Item #4:
Resolution Approving Policy Re: Community Fund Guidelines

VILLAGE POLICY - PROCEDURE STATEMENT
Village of Long Grove, Illinois

SUBJECT: **Community Enrichment Grant Fund Policy**

ISSUED BY: David A. Lothspeich, Village Manager **EFFECTIVE DATE:** May 28, 2013

CHECK ONE: [X] Official Village Policy Approved by Board

[ ] Administrative Regulation Issued by Village Manager

[ ] Departmental Procedure Applying to All Departments and Sworn Personnel

THIS IS A: [X] New Policy or Procedure

[ ] Amends or [ ] Supersedes Previous Policy Dated: _____

_____

PURPOSE:

The Village of Long Grove has established a Community Enrichment Grant Fund line item to the General Fund Village Budget. As part of the annual budgetary process as part of the annual budgetary process, the Village of Long Grove Board Of Trustees may set aside a portion of funds to be used as Community Building Grants. This policy is established in order to insure that these funds are awarded by the Village Board to support Long Grove based community groups, service organizations, and not-for-profit organizations that serve to enrich the quality of life for the residents and visitors to the Village of Long Grove. All elected officials and employees are expected to follow this procedure.

PROCESS TO REQUEST FOR GRANT FUNDING:

Organizations must provide a written request for a grant, stating the specific project/use for the intended funds. The deadline for requests will be April 30th annually. Requests made after this date will be considered if funds remain in the budget. All requests for Community Enrichment Funds will be considered by the Long Grove Village Board, which has final authority to approve or deny and grant request.

ELIGIBILITY CRITERIA FOR GRANT REQUESTS:

The applying organization must primarily serve the residents of Long Grove. Priority is given to programs and projects most likely to have a positive impact on residents and the Village as a whole. Only single year grants will be funded. Funds available will be limited to the total amount specified in the Community Building Grant category of the current Village Budget. The Village Board reserves the right and sole discretion of awarding any funds.

In reviewing grant requests, the Village Board will give careful consideration to:

- Programs and projects which connect individuals and families to our community
- Programs and projects that enhance community vitality
- Programs and projects that promote educational, recreational, art, cultural, and humanities needs in our community
- The possibility of using the grant to match funds from other sources
- The ability of the organization to obtain the necessary additional funding to implement the project and to provide or obtain ongoing funding after the grant has been expended
- Potential impact of the grant and the number of individuals in Long Grove who will benefit
- The ability of the organization to provide financial records when requested
- The ability of the organization to provide periodic status updates to the Village after the grant has been made

Community Enrichment Fund requests will not be considered:

- To individuals, taxing bodies, or for profit organizations
- To programs that do not fall within the Village of Long Grove or directly benefit the residents
- To organizations that discriminate on the basis of race, creed, gender, or sexual orientation

DRAFT