



Town of Avon

60 West Main Street
Avon, Connecticut 06001-3719
(860) 409-4300 • www.avonct.gov

TOWN OF AVON SUPPORT FOR COMMUNITY EVENTS GRANT PROGRAM REGULATIONS

Approved by Town Council June 2, 2022

I. AUTHORITY

These regulations are adopted by the Town Council pursuant to Town Council Policy #14 “Support for Community Events.”

II. PURPOSE

The purpose of these regulations is to provide the criteria that will govern the consideration of an application submitted for Town of Avon funds for the purpose of supporting a local non-profit organization that sponsors a community event.

III. DEADLINES, QUESTIONS & SUBMISSION INSTRUCTIONS

[NOTE: The following is a template call for applications that will be used to advertise the grant opportunity. The template may be updated or amended as necessary.]

TOWN OF AVON ANNOUNCES A CALL FOR APPLICATIONS FOR ITS SUPPORT FOR COMMUNITY EVENTS GRANT PROGRAM

Avon, CT – April 1, 2024 – The Town of Avon is pleased to welcome applications for its Support for Community Events Grant Program. Applications are currently being accepted from non-profit entities for qualified events occurring from July 1, 2024, through October 31, 2024. **The deadline for the submission of applications is 4:00 p.m. on Friday, May 3, 2024.**

The Support for Community Events Grant Program aims to provide financial aid to local festivals, special events, or community programs designed to provide recreational and/or cultural opportunities for residents and generally promote the Town of Avon.

The Support for Community Events Grant Program Regulations and Application are available for download on the Town’s website www.avonct.gov. Please review the regulations carefully before filling out an application to ensure that your organization and event meet the grant requirements. Please submit a completed Application Form (Appendix A) in hard copy or email to:

Department of Recreation & Parks
Town of Avon
60 West Main Street
Avon, CT 06001
avonrec@avonct.gov

It is anticipated that applications will be reviewed by a staff committee and recommended to the Town Council for consideration of award at its June 6, 2024 regular meeting. The Town's anticipated schedule for the next two rounds of grant applications is as follows:

Date of Event	Application Released	Application Deadline	Anticipated Council Approval
July 1, 2024 through October 31, 2024	April 1, 2024	May 3, 2024 at 4:00 p.m.	June 6, 2024
November 1, 2024 through February 28, 2025	July 29, 2024	September 6, 2024 at 4:00 p.m.	October 10, 2024

Questions should be directed to the Department of Recreation & Parks at avonrec@avonct.gov or (860) 409-4332.

IV. PROGRAM MISSION, GOALS AND OBJECTIVES

The approval of financial aid will be considered for local festivals, special events, or community programs designed to provide recreational and/or cultural opportunities for residents and generally promote the Town. Special attention shall be given to events that promote the attractiveness of the Town as a place to visit and/or live, celebrate the heritage of the Town and its residents, promote recreational opportunities and/or enrich quality of life.

V. GENERAL REQUIREMENTS, ELIGIBILITY CRITERIA & CONDITIONS

The applicant must meet all of the following requirements, eligibility criteria and conditions:

1. The applicant must be identified by the IRS as tax-exempt under a 501c category. Note that successful applicants will be required to submit a copy of its IRS Tax Exempt Determination Letter or its most recent IRS Form 990 to verify its tax exempt status.
2. Grants will not be awarded to organizations whose primary purpose is of a political or religious nature.
3. The event supports the aforementioned goals and objectives.
4. Funds are not to be used to support an applicant's regular operational costs.

5. The applicant's event must not be financially dependent upon receiving support from the Town of Avon. Grant awards will be capped at 25% of an applicant's event budget or \$7,500, whichever is less. For example, the maximum award for an event with a budget of \$5,000 would be \$1,250. The maximum award for an event with a budget of \$40,000 would be \$7,500. Please note that requesting the maximum grant amount does not ensure that the applicant's request will be fulfilled, in whole, or in part. No request is considered approved until it has been recommended by the staff committee and approved by the Town Council.
6. A maximum of one grant will be awarded per event.
7. Event must be held within the limits of the Town of Avon.
8. The recipient of the funds shall provide the Town with recognition as a sponsor in a method consistent with other sponsors who have provided funds of an equivalent value.
9. The applicant must comply with the Town's [Temporary Special Event Permit](#) process as applicable. Applicants holding an event on Town property must also comply with the [Recreation & Parks Department's permit process](#). Funds may be awarded on a contingent-basis prior to the issuance of these permits however, the funds will not be provided to the applicant unless these permits were approved and issued in advance of the event.
10. Preference will be given to grant requests that fund the purchase of items or services that will assist event organizers in protecting the public health, safety and welfare. Examples of such items and services include, but are not limited to, emergency medical services, refuse and recycling collection and disposal, portable restrooms and wash stations, portable lighting, security services, and transportation.
11. Grant requests to fund the purchase of products or services that are prohibited for use by, or sale to, minors will not be funded.
12. Applicants may not have any outstanding liabilities or debts owed to the Town of Avon. Applicants who have not satisfactorily fulfilled their obligations under previous grants from the Town will not be eligible for future grants.
13. The event must be free and open to the public. Events that charge an entrance fee to the public will not be considered. Events that are organized as a for-profit commercial venture will not be considered. Events that include a fundraising or charitable donation component will be considered, as long as public participation in the event is not contingent on the receipt of a donation.
14. Applicants will not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation. Further, the applicant must agree to conform to the requirements of the Americans with Disabilities Act.

15. Within sixty (60) days of the completion of the event, applicant must provide the Town with a completed Reimbursement Request & Final Report Form (enclosed as Appendix D) documenting the event's use of the grant funds and describing how the festival, event, or program benefited the Town of Avon and its residents.

VI. APPLICATION PROCESS

The number and extent of grant funded events will be dependent upon the availability of funds. The Town does not guarantee that it will be able to provide the financial support requested by the applicant, in whole or in part. For this reason, applicants should not make commitments to vendors or sponsors based on the expectation of receiving support from the Town. Recurring events do not automatically receive funding.

All applications received by the deadline above will be evaluated based on the eligibility, qualifications, evaluation criteria and requirements outlined in this document and in accordance with the Evaluation Matrix which is enclosed as Appendix B. Town staff will review and evaluate the applications. Based on this evaluation and the best interests of the Town, staff will make funding recommendations to the Town Council for consideration and approval. Applications that are late, incomplete, unsigned, or do not fully comply with the instructions and requirements set out in these Regulations will be disqualified and will not be considered.

Note that the Town considers all grant applications received based on the aforementioned criteria, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

VII. POST AWARD INFORMATION

Successful applicants will be required to enter into a Grant Agreement that outlines the responsibilities of the applicant and the Town. Applicants should note that liability insurance will be required. A sample Grant Agreement is attached as Appendix C

Funds will be awarded on a reimbursement basis upon submission of a complete Reimbursement Request and Final Report form which is enclosed as Appendix D.

VIII. APPLICATION MATERIALS AND APPENDICES

The following appendices are attached to these regulations:

Appendix A	Application Form
Appendix B	Evaluation Matrix
Appendix C	Sample Grant Agreement
Appendix D	Reimbursement Request & Final Report Form

END OF PROGRAM REGULATIONS

TOWN OF AVON
SUPPORT FOR COMMUNITY EVENTS GRANT PROGRAM
APPLICATION FORM
Appendix A

Event Information

Title of Event:

Sponsoring Organization:

Executive Director/CEO
(Authorized Signatory):

Primary Contact Person:

Contact Phone:

Contact Email:

Mailing Address:

Web Address:

FEIN #:

Event Dates:

Start Time:

End Time:

Proposed Location:

Anticipated attendance:

Details of Request:

Please read Section V.5 of the Program Regulations before responding to the following questions.

Please specify the amount requested:

\$

Has this event received support from the Town in the past? If so, please provide the years and the value of the support:

Please describe the festival, special event, or community project for which Town funding is being requested. Provide details regarding activities, vendors and entertainment.

Please detail the proposed use of Town funding being requested.

Please describe the contribution your event will make to the Avon community in relation to the goals and objectives of the Town as stated in the Program Regulations.

Event Budget:

Please provide detail on your event’s budget below or on a separate sheet.

1. Projected Expenses: Include expenses to be paid directly by the organizer to third party vendors. Costs shall not include valuations for volunteer hours or planning or implementing the event or in-kind services. Costs shall not include payment or reimbursement for applicant provided resources such as office space, staff or other operational expenses.

Item	Amount
Total	\$

2. Projected Income: Income shall include sponsorship dollars from third parties, grants, and any other source of anticipated revenue. Please indicate the status of these funds at the time of the application (i.e., requested, pledged, secured, in-hand, etc.).

Item	Amount
Total	\$

Statement of Certification: Please complete the Statement of Certification below and sign and date the application.

I hereby certify that the above information is true and correct to the best of my knowledge.

I understand that false or misleading information in my application may result in the rejection of my application or require the repayment of funds to the Town of Avon.

I agree to the conditions and eligibility requirements outlined in the Community Event Support Grant Program Regulations. I understand that failing to adhere to these Regulations and requirements may result in the revocation of my organization's grant award and may prevent my organization from receiving future awards from the Town of Avon.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

**END OF APPLICATION FORM
APPENDIX A**

**TOWN OF AVON
SUPPORT FOR COMMUNITY EVENTS GRANT PROGRAM
EVALUATION MATRIX
Appendix B**

Applicant:	
Event Name:	
Panelist Name:	
SCORING CRITERIA	YES/NO
Application complete and submitted on or before the deadline.	
Meets the Town's mission, goals and objectives for the program.	
Meets all general requirements, eligibility criteria, and conditions.	
Success of the event does not depend on receipt of a financial contribution from the Town.	
Requests funds for the purchase of items or services that will assist event organizers in protecting the public health, safety and welfare.	
Recommend for Funding?	
If yes, dollar amount recommended:	
Signature of Panelist:	
Comments:	

**END OF EVALUATION MATRIX
APPENDIX B**

**TOWN OF AVON
SUPPORT FOR COMMUNITY EVENTS GRANT PROGRAM
SAMPLE GRANT AGREEMENT**

Appendix C

This Agreement is entered into on the *{date}* day of *{month}*, *{year}* by and between the Town of Avon and the Grant Recipient (“Recipient”) as indicated below:

Town of Avon	Grant Recipient
60 West Main Street Avon, CT 06001 Brandon Robertson, Town Manager	<i>{NAME OF ORGANIZATION}</i> <i>{ADDRESS}</i> <i>{NAME & TITLE OF AUTHORIZED SIGNATORY}</i>
c/o Ruth Checko, Director of Recreation & Parks (860) 409-4332 avonrec@avonct.gov	c/o <i>{NAME AND TITLE OF POINT OF CONTACT}</i> <i>{PHONE NUMBER}</i> <i>{EMAIL}</i>

1. Purpose of Agreement:

{INSERT PROPOSED USE OF FUNDS HERE, INCLUDE DATE OF THE EVENT}

2. Agreement Documents:

Agreement Documents include the following:

- a. The Agreement;
- b. The Recipient’s Support for Community Events Grant Application dated *{DATE}* as approved by the Town Council on *{DATE}*; and
- c. The Town’s Support for Community Events Grant Program Regulations

In the event of a conflict or inconsistency between or among these documents, the Agreement shall have the highest priority, the Regulations second priority and the Application the third priority.

Without limiting the foregoing, this Agreement incorporates by reference all of the General Requirements, Eligibility Criteria & Conditions set forth in the Regulations which shall be deemed as fully as part of this Agreement as if they were set forth in their entirety in this Agreement.

3. Grant Award:

The amount of the award shall not exceed *{AMOUNT OF AWARD}*.

4. Payment Terms & Conditions:

Funds may only be utilized for expenditures proposed in the Recipient's approved Application Form. Requests to change the use of the funding will not be considered or approved.

Funds will be released on a reimbursement basis. To receive reimbursement, the Recipient must submit a complete Reimbursement Request & Final Report Form within 60 days of the conclusion of the event.

The Recipient is responsible for any costs exceeding the amount of the grant award. Under no circumstances will the Town disburse more than the amount awarded under this grant. In the event the Recipient does not spend the funds within the term of the Agreement, the Town reserves the right to reallocate the funds for another purpose.

5. Term of Agreement

This Agreement shall be fully performed by the Recipient in accordance with the provisions of the Agreement, within sixty (60) days of the date of the event, unless extended in writing at the sole discretion of the Town and subject to the availability and appropriation of funds as certified by the Director of Finance. In no case shall an extension be granted that is longer than 60 days beyond the original term of the Agreement.

6. Records

The Recipient shall keep records of invoices and statements showing proof of payment. At any time, the Town may deem necessary, the Recipient shall make available such records and documents.

7. Hold Harmless, Indemnification, & Insurance

In exchange for the consideration given by the Town of Avon in awarding a Support for Community Events Grant to the Recipient, to the extent provided by law, the Recipient agrees that it shall not hold the Town of Avon responsible for any claims, damages, or injuries of any nature whatsoever that may arise from the activities specified in the Application Form. The Recipient further agrees to indemnify, defend and hold the Town harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties and expenses (including legal fees) that the Town may incur directly, or indirectly as a result of the use of the property, including without limitation claims, losses, etc. that may result from a claim by the Recipient or a member of the Recipient or by a third party, except due to the sole negligence of the Town.

The Recipient shall provide a Certificate of Insurance along with this signed Agreement with the following limits at minimum:

- General Liability – Each Occurrence - \$1 million; Personal/Advertising - \$1 million; General Aggregate - \$2 million.
- Workers Compensation Coverage shall be present if required by law.
- Motor Vehicle – for any motor vehicles used in performing the event activities with limits of at least \$500,000 per person and \$1 million per accident.

- The Town of Avon shall be included as “Additional Insured” on General Liability Coverage and listed as Certificate Holder in the appropriate certificate section.

The intention of this section is to specify minimum coverage and minimum limits of liability acceptable under the Agreement. However, it is the Recipient’s responsibility to purchase and maintain insurance of such character and in such amounts that will adequately protect it and the Town from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of the Agreement. The Recipient shall maintain this coverage for the duration of this Agreement and shall provide the Town with an updated certificate whenever necessary. Exceptions to the above requirements are subject to the sole discretion of the Town of Avon.

8. Submission of Required Paperwork and Documents

Two original copies of this Agreement will be provided to the Recipient. The Recipient should countersign both copies, return one to the Town c/o Ruth Checko, Director of Recreation & Parks, and keep one for its records.

In addition to the fully executed Agreement, the Town requires other documents and paperwork to be submitted with your executed Agreement. Failure to provide these documents to the Director of Recreation & Parks in a timely manner will delay reimbursement, and may result in the loss of a Recipient’s grant award. These documents are as follows:

- a. An insurance certificate that specifies the various policies required by the Town as detailed in Section 7 above.
- b. A W-9 form so that we may determine whether or not a 1099 form must be issued at the end of the calendar year. A copy is included for your use.
- c. A copy of the Recipient’s most recent IRS Form 990 or IRS Tax Exempt Determination Letter so that the Town may confirm the Recipient’s tax exempt status.
- d. The Town of Avon is encouraging vendors that receive payments for services to receive those funds by electronic funds transfer. Payments can be made in a timelier manner directly to the bank account you identify. This is optional. If you wish to sign up for this, please return the enclosed form.

In witness whereof the parties have hereto set forth their hands and executed this as an instrument under seal as of the dates indicated below.

FOR THE TOWN OF AVON:

FOR THE RECIPIENT:

Brandon Robertson
Town Manager

Name:
Its:

<u>Returned Paperwork/Documents</u> <u>(Internal Use Only):</u>	
	DATE REC'VD
Insurance Certificate	
W9	
Form 990/IRS Determination Letter	
EFT Authorization	

**END OF SAMPLE GRANT AGREEMENT
APPENDIX C**

TOWN OF AVON
SUPPORT FOR COMMUNITY EVENTS GRANT PROGRAM
REIMBURSEMENT REQUEST & FINAL REPORT FORM
Appendix D

REIMBURSEMENT GUIDELINES:

1. This is a reimbursement grant. The Recipient must demonstrate proof of payment and receipt of goods prior to seeking reimbursement from the Town.
2. This Reimbursement Request & Final Report Form must be attached over the original invoices. The Reimbursement Request section should list the items/services for which you seek payment and the actual costs.
3. Submit supporting original invoices in the same order as the itemized Reimbursement Request section.
4. If items are purchased on a debit or credit card, a copy of a paid invoice and a copy of the card used with the name of the individual and the last four digits of the card number is required for reimbursement.
5. If items are paid by check, provide a photocopy of the canceled check(s), front and back of a cleared check, along with the invoice.
6. If invoices contain items for reimbursement under this grant, and non-grant related items, the invoice should be highlighted to easily reference the items that are grant related.
7. The Town will directly pay the Recipient. It is the responsibility of the Recipient to pay for vendor services. The Recipient shall keep records of invoices and statements showing proof of payment.
8. When possible, the Town prefers to make payments via Electronic Funds Transfer. An EFT Form was provided to the Recipient with their Grant Agreement. The Recipient is responsible for keeping its banking information up to date with the Accounting Division.
9. In the absence of a signed EFT form, payment will be made in the form of a check to the Recipient's organization. Payments will not be made to individuals.
10. The Recipient is responsible for any costs exceeding the total grant award.
11. This form shall be signed by the Recipient's authorized signatory.

REIMBURSEMENT REQUEST:

Event Name:

Organization Name:

Name of Individual Completing this Form:

Amount of Grant Award:

List Enclosed Invoices for which Reimbursement is Sought:

Company Name	Description of Item or Service	Amount of Reimbursement
TOTAL REIMBURSEMENT REQUESTED*		

*Total Reimbursement shall not exceed amount of grant award

FINAL REPORT:

1. Describe the event. How did the actual event compare to the description that was included in your application? How did it differ?

2. How many people attended the event? About how many were Avon residents?

3. In your opinion, did the event meet its goals and objectives? How did the event address the goals and objectives of the Town’s Support for Community Events Grant Program? How did the event benefit the Town of Avon and its residents?

4. Do you plan to hold the event again? If so, how would you improve the event in the future?

5. Please detail your budgeted and actual expenses and revenues below. Attach a separate sheet if additional space is needed.

Expenses: Include expenses to be paid directly by the organizer to third party vendors. Costs shall not include valuations for volunteer hours or planning or implementing the event or in-kind Town services. Costs shall not include payment or reimbursement for applicant provided resources such as office space, staff or other operational expenses.		
Item	Budgeted	Actual
Total		

Income: Income shall include sponsorship dollars from third parties, grants, and any other source of revenue.		
Item	Budgeted	Actual
Total		

I certify that the information contained in this Reimbursement Request & Final Report form is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Signature: _____

Date: _____

**END OF REIMBURSEMENT FORM & FINAL REPORT
APPENDIX D**