

**City of Naperville**

**Community Arts with a 501(c) - SECA Application CY2025**

**Before you Begin**

Please refer to the Special Events & Community Arts (SECA) Fund Policy and Procedures Manual for a complete list of eligibility and application requirements. The manual may be downloaded on the City's website.

By submission of this application, you are certifying that to the best of your knowledge and belief, data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations applicable to the City of Naperville SECA program. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act.

**Eligibility Quiz**

**Yes**

Is the sponsoring organization a non-profit 501(c)(3) or recognized by the State of Illinois as a non-profit organization?

Is your project/program located within incorporated Naperville?

Is your project/program going to be held in the current SECA funding cycle?

Can you confirm your project/program will not promote religion or a religious organization?

Have you read the SECA Fund Policy and Procedures Manual?

Have you attended one of this year’s mandatory SECA fund workshops?

You must check **Yes** to each item on this list in order to be eligible for SECA funding from the City of Naperville.

If you have questions regarding your eligibility or this application form, please contact:

Miranda Barfuss

Community Grants Coordinator

630-305-5315

barfussm@naperville.il.us

**Section 1: General Information**

Artist/Group Name: Click or tap here to enter text.

Title of Grant Request: Click or tap here to enter text.

Tax ID Number (FEIN): Click or tap here to enter text.

Is your organization required to file a Federal 990 form? Choose an item.

Organization Primary Contact:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

**Section 2: Performance Art Grant Request and Applicant Details**

**2.1 Organizational History**: Provide a brief description of the organization, including: (a) brief history, (2) number of years in existence, (c) mission statement, (d) provide a link to past performances.

Click or tap here to enter text.

**2.2 Request Details:** Provide the details regarding the program, including: (a) title and description, (b) date of the program, (c) location of the program, (d) anticipated attendance, (e) number of years the program has existed.

Click or tap here to enter text.

**2.3 Cost:** Provide the details regarding the program cost, including: (a) total cost of the program, (b) total SECA grant funding requested, (c) funding for capital purchase (if applicable), (d) expected life of capital purchase (if applicable), (e) number of years this request has received a SECA grant, (f) if a SECA grant has been awarded in the past, please list the award amounts for the last 3 years.

Click or tap here to enter text.

**2.4 Supplemental Funding:** Explain why supplemental funding is necessary for the program.

Click or tap here to enter text.

**2.5 Self-Sustainability:** Describe your plan to make the program self-sustaining and in a position to no longer need SECA funding.

Click or tap here to enter text.

**Section 3: Physical Art Grant Request and Applicant Details**

**3.1 Organizational History**: Provide a brief description of the organization, including: (a) brief history, (2) number of years in existence, (c) mission statement.

Click or tap here to enter text.

**3.2 Request Details:** Provide the details regarding the project, including: (a) title and description of the project, (b) artist(s) involved, (c) location of the project, (d) estimated completion date, (e) proposed installation and decommission dates, (f) scope/dimension of the project, (g) materials to be used.

Click or tap here to enter text.

**3.3 Cost:** Provide the details regarding the project cost, including: (a) total cost of the project, (b) total SECA grant funding requested, (c) number of years this request has received a SECA grant, (f) if a SECA grant has been awarded in the past, please list the award amounts for the last 3 years.

Click or tap here to enter text.

**3.4 Supplemental Funding:** Explain why supplemental funding is necessary for the program.

Click or tap here to enter text.

**3.5 Self-Sustainability:** Describe your plan to make the program self-sustaining and in a position to no longer need SECA funding.

Click or tap here to enter text.

**Section 4: Impact to the Naperville Community**

**4.1 Artist/Organization Objectives:** Explain (a) the specific objectives to be achieved, (b) how the objectives will be tracked and evaluated, (c) how the objectives of the request support the SECA mission of assisting the City in furthering special events and artistic cultural experiences that support an inclusive community that values diversity for Naperville and its visitors, (d) the target audience for the project/program, (e) how the success of reaching your target audience will be measured, (f) whether the project/program is open to the public and if not, provide a reason why,(g) what the cost is to attend/view.

Click or tap here to enter text.

**4.2 Accessibility:** Describe the project/program accessibility plan (if applicable).

Click or tap here to enter text.

**4.3 Waste Reduction:** Describe plans to reduce waste by recycling and/or composting, including signage, procurement policies for event materials and supplies, and any giveaway policies that promote the use of durable items as appropriate.

Click or tap here to enter text.

**4.4 Transportation Plan:** Describe transportation options available to attendees (e.g. bicycle-friendly, walking-friendly, close to public transportation, etc.)

Click or tap here to enter text.

**4.5 Clean Energy Plan:** Describe any on-site event energy usage and the fuel source used (e.g. electricity, diesel generators, biodiesel generators, solar power, etc.)

Click or tap here to enter text.

**Section 5: Finance Details**

Note: All budgets must be reviewed by the applicant for accuracy prior to submission. The application will not be considered if the budget section is inaccurate or not completed.

The documents below must be submitted with the application:

* Budget worksheet
* Nonprofit status documentation
* Most recent completed agency audit or annual financial statement
* Federal Form 990 (if required to file)
* Governing body authorization
* Disclosure of Interest

**Section 6: Conflict of Interest**

Applicants must disclose whether any Director, Board Member, or employee of the applicant/organization receiving funds has a family interest, employment interest, or ownership interest in the applicant/organization’s use of SECA Grant funds being requested. Family interest, employment interest and ownership interest are defined in 1-13-1 of the Naperville Municipal Code.

For example: If an applicant owns a web design firm and is applying for a SECA Grant for work being done by that firm, the interest must be disclosed. If an applicant is also an artist or receives an honorarium, the interest must be disclosed.

**6.1 Do any of the employees or parties listed above have a family interest, employment interest, or ownership interest in the applicant’s use of the SECA funds requested?**

Choose an item.

**6.2 If you selected Yes to the item above, please describe the conflict(s) below.**

Click or tap here to enter text.

**Section 6: Required Documentation**

All applicants are required to submit the following documentation, if applicable.

Attachment A – Nonprofit Status Document

*Determination of 501(c)(3) or Registered Non-Profit status*

Attachment B – Most Recent Financials

*Attach your most recently completed audit or annual financial statement*

Attachment C – Budget Worksheet

*Attach your completed Budget Worksheet*

Attachment D – Federal Form 990

*Attach your most recent Federal 990 form (if required to file)*

Attachment E – Governing Board Authorization

*Attach a resolution or written endorsement by your governing body authorizing this application*

Attachment F – Insurance

*Attach insurance or permits applied for through the City of Naperville*

Attachment G – Resume

*Attach resume of the proposed artist(s)*

Attachment H – References

*Attach three professional references for the proposed artist(s)*

Attachment I – Samples of Past Work

*Attach samples of past work*

Attachment J – Physical Art

*Attach sample, model, photograph or drawings of the proposed art*

Attachment K – Site Plan/Landscaping Plan

*Attach plan for proposed placement of art, orientation of the art, distance in measurement between the piece of art and public streets, location of trees and shrubbery, and types of trees*

Attachment L – Maintenance Plan

*Attach instructions for routine preservation and long-term preservation of the art*

Attachment M – Written Statement

*Attach written statement by the artist of the valuation of the art*

Attachment N – Property Owner Agreement

*Attach agreement with private property owner*

Attachment O – Disclosure of Interest

*Attach any additional documentation needed to disclose conflicts of interest*