

Village of Lena

GRANT POLICY, PROGRAM and APPLICATION FORM



Adopted by the
Board of Trustees
of the
Village of Lena
This 12th day of January, 2004

Published in pamphlet form by authority of the
Board of Trustees of the Village of Lena
Stephenson County, Illinois
This 12th day of January, 2004

VILLAGE OF LENA GRANT POLICY

Under the concept of community relations, it shall be the intent of the Board of Trustees to provide limited financial assistance only to state-registered not-for-profit (NFP) organizations located physically within the geographical boundaries of the Village, whose desires, intentions and request goals are to promote the image and well-being of the village.

All requests for financial assistance from any of the Village's NFP organizations that would result in the disbursement of funds from the Village Treasury shall be considered to be a request for a grant, and shall be processed in accordance with the Village's Grant Program policy and guidelines.

Only those Village funds so designated and appropriated as grant funds shall be disbursed under the auspices of the Village's Grant Program. The Board of Trustees shall appropriate annually an amount (a cap) not to exceed \$5,000 in support of the Village's Grant Program. Any unused grant funds at the end of any given fiscal year shall be returned to the General Fund; no appropriated funds shall be allowed to accumulate or be rolled-over. Each succeeding annual appropriation shall provide that fiscal year's total grant monies.

All grant requests shall be submitted on an approved application to the Chairman of the Finance and Administration Committee between the 2nd of January and the 30th of April each calendar year for the following village fiscal year (May 1st through April 30th). The disbursement of approved grants shall not take place until after the event has been held and final accounting has been provided to and approved by the Board.

All recipients of a Village grant shall comply with the program's provisions of acceptance. Any recipient found to be in non-compliance shall be required to refund all monies granted and shall be placed on a 2-year suspension from receiving additional Village grants.

VILLAGE OF LENA GRANT PROGRAM

The Village grant program shall include but not be limited to:

- An appropriation not to exceed \$5,000 annually;
- A Board-approved application form; and
- A pamphlet that includes the application form and an outline and explanation of the following program stipulations and guidelines:
 1. A requirement that a knowledgeable representative of the requesting organization appear in front of the F&A Committee and present the request for financial assistance
 2. That the request include a current copy of an approved financial statement reflecting the requesting organization's total cash assets at the time of application;
 3. A requirement to provide a statement explaining how the grant monies will be used to promote the image and/or the well-being of the Village;
 4. A requirement to provide proof of matching funds by date of disbursement;
 5. A requirement to be a state-approved not-for-profit organization;
 6. A cap of \$1,000 per request;
 7. A limit to one (1) request per fiscal year. Said request should include all events scheduled in the same fiscal year that assistance is requested for;
 8. A requirement that the use of the grant monies be in compliance with all appropriate state statutes regarding the expenditure of public funds;
 9. A requirement to provide a written report to the Board at the first board meeting following or within 30 days of completion of the event, whichever occurs first; and
- The understanding that noncompliance with any of the above requirements can and will result in the denial of an application.



VILLAGE OF LENA GRANT APPLICATION

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