

**PUBLIC**  
**Grant Program Policy**

*People Uniting for the Betterment of Life  
and Investment in the Community*

**March 2015**

**VILLAGE OF GERMANTOWN, WISCONSIN**

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**VILLAGE OF GERMANTOWN PUBLIC GRANT PROGRAM**

The Village Board recognizes the importance of providing Village support for Community fundraising events and gatherings, which in turn support and promote the public purposes of improving the general quality of life, economic growth, increased tourism, recreation, recognition of fine arts, charitable aid and many others that are both tangible and intangible, in order to make the Village of Germantown a better place in which to live and work. In furtherance of that recognition, the Village Board has adopted this *People Uniting for the Betterment of Life and Investment in the Community* (“PUBLIC”) Grant Program.

**PURPOSE**

The Village Board urges the private sector, businesses, institutions, organizations and individual citizens alike, to increase their roles in Community activities to further the public purposes set forth above and to assist the Village in its obligation to regulate such event(s) and gathering(s), so that impacts on operating budgets of Village departments can be minimized. As an incentive to such public purpose involvement, the PUBLIC Grant Program offers an annual fee waiver(s) grant to eligible organizations and individuals, which may be considered upon filing a grant application with the Village Clerk, as set forth below. Approval of grant applications is made by the Village Board. Costs for all fundraising events and gatherings shall be borne by the sponsoring community organization or individual and are due and payable in accordance with this Program and Federal, State, County and Village regulations and laws. After payment, those license, permit or use fees specifically awarded by the Village Board grant approval are then reimbursed by the Village. The PUBLIC Grant Program is intended to continue support for fundraising events and gatherings that the Village in the past has traditionally supported. These include, but are not limited to: Mai Fest, Independence Day Parade and Activities, Oktoberfest, etc. It is intended that these Program policies and procedures will provide a system, common information and basic ground rules which will allow the Village and public purpose event and gathering sponsors to achieve their mutual goals for Community benefit.

## PROCESS

Only Germantown based civic and service organizations and Germantown resident individuals are eligible to apply for a PUBLIC Grant. Incomplete applications will not be considered and approval will be determined solely on the information provided on the application. Applicant organizations and individuals must meet the eligibility criteria stated in this Program. "Germantown based" means those organizations who by name or other means identify themselves *bona fide* as being headquartered in the Village of Germantown; or whose membership consists primarily of Germantown residents, including business residents; or those who return substantial benefit to the Village of Germantown and its residents. "Civic and service" means any non-profit or not-for-profit organization that is created for charitable or public purposes, or an organization or individual acting in a like capacity and purpose.

The PUBLIC Grant is an annual grant, requiring an annual application to qualify. All PUBLIC Grant applications must be completed and submitted to the Village Clerk no later than **60 days** before the event or gathering is scheduled. Each Grant application shall specify in detail the events and gatherings for which license, permit or use fees are requested to be awarded under the Grant and a detailed listing of the type(s) and amount(s) of such fees.

## APPLICATION REQUIREMENTS

Each applicant will be required to submit:

- 1) A completed PUBLIC Grant application along with all required attachments.
- 2) A letter of intent addressed to the Village Board requesting the Grant. The letter must indicate:
  - i) the address of the local office/headquarters of the organization or address of an individual applicant;
  - ii) the organization's or the individual's purpose/mission statement;
  - iii) an organization's articles of incorporation or like certificate of existence and any statement or certification of the organization's non-profit status by the State or Federal government or a statement that no such certification exists;
  - iv) the location(s), date(s) and time(s) of the proposed event(s) and/or gathering(s);
  - v) the purpose of the event(s) and/or gathering(s); and
  - vi) how the organization's or individual's program and event(s) and/or gathering(s) benefits the Germantown Community.
- 3) A budget stating projected expenses, revenues and funding source(s) specific to the event(s) or gathering(s), which projects a break-even or profitable event(s) or gathering(s) when calculated using the Grant requested.

For an application to be accepted it must be complete and include all the above attachments. Incomplete applications will be returned to the applicant. The applicant will then have 5 business days to resubmit all required application materials.

## GRANT APPLICATION REVIEW

Once applications are accepted, the Village Clerk or designee shall review them for completeness. All Grant applications must be approved by the Village Board. The Village Clerk or designee shall inform the applicant of the date and time at which the Village Board will review the application. The applicant or designee should be present at this meeting to respond to questions.

## ELIGIBILITY CRITERIA

1. Only Germantown based civic and service organizations and individuals may conduct events solely or primarily as fund-raisers and be eligible for license, permit or use fees to be awarded under a Grant.
2. Events or gatherings must be open to the public.
3. Fundraising events must provide a benefit or contribution to Germantown as determined by the Germantown Village Board under the consideration of the public purposes of the PUBLIC Grant Program, as set forth above. The organization or individual raising the funds must primarily serve Germantown residents or businesses or promote tourism to and within the Village.
4. Subject to the above stipulations, in order to be eligible for a PUBLIC Grant, the sponsoring organization and individuals as may be applicable, **must meet the following prerequisites:**
  - a. Must submit a complete application by the deadline as set forth above.
  - b. Must timely submit any applicable event, license or permit application and all required attachments by the applicable deadline(s).
  - c. Must submit proof of non-profit status or like capacity.
  - d. Must provide a benefit pursuant to the purposes of this Program to the citizens of Germantown.
  - e. Must have no outstanding debts payable to the Village of Germantown.
  - f. Must demonstrate the ability to produce a well-planned, safe event, or gathering.
5. **The sponsoring organization or individual must also agree to do the following:**
  - a. Obtain all required permits, clearances, insurance and event authorization in a timely manner, in cooperation with the appropriate staff of the Village of Germantown.
  - b. Acknowledge the support of the Village of Germantown where appropriate, and to include on all printed information and advertising related to the event for which fees were waived the following:  
***“This program has been made possible, in part, through PUBLIC Grant assistance from the Village of Germantown”.***
  - c. As to an event or gathering for which it is reasonably anticipated that more than 100 persons will attend, provide to the Office of the Village Clerk not less than 14 business days prior to the event or gathering, a certificate of insurance certifying minimum limits of \$1,000,000 General Liability, Automobile Liability, Employer’s Liability and as may apply, Errors and Omissions, naming the Village of Germantown as additional insured.
  - d. Agree in writing to indemnify, defend and hold harmless the Village of Germantown, its officers, agents, volunteers and employees, from any and all claims and matters concerning or arising from the event(s), project(s) and/or gathering(s). Such writing

shall state that the organization or individual shall hold harmless, defend and indemnify the Village of Germantown and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the organization's or individual's performance or work related to the event(s) or gathering(s) which are the subject of the grant award or any failure to comply with any obligations or conditions contained in the PUBLIC Grant Program, except such loss or damage which was caused by the sole negligence or willful misconduct of the Village.

- e. Comply with all permit conditions and directions and with all applicable Federal, State, County and Village laws and regulations.

6. Inspection, building, zoning and sign permit fees are not eligible to receive PUBLIC Grant program funds.

\* \* \* \* \*

**VILLAGE OF GERMANTOWN  
APPLICATION FOR PUBLIC GRANT PROGRAM**

Application Date: \_\_\_\_\_ **\*\*DEADLINE 60 DAYS BEFORE FIRST EVENT**

**Organization/Group Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Purpose or Mission Statement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT #1:** \_\_\_\_\_ **Date(s) Of Event:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Times of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Permits, Licenses & User fee(s) requested for waiver:** (list every permit, license and user permit separately along with fee(s) for each and attach application for each) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT #2:** \_\_\_\_\_ **Date(s) Of Event:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Times of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Permits, Licenses & User fee(s) requested for waiver:** (list every permit, license and user permit separately along with fee(s) for each and attach application for each) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT #3:** \_\_\_\_\_ Date(s) Of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Permits, Licenses & User fee(s) requested for waiver:** (list every permit, license and user permit separately along with fee(s) for each and attach application for each) \_\_\_\_\_

**EVENT #4:** \_\_\_\_\_ Date(s) Of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Permits, Licenses & User fee(s) requested for waiver:** (list every permit, license and user permit separately along with fee(s) for each and attach application for each) \_\_\_\_\_

**EVENT #5:** \_\_\_\_\_ Date(s) Of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Permits, Licenses & User fee(s) requested for waiver:** (list every permit, license and user permit separately along with fee(s) for each and attach application for each) \_\_\_\_\_

(If more space is needed for additional events, please attach additional pages.)

**How will the event(s) benefit the Village of Germantown?** \_\_\_\_\_

\_\_\_\_\_ organization or individual shall hold harmless, defend and indemnify the Village of Germantown and its officers, agents, officials, employees and volunteers from and against any and all liability, loss damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the organization's or individual's performance or work related to the event(s) or gathering(s) which are the subject of the grant award or any failure to comply with any obligations or conditions contained in the Public Grant Program, except such loss or damage which was caused by the sole negligence or willful misconduct of the Village.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State & Zip Code

**Additional information to be included with submission of application:**

- Insurance submitted \$1,000,000 (minimum limit) – required for events having over 100 people in attendance. **Must also name the Village of Germantown as additional insured.**
- A budget stating projected expenses, revenues and funding source(s) specific to the event(s) or gathering(s), which projects a break-even or profitable event(s) or gathering(s) when calculated using the Grant request.
- Proof of non-profit status or like capacity
- Applications for or issued permits, licenses and use permits required for event.

**PLEASE RETURN TO: VILLAGE OF GERMANTOWN  
CLERK'S DEPARTMENT  
N112 W17001 MEQUON ROAD, P.O. BOX 337  
GERMANTOWN, WI 53022-0337  
Phone: 262-250-4740 Fax: 262-253-8255**

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(Office use only)

Date received by Village Clerk: \_\_\_\_\_

Date to Village Board: \_\_\_\_\_

Approval by Village Board: (YES OR NO) \_\_\_\_\_ Date: \_\_\_\_\_

Verify which fee(s) listed on application were approved or note those which were not approved:

\_\_\_\_\_  
Date and signature of Clerk staff verification

Notification to Departments of fees waived: \_\_\_\_\_  
(List Dept. and Amount, date and initials of Clerk staff notifying them)

Request to Finance Department for reimbursement to Organization/Individual of fees granted:

\_\_\_\_\_  
Date submitted, initials of person submitting request & amount requested