

**Agenda**  
**Village of Glen Ellyn**  
**Village Board Workshop**  
**Monday, August 8, 2011**  
**7:00 P.M. – Galligan Board Room**  
**Glen Ellyn Civic Center**

1. Call to Order
  
2. Community Grant Program Recommendation – Assistant to the Village Manager Schrader
  
3. Village Links Facility Master Plan – Recreation Director Pekarek
  
4. Other Items?
  
5. Adjournment

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MEMORANDUM

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TO: Mark Franz, Village Manager *MF*

FROM: Kristen Schrader, Assistant to the Village Manager – ADM *KS*

DATE: August 3, 2011

RE: Community Grant Program - UPDATE

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**Background**

Review of Community Grant Program applications was originally scheduled for the Village Board Workshop on July 18, but was rescheduled due to other pressing issues at the Board level. The Selection Committee is again prepared to present its funding recommendation to the Village Board at the August 8 Board Workshop.

**Issues**

On July 18 the Village received a revised grant application from the Glen Ellyn Historical Society requesting grant funding in the amount of \$25,000 for assistance with the Executive Director salary. The revised application is attached. The Selection Committee considered the revised application with the 17 other applications originally received at a meeting on August 2. Following additional discussion on the grant applications, the Committee unanimously agreed to maintain its original funding recommendation. This recommendation continues to be based upon the scorecard developed for the program, as well as discussion at the Selection Committee level.

Attached to this memo is an updated chart showing the committee's funding recommendation. It has been revised from the chart originally provided to the Board to include the Selection Committee's average score for each application, as well as past funding levels for organizations. The chart demonstrates that while the committee did take into consideration the application score, other factors came into play during the discussion. Additional factors considered include whether the Village should fund an organization that is already supported by a separate government (Western DuPage Recreation), and the level of funding support already provided by the Village to the organization (Glen Ellyn Historical Society). I would be happy to answer any questions you or the Board may have on the funding recommendation prior to Monday's presentation.

**Action Requested**

The Village Board is requested to review the Selection Committee's recommendation for community grant funding and provide direction regarding the distribution of the funds.

**Recommendation**

The Selection Committee recommends distribution of funding according to the attached chart.

**Attachments**

- Updated Proposed Organization Funding Chart
- Schedule of Contributions to Community Groups FY 03-12
- Revised GEHS Grant Application
- Schedule of Contributions to Historical Society
- Community Grant Program Memo, dated 7/12/2011

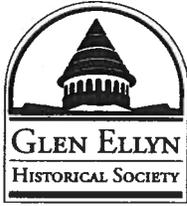
cc: Larry Noller, Interim Finance Director  
Andrew Letson, Administrative Intern  
Becky McCloskey, Finance Commissioner

<b>Community Grant Program</b>			
<b>Organization</b>	<b>Amount Requested</b>	<b>Average Score</b>	<b>Recommended Amount</b>
4th of July Committee	\$ 6,000.00	86	\$ 6,000.00
DuPage Senior Citizens	\$ 10,000.00	85	\$ 2,000.00
Western Dupage Rec.	\$ 1,500.00	84	\$ -
Bridge Communities	\$ 5,000.00	84	\$ 3,000.00
NAMI	\$ 3,000.00	84	\$ 2,000.00
G.E. Children's Resource	\$ 5,000.00	81	\$ 5,000.00
Family Shelter Service	\$ 5,000.00	81	\$ 2,500.00
Teen Parent Connection	\$ 3,000.00	80	\$ 1,500.00
Supplies 4 Success	\$ 5,000.00	79	\$ 1,000.00
PADS	\$ 15,000.00	79	\$ 2,000.00
Lions Club	\$ 7,500.00	78	\$ 2,500.00
G.E. Historical Society	\$ 25,000.00	77	\$ -
G.E. Food Pantry	\$ 2,500.00	75	\$ 2,500.00
People's Resource Center	\$ 5,000.00	72	\$ -
Jack Marston Fund	\$ 1,992.00	69	\$ -
Wheaton Orchestra	\$ 5,000.00	62	\$ -
ESSE	\$ 3,000.00	55	\$ -
Friends of G.E. Library	\$ 10,000.00	54	\$ -
<b>Total</b>	<b>\$ 118,492.00</b>		<b>\$ 30,000.00</b>

Village of Glen Ellyn  
 Schedule of Contributions to Community Groups  
 Last 10 Fiscal Years

	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
	<u>Actual</u>	<u>Budget</u>								
Economic Development Corporation	126,897	147,422	156,890	163,200	185,672	187,732	196,784	224,520	274,572	70,000 <sup>1</sup>
Downtown Glen Ellyn Alliance	-	-	-	-	10,000	12,500	10,000	20,000	20,000	110,000
GE Youth & Family Counseling	31,500	26,500	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
GE Historic Preservation Commission	-	-	1,690	2,078	10,080	9,700	20,000	20,000	10,194	20,000
Glen Ellyn Environmental Commission	-	-	-	-	-	-	-	-	2,000	1,000
<b>Community Grants Program</b>	-	-	-	-	-	-	-	-	-	<b>30,000</b> <sup>2</sup>
GE Historical Society	17,500	18,000	15,000	20,000	25,000	25,000	35,000	20,000	25,000	-
Anima	15,000	12,000	10,000	12,000	10,000	10,000	10,000	-	-	-
Fourth of July Committee	4,000	4,000	5,000	5,000	6,000	8,000	6,000	1,000	5,000	-
DuPage Senior Citizens Council	-	-	-	-	-	5,000	5,000	-	2,000	-
Glen Ellyn Children's Resource Center	-	-	-	-	-	-	5,000	5,000	5,000	-
GE Media Foundation	79,000	80,000	71,000	-	-	-	-	-	-	-
GE Festival of the Arts (Jaycees)	<u>3,500</u>	-	-	-	-	-	-	-	-	-
<b>Total Village Contributions</b>	<u>277,397</u>	<u>287,922</u>	<u>284,580</u>	<u>227,278</u>	<u>271,752</u>	<u>282,932</u>	<u>312,784</u>	<u>315,520</u>	<u>368,766</u>	<u>256,000</u> <sup>3</sup>

1. EDC was advance funded \$55,000 in FY11
2. FY12 amount my apply to groups below as approved by Village Board.
3. Lower amount in FY12 as a result of advance funding EDC in FY11 and reallocation of funds to other economic development programs.



July 18, 2011

Ms. Kristen Schrader  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, IL 60137

Dear Kristen

Pursuant to our conversation last Friday, I am revising the Glen Ellyn Historical Society request for Community Grant funds.

The Glen Ellyn Historical Society is in desperate need of operational funds to continue providing tour, education, research and collection activities that benefit everyone in Glen Ellyn. As you know, in our proposed GEHS/Village Agreement \$25,000 was requested to offset approximately half the salary of our Executive Director. You indicated this was not a commitment the Village was prepared to make at this time.

It is our hope that all, or a portion, of the \$25,000 could be provided through the Community Grant. An Executive Director is vital to the function of the Society and that salary is approximately two-thirds of a very tight budget.

The Society has a proven history of successful fund raising, having paid over \$2,000,000 to the Village for property acquisition. Our plan is to use those same fund raising energies to create an endowment fund that will take the GEHS into a financially secure future. However, such fund raising is a slow process and financial assistance is paramount until our fund can provide adequate support.

As an organization that provides services to the entire community while preserving Glen Ellyn's history for future generations, I believe we are more than qualified to be a grant recipient.

Thank you Kristen for giving me the opportunity to amend our original application. I will see you at the Board workshop this evening. Please call with any questions.

Sincerely

Jane Rio  
Interim Executive Director

Village of Glen Ellyn  
 Schedule of Contributions to Historical Society

	FY11 <u>Actual</u>	FY12 <u>Budget</u>
Historical Society Direct Contribution	25,000	-
Maintenance and Support of History Park	<u>30,661</u>	<u>51,900</u>
<b>Total Village Contributions</b>	<b><u>55,661</u></b>	<b><u>51,900</u></b>
Less Legal Costs	(8,593)	(1,000) <sup>1</sup>
Less Utility Costs	(17,820)	(10,000) <sup>2</sup>
<b>Total Adjusted Village Contributions</b>	<b><u>29,248</u></b>	<b><u>40,900</u></b>

1. FY11 legal cost primarily due to 814-816 Main tenant issues.
2. Utility costs projected to be lower in FY12 due to no residential tenants in 814-816 Main. Some utility costs were reimbursed by tenants.

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## MEMORANDUM

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**TO:** Mark Franz, Village Manager  
**FROM:** Kristen Schrader, Assistant to the Village Manager – ADM  
**DATE:** July 12, 2011  
**SUBJECT:** Community Grant Program

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### **BACKGROUND**

The Village has funded local community groups that provide critical services through grants from the Village's Special Programs Fund for many years. In the past, the funding process has included the submission of funding request materials, presentations by the groups to the Village Board at a Special Village Board Budget Workshop, and Village Board discussion. This process was seen as rather inefficient, and as a result, the Finance Commission was asked to review the process in 2010 and identify inefficiencies that could be eliminated. The Commission discussed this request at a number of meetings, and provided the attached recommendation letter to the Village Board. To sum up, the recommendation included folding the Special Programs Fund into the General Fund and advertising the grant process so all interested community groups could apply for funding.

To this end, Village staff created the new Glen Ellyn Community Grant Program, and announced the availability of grant funding for local not-for-profit organizations in early May 2011. The Program seeks to enhance the quality of life of Glen Ellyn residents by providing annual funding opportunities to organizations that provide critical services to residents. Grants may support a range of programs related to education, social services, physical and mental health, safe and positive living environments, environmental and natural resources, community events and arts. In order to be eligible for the program, organizations must be classified as tax-exempt 501(c)(3) organizations by the Internal Revenue Service and provide direct services to the residents of the Village of Glen Ellyn.

### **ISSUES**

Grant applications were due by June 13, 2011 and were subsequently reviewed by the Selection Committee appointed by Interim Village Manager Terry Burghard. The Selection Committee consisted of Interim Finance Director Larry Noller, Administrative Intern Andrew Letson, Finance Commissioner Becky McCloskey and myself.

Total funding available in the FY 2011/12 Village Manager's Office Budget for community grants is \$30,000. The Village received funding applications from 18 Glen Ellyn organizations for a variety of programs and services. The grant applications received combined for a total of \$106,352 in funding requests, or \$76,352 over the amount available.

Grants were scored individually by members of the Selection Committee based on the attached scorecard. The scorecard looked at a variety of criteria for each application, including scope of project, community-wide benefit, unduplicated opportunity, definable solution, innovation,

leveraging of funds, longevity and financial and management responsibility. The Committee then met to discuss the grant applications, utilizing the scores to arrive at recommendations as to which grants should be funded and at what level. The attached chart indicates the Selection Committee's recommendations for funding in FY 11/12. All grants are awarded on an annual basis, and all organizations will be notified of the Village's funding decision via letter.

Please note that the 4<sup>th</sup> of July Committee is being recommended as a recipient of grant funding, however they currently are in the process of seeking 501(c)(3) status, with hopes of being recognized in 2012.

**ACTION REQUESTED**

The Village Board is requested to review the Selection Committee's recommendation for community grant funding and provide direction regarding the distribution of funding.

**RECOMMENDATION**

The Selection Committee recommends distribution of funding according to the attached chart.

**ATTACHMENTS**

- Proposed Organization Funding Chart
- Finance Commission Chairman Recommendation
- Community Grant Program Overview
- Grant Program Scorecard
- Village Manager's Office Budget and Footnotes
- Applications Received

cc: Larry Noller, Interim Finance Director  
Andrew Letson, Administrative Intern  
Becky McCloskey, Finance Commissioner