



Town of Erie

Grants to Community Organizations Policy & Procedures

Effective Date: April 9, 2013	Revision Date: August 12, 2022	Prepared By: Amy Teetzel Director of Administrative Services & Operations
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Policy Purpose: The purpose of this policy is to set a uniform process by which community organizations may apply to the Town for financial support of projects, programs, and events. This policy assumes an annual cycle to allow for appropriate budgeting and planning.

Definitions:

- **Town Event** – A Town Event is funded, organized, hosted, and produced by the Town of Erie. All Town Events will be advertised and promoted through all the Town's promotional channels to the extent practicable.
- **Town Sponsored Event** – A Town-Sponsored Event is produced in Erie for the benefit of Erie residents and visitors to Erie and is funded in whole or in part by the Town of Erie. Funding for Town-Sponsored Events appears in the adopted Town budget. For all Town-Sponsored Events, the Town is clearly represented as a sponsor of the event in all marketing collateral produced by the event organizer. The event organizer will be afforded In-Kind Promotional Opportunities to the extent practicable in addition to any authorized funding.
- **Town Endorsed Event** – A Town-Endorsed Event is produced in Erie for the benefit of Erie residents and visitors and is not funded by the Town but is recognized by the Board of Trustees as meeting the Award Criteria for Grants to Community Organizations and is therefore eligible for In-Kind Promotional Opportunities.

Limitations and Special Provisions:

The Town Council has certain statutory and fiscal limitations on the aggregate amount of municipal funds it can set aside for donations to community projects. The aggregate amount of Grant Awards available to disseminate on behalf of all applicants is dictated by the amount appropriated by the Board during the annual budget preparation process. This amount may vary from budget year to budget year according to priorities and available revenues.

The Town is precluded from donating funds or In-Kind Promotional Opportunities to any religious organization.

Depending upon the characteristics of the project or event, the Town's participation may necessitate appropriate insurance coverage be provided by the applicant. The Town of Erie Partnership and Sponsorship Guidelines (Resolution 21-095) governs the policies and guidelines relating to Sponsorship Agreements.

Eligibility:

Eligibility is restricted to applicants that are recognized community service organizations, organized and federally designated for tax purposes as non-profit corporations, and/or chartered chapters of state or national lodges or service organizations that engage in charitable or community service activities, and public schools located in Erie.

The Town will *not* sponsor, endorse, or provide In-Kind Promotional Opportunities for activities or events produced and/or promoted by:

- Religious or political organizations
- Commercial enterprises whose business is substantially derived from the sale or manufacture of tobacco products
- Individuals or commercial enterprises having past, present, or pending business agreements or associations with the Town, if a sponsorship, endorsement, or in-kind promotional support would have an appearance of impropriety
- Businesses that are subject to regulation or monitoring by local, state, or federal law enforcement agencies, including the Erie Police Department, for regulatory compliance (e.g., sex shops, pornography, massage facilities, gun shops, manufacturers or sellers of firearms or weapons, gambling and/or sports betting)

Type of Grants:

The Grants to Community Organization Program has two categories of grants that are funded on an annual basis: Events and Health and Human Services Programs. The level of funding authorized by the Board will determine the number of overall grants funded for that fiscal year.

Applications:

Grant requests must be completed via an on-line application that is available **September 1 through November 30** each year. All requests will be processed and reviewed by the Grants to Communities Committee, which will submit a recommendation to the Town Council for final approval.

Grant recipients will be notified by January 30 of their award and any reporting requirements.

Award Criteria:

All applications for Grant Awards and In-Kind Promotional Opportunities will be reviewed based on how well the application demonstrates the proposal will benefit the Town's residents in relation to any or all of the following general criteria:

- Promotion of commerce, industry, and social equity
 - Celebration of the Town's culture, history, or heritage
 - Observance of local, regional, or national historic dates or events
 - Contribution to the public good in areas of education, safety, health, welfare
- Recreational activities
 - Expected number of people who will participate or benefit from the program, event, or activity
 - Consistency of the applicant's goals with the Town's character, values, and service priorities
 - The applicant's historical participation and association with community projects, events, and continued willingness to participate
 - The operating and maintenance costs associated with the proposed project
 - Anticipated public perception of the association of the Town and the proposed project
 - The applicant's regard for and demonstrated success in environmental stewardship, sustainability, accessibility, cultural responsiveness, and diversity, equity, and inclusion (DEI)

This policy is hereby approved and adopted on this 1st day of March, 2024.

DocuSigned by:

Malcolm Fleming

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Malcolm Fleming, Town Manager

Revision history on following page

Revision History

Date of Change	Responsible Party	Summary of Change(s)
July 2022	Amy Teetzel	<ul style="list-style-type: none">- Updated reference to Sponsorship Marketing Policy (Res. 21-095)- Added reference to two types of grants- Updated application process to reflect defined dates and annual funding- Removed reference to any out-of-cycle requests- Removed reference to private for-profit organizations seeking financial or in-kind support being considered on a case by case basis by the Board of Trustees- Added reference to DEI as part of award criteria review
March 2024	Amy Teetzel	<ul style="list-style-type: none">- Updated "Town Administrator" to "Town Manager" and "Board of Trustees" to Town Council" required by adoption of Home Rule Charter