duplicating other programs already in place.
- Organizations that demonstrate quality outcomes and good financial management.

### **III. Source of Funding**

Funds for the program will be derived from the proceeds of the permits issued by the City of Derby to commercial fireworks stands each year. Twenty-five percent (25%) of the total revenue from the prior year will be set aside for city support of successful applications. More than an estimated \$9,000 per year usually will be available, although the amount is dependent upon the number of fireworks stands operating.

### **IV. Limitations and Restrictions**

A maximum of \$3,000 per application will be awarded. Events or programs established prior to May 2006 are ineligible for funding. Events initiated prior to May 2006 that are being altered or expanded in a substantial way may submit an application. These alterations must significantly expand the event's impact on the

Derby Community. Fundraising events to benefit non-profit organizations will be eligible only for a one-time start-up contribution. Funds may not be used for the following purposes:

- Contingencies, deficits, or debt reduction
- General endowment funds
- Direct aid to individuals
- Travel or registration for conferences or seminars
- Medical research

## **V. Application**

Funds will be awarded in March of each calendar year with deadlines in February. Applications, when solicited, shall include the following:

1. Cover letter from chief executive officer or equivalent.
2. Proposal narrative that explains:
  - Project description and need
  - Anticipated support from any city department such as police or public works
  - Who will benefit and how
  - Project implementation timeline
  - Impact statement
  - Expected outcomes
3. The organization's most recent audited financial statements, including balance sheet and income statement.
4. The organization's most recent IRS Form 990.
5. The organization's 501(c)(3) IRS determination letter showing tax-exempt status. Organizations without this status may contact the Community Foundation to explore the possibility of partnering with the Foundation during the application process to meet this requirement.
6. The organization's current operating budget in an easy-to-understand format.
7. A detailed project budget that includes estimated revenues and their sources, and estimated expenses (form provided).
8. A detailed report of actual revenues and expenses from the two most recently held events (other than first-time projects/events) along with an explanation of how ending balances from the event are used.
9. A statement confirming that there is clear separation between the purchasing of goods and services for the event as a way to ensure there is no personal gain or conflict of interest realized by any member of the organization's board of directors.
10. Contingency plan for inclement weather.
11. List of the organization's board of directors, officers, and staff.
12. If applicable, photographs or architectural renderings that portray and further explain visually the event or activity.
13. Two letters of support.

## **VI. Obligation of Grant Recipients**

The City of Derby's support is to be acknowledged in any printed materials, press statements and press releases resulting from this event. The City's sponsorship must be demonstrated either as the City logo denoting its sponsorship or as follows: "Support for this event is provided by the City of Derby through an ACE Grant."

This is a minimum standard for promoting the City's sponsorship. Grantees are encouraged to include further promotion of City sponsorship in competitive applications.

The City logo will be made available to grant recipients upon notification of their award. Grant recipients will be authorized to use the City logo only for promotion of the grant-sponsored activity.

## **VII. Evaluation**

- A committee of elected officials and staff will review all applications and submit recommendations to the Derby City Council.
- Official awards will be discussed and voted on by the City Council during a City Council meeting.
- Exceptions to any of the preceding guidelines may be made by City Council.

## **VIII. Follow-up**

Award recipients shall attend a City Council meeting to report the outcome of the event no later than two months after the event has occurred. As a part of this presentation, the organization will provide (at a minimum):

- Number of out-of-town participants
- How ACE Grant funding was specifically spent

Notification of Award: Recipients will be announced on or before March 31. Funds will be forwarded to recipients after all award conditions have been met.