

SPECIAL SERVICE AREA EVENT GRANT PROGRAM

Intends to assist events that energize downtown including Collins and Cass Street merchants.

➔ PROVIDING FUNDS DIRECTLY TO BUSINESSES

The Joliet City Center Partnership created the Special Service Area (SSA) Event Grant Program to assist events that energize downtown including Collins and Cass Street merchants, provide cultural enhancement of the SSA, and brand Joliet as a place of vitality, community, culture and entertainment. The desired outcome is a comprehensive offering of diverse, high-quality events that provide compelling reasons to come downtown. The funding of this and other event support work demonstrates the CCP's commitment to investing funds in support of events and programs that create retail activity, cultural vitality, and positive exposure for the SSA.



➔ ASSISTANCE AVAILABLE AND REQUIREMENTS

Applications should be provided at least three months prior to the event date. The grant application will be reviewed by the Marketing Committee and approved by the CCP board according to the evaluation criteria and the amount of money available at the time of review. The board reserves the right to decline any application for any reason. Once approved, it is the responsibility of the grantee to provide an invoice for the approved grant amount as well as a completed W9 form. If the event is canceled or moved outside of the SSA, the CCP should be informed immediately and be reimbursed within 60 days. This program provides grants of up to \$1,000 per event for ticketed events and up to \$1,500 for free admission events. Grants can be used for up to 50% of the event's budget.

➔ THE GRANT FUNDS ARE DESIGNATED FOR EVENTS THAT:

- Create retail activity and a positive economic impact to special service area merchants.
- Are well attended
- Are unique events that are different than what is offered by other communities, and which serve to distinguish the special service area in Joliet. They enhance and support the special service area brand and bring national or regional attention to the area.
- Invite a diverse audience to the special service area.

The following statement and/or CCP logo must be incorporated on all printed material and/or television/radio marketing: "Funding provided in part by the Joliet City Center Partnership". Failure to include statement or logo will result in loss of grant funds.

2026 EVENT GRANT APPLICATION



Event Name:

Organization:

Event Date:

Funding will be based off the following criteria. Please check each that apply.

- The event will be open to the public. (Required)
- The event is being held within the Special Service Area boundaries (Required).
- An event permit has been submitted with the City of Joliet. (Required when using public property and/or city resources)
- The event demonstrates a strong commitment to maximize the use of special service area merchants (restaurants/bars, retailers, and other businesses). (Required)
- The event will benefit 3+ special service area businesses.
- Funds are intended for verifiable program expenses such as rental fees, performers, promotional materials, etc. (Required) Funding for administrative purposes (salaries, agency overhead, etc.) is not eligible for grant funds
- An event budget has been included with this application (Required). This information will only be shared internally.
- The event is free to attend.
- The funds are needed for the event to proceed.

➔ Grant Submittal Info:

Grant applications should be submitted a minimum of 90 days before the event date. The completed application form, along with the event budget, should be emailed to **Emmanuel.Lopez@jolietchowndowntown.com**. The City Center Partnership may request a meeting, additional information, suggest changes to the application, or let an organizer know if it does not qualify for these funds. Once the application is ready to proceed, the CCP will bring the application to the Marketing Committee for evaluation and a funding recommendation. The CCP board will review the grant recommendations on a monthly basis. Awards are considered on a "first-come, first-serve" basis. No event is guaranteed funding.

Please submit the application to: **Emmanuel.Lopez@jolietchowndowntown.com** a minimum of 90 days in advance of the event. An event budget must be included. Applicants can expect a response from the CCP no more than 45 days after submittal.



➔ **Event Details**

Organization: _____ For profit or Non-profit: _____

Main Contact Person/Event Coordinator: _____

Email Address: _____ Phone Number: _____

Event Name: _____ Event Date: _____

Location and Address: _____

Is it a recurring event? _____ Estimated Attendance: _____

Has a City of Joliet Event Permit been submitted? _____

Will there be street closures? _____ If yes, list streets and times: _____

Describe the event and the audience your organization is trying to attract: _____

How do you plan to use CCP grant funds? Please attach an itemized budget for your event. _____

How will this event be marketed? _____

Has the organization obtained event insurance? _____

What SSA businesses will be involved in or positively impacted by the event? _____

Requested Funding (Max \$1,500) _____ Total Event Budget: _____

For pre-existing events only: Please describe any changes planned for this year's event in regards to new additions, changes to layout, price, etc. _____

By submitting an application, the applicant certifies that all the information included in this application is correct and that event insurance will be obtained.

Executive/Manager Name: _____ Signature: _____