



Metro East Park and Recreation District FY 2024 Event Sponsorship Grant Program Information and Application

Metro East Park and Recreation District (MEPRD) has allocated \$20,000 for the MEPRD FY 2024 Event Sponsorship Grant Program. Applications will be accepted between July 12, 2023 and May 31, 2024, or until the grant program funds are depleted. Grant requests are reviewed on a first come, first served basis. Check MEPRD's website for the remaining program fund balance at www.meprd.org/funding.

Event Sponsorship Amounts

- Grant requests shall not exceed 25% of the final total out-of-pocket event cost, an amount not to exceed \$2,500 for public organizations and \$1,000 for nonprofit organizations defined by IRS Code 501(c)(3).

Eligible Applicants

- Eligible applicants include public organizations and 501(c)3 organizations headquartered in MEPRD's jurisdiction or within 15 miles of MEPRD's jurisdiction.
- The applicant must be the Lead Event Host. The Lead Event Host must be clearly advertised as such at the event. No more than one Lead Event Host is allowed per application.
- Eligible applicants are limited to one event sponsorship grant award per MEPRD fiscal year (July 1- June 30). Awards are tracked by the "Award Notification Date" not the "Event Date."

What types of events are eligible?

Virtual and/or in-person walking, running, hiking, and/or biking events, to include biathlons and triathlons. In addition, eligible events must also meet the following criteria:

- In-person events must promote or make use of public parks, trails, or outdoor recreation facilities in Madison County and/or St. Clair County, IL. An in-person event utilizing public streets is also eligible. In-person events and the activities thereof must be located entirely within MEPRD's jurisdiction.
- Virtual events should, when feasible, encourage the use of public parks, trails, or outdoor facilities in Madison County and/or St. Clair County, IL for event participation. Virtual event activities must be located entirely within MEPRD's jurisdiction.
- Must be a one-day event or a multi-day event occurring on consecutive days. Generally, in-person events should not exceed three (3) consecutive calendar days; and virtual events should not exceed thirty-one (31) consecutive calendar days. Eligible events that surpass the 3-day (or 31-day) timeframe should be discussed with MEPRD staff, first, before applying.

- Residents of Madison and St. Clair Counties, IL must be the primary user target market for all events.
- All aspects of all events must comply with local, state, and federal COVID-19 regulations.
- Events must be open to the public, however entrance/participant fees are permissible.
- At least 10% of event net proceeds must go towards assisting/funding developments or improvements within any public park or along any public trail or towards assisting/funding public recreational programs. Said developments, improvements, or programs must be completed within Madison or St. Clair Counties in Illinois within nine months after the MEPRD grant-funded event. A program is considered to be a set of activities with a long-term aim; therefore, hosting/funding other single, special events does not satisfy these requirements.
- If your organization is approved for an Event Sponsorship Grant from MEPRD you must provide acknowledgement of MEPRD's support in relevant marketing materials and giveaways. Examples include, but are not limited to, recognition on signs, t-shirts, flyers, social media, news articles, publications, etc. A vector version of MEPRD's logo can be downloaded at www.meprd.org/about.
- Grant applications must be submitted 45 days to nine months prior to the event date.

When will the grant be received?

- A reimbursement packet must be submitted for review and approval by MEPRD within 45 days following the event for reimbursement to occur.
- Final reimbursement amount is dependent on documentation of actual event costs and compliance with above criteria. Grant awards are conditional on the event actually taking place, regardless of event cancellations due to inclement weather, lack of participation, or any other foreseen or unforeseen occurrence.

What types of events are ineligible for an MEPRD event sponsorship grant?

- Political/religious programs, picnics, parades, fireworks, entertainment festivals/events, concerts, memorials, conferences, exhibits, photo contests, fundraising meals, testimonials, or similar events.
- Any event that does not have physical activity as the primary objective for event participants.
- Individuals, families, or teams (scholarships, stipends, fellowships, personal assistance, sponsorships).
- Events that discriminate on the basis of race, gender, religion, or sexual orientation.
- Any event or activity not listed within the eligible events line item listed above.

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Metro East Park and Recreation District
FY24 Event Sponsorship Grant Program Information and Application

Please complete the application in full. Incomplete applications will not be considered.

1. Lead Event Host (only one): _____
2. Event Name: _____
3. Event Date(s): _____
4. Event Location: _____
5. Whose facilities/trails are being used for the event? If not owned by applicant, attach written approval from these entities: _____
6. Attach a line item expenditure budget to this application showing the expected out-of-pocket event costs for the Applicant; the value of donated: time, labor, materials, supplies, and equipment should not be included in this total.
Estimated Event Cost: \$ _____
7. The event sponsorship request is limited to no more than 25% of line 6, in accordance with the limitations below. No portion of this amount should be budgeted as profit. Please check one of the following:
 Event Host is a public entity eligible to receive up to \$2,500
 Event Host is a nonprofit entity eligible to receive up to \$1,000
MEPRD Event Sponsorship Request: \$ _____ which is _____ % of line 6.
8. Lead Event Host FEIN: _____
9. Lead Event Host Address: _____
10. Contact Person Information:
 - a. Contact Name: _____
 - b. Office Phone: _____ Cell Phone: _____
 - c. Email: _____
11. List other event sponsors: _____
12. How will MEPRD be advertised/featured at the event (note that documentation must be provided in your reimbursement request): _____

13. Please describe the event and how it meets the criteria listed in MEPRD's application:

14. At least 10% of event net proceeds must go towards the funding of project-specific developments or improvements within any public park or along any public trail; or towards funding public recreational programs, which must be completed within Madison or St. Clair Counties in Illinois within 9 months after the MEPRD grant-funded event. Hosting/funding other special events does not satisfy these requirements.

_____ % of the Event's Net Proceeds will go to _____
for _____.

Please describe in detail the project or program above that will benefit from the sponsored event. Details should include who, what, when, where, how, and cost. Permission must be granted by the recipient of such improvements, developments, or assistance. **Attach confirmation of permission to this application; if recipient is the applicant, include a letter of support from governing board or executive.**

Metro East Park and Recreation District
Certification Statement and Indemnification Agreement/Release

I certify that I am duly designated to represent the Lead Event Host, a.k.a. the Applicant, as well as the Event, that the information presented in this event sponsorship grant application and related attachments is true and correct, and that the Lead Event Host listed below is the exclusive Lead Event Host for the Event.

I certify that if selected to receive a Sponsorship Grant, said Lead Event Host will provide advertising for MEPRD and will only use funds for the approved Event and in compliance with MEPRD's requirements listed in this sponsorship application.

I certify that if selected to receive a Sponsorship Grant, said Lead Event Host will contribute the percentage of net proceeds specified by the Lead Event Host in this Application ($\geq 10\%$ of the event net proceeds) to assist in the development of parks, trails, and/or recreational programs within Madison or St. Clair Counties in Illinois, as specified in this sponsorship application.

I further certify understanding that a reimbursement packet must be submitted for review and approval by MEPRD within 45 days following the event for reimbursement to occur, and that the final reimbursement amount is dependent on documentation of actual event costs and compliance with criteria outlined herein and is conditional on the event actually taking place, regardless of event cancellations due to inclement weather, lack of participation, or any other foreseen or unforeseen occurrence.

In addition, the undersigned agrees to indemnify and hold MEPRD harmless from any claim, cause of action, suit or complaint for damages or injuries, including death, arising out of the Event and/or the participation therein or use thereof, and the undersigned further releases MEPRD from any claim, cause of action, suit, or complaint for damages or injuries, including death, arising out of the Event and/or the participation therein or use thereof.

The undersigned acknowledges and represents that he/she has the authority and permission to execute this Certification Statement and Indemnification Agreement/Release and to bind the undersigned Lead Event Host thereby:

Name of Lead Event Host: _____

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

Submit completed application and detailed expense budget to: Metro East Park and Recreation District
Attn: Grant Coordinator
104 United Drive
Collinsville, IL 62234