



Community Grant Application

General Information Sheet

How To Apply

1. Obtain an application from the Economic Development Office at City Hall.
2. The community grant max award is \$500.00 per City Fiscal Year (May 1 - April 30)
3. Fully complete the application along with any other pertinent documents to the Economic Development Office located at 108 E Main St. Casey, IL 62420.
4. Carefully address the evaluation criteria.
5. The Committee should receive the application **sixty (60) days prior-to** the planned event date when possible. Any application received later than 60 days may be tabled until the next meeting. It is mutually advantageous to have the application acted upon up to six (6) months prior to the planned event date.
6. A representative from the sponsoring group applying for the funds **MUST** attend the application review at the City Council Meeting.
7. Submit evidence seeking additional funding sources, such as foundations, sponsors, matching grant programs, Department of Commerce and Community Affairs, Illinois Bureau of Tourism, etc.
8. Applicants must make an appointment with the Economic Development Director prior to submitting the application for evaluation of the application. Applicants can expect this to be a 10-15 minutes.

Evaluation Criteria

Grant application for the City of Casey event fund shall be evaluated primarily on the following terms:

1. The event compliments the best interest of the Casey Community.
2. The event or donation sought must occur within the city limits of Casey.
3. Provides economic opportunities for Casey Businesses.
4. Be proposed by an organization (or individuals) that has/have an established history of successful accomplishments.
5. Be innovative in the promotion of the Greater Casey Community.
6. Enhances the visual environment that results in lasting positive impressions of the community.

Reporting

A follow-up report of any monies from the grant **MUST** be received within sixty (60) days after the event or money is received.

The follow-up summary is attached. Said report will consist of actual financial statements, samples of promotional materials, event statistics and/or the usage of grant money in the Casey Community



Reporting:

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Community Grant Application

Name of Organization: _____

Contact Person: _____

Address: _____ Telephone: _____

Date of Event: _____ Name of Event: _____

How Event or Donation Requested Promotes Casey

How does your event or donation sought promote Casey?

Does your event attract non-residents? If yes - how?

If your application were accepted, how would the funds granted be used?

Please attach a financial statement for your event OR organization.

Statement of Assurances

Any funds received under this grant will be used for the purposes described in this application. The figures, facts, and representations in this application are true and correct to be best of my knowledge.

Name (Please Print): _____

Signature: _____

Date: _____ Title or Office Held: _____

