

VILLAGE OF BARTLETT  
COOK, DUPAGE AND KANE COUNTIES, ILLINOIS

ORDINANCE No. 2015 - \_\_\_\_\_

AN ORDINANCE AMENDING THE BARTLETT MUNICIPAL CODE BY  
THE ADDITION OF TITLE 15 WHICH ESTABLISHES GUIDELINES AND  
REQUIREMENTS FOR PROVIDING PUBLIC FUNDS TO CIVIC ORGANIZATIONS

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ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF BARTLETT  
THIS 20<sup>TH</sup> DAY OF JANUARY, 2015

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PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE  
CORPORATE AUTHORITIES OF THE VILLAGE OF BARTLETT  
COOK, DUPAGE AND KANE COUNTIES, ILLINOIS  
THIS 21<sup>ST</sup> DAY OF JANUARY, 2015

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**AN ORDINANCE AMENDING THE BARTLETT MUNICIPAL CODE BY  
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**BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The Bartlett Municipal Code be and it is hereby amended by adding a new Title 15 entitled "GUIDELINES AND REQUIREMENTS FOR PROVIDING PUBLIC FUNDS TO CIVIC ORGANIZATIONS", as follows:

**TITLE 15**

**GUIDELINES AND REQUIREMENTS FOR PROVIDING  
PUBLIC FUNDS TO CIVIC ORGANIZATIONS**

**CHAPTER 1:**

- 15-1-1: Short Title
- 15-1-2: Definition(s)
- 15-1-3: Purpose
- 15-1-4: General Guidelines
- 15-1-5: Standard Requirements
- 15-1-6: Criteria for Awarding Funds to Civic Organizations

15-1-1: **SHORT TITLE:** The guidelines and requirements imposed by this title upon civic organizations requesting public funds from the Village of Bartlett shall be known as the "Civic Organization Funding Guidelines".

15-1-2: **DEFINITIONS:** As used in this Title, unless the context otherwise requires, the following definition(s) shall apply:

**CIVIC ORGANIZATION:** Any not-for-profit unincorporated association, trust, estate, partnership, organization, committee, council, commission, club, Illinois not-for-profit corporation, or foreign not-for-profit corporation or other entity that provides or sponsors services, programs or special events for public benefit or public enjoyment on a not-for-profit basis.

15-1-3: PURPOSES:

- A. The Village of Bartlett is fortunate to have numerous not-for-profit community organizations providing desirable services that benefit residents of the Village. Some of those organizations request and receive tax dollars or public funds to help support their efforts.
- B. Since the Village must ensure it is at all times accountable for public funds, a process and Application for Funding Request form has been developed to standardize and enhance the reporting process, to document what services will be provided, and to better communicate the benefits to the Bartlett community as a whole.
- C. To set forth the requirements for all Civic Organizations that request tax dollars from the Village of Bartlett on an annual basis to fund services, programs, or special public events that benefit the Village and its residents.

15-1-4: GENERAL GUIDELINES:

- A. All Civic Organizations requesting funds from the Village of Bartlett shall submit an Application for Funding Request each year on the form set forth as Appendix 15A to this Title, which shall include a narrative of the Civic Organization's primary mission and goals and stating specifically how the services or programs proposed to be provided will benefit the Bartlett community, and detailing the amount of funding requested, the services, programs and/or special public event to be funded, and the purposes of the anticipated expenditures from Village funds.
- B. By submitting a request for funding, a Civic Organization becomes responsible for the completion of all applicable guidelines. Civic Organizations failing to submit the Application for Funding Request and all required documentation in support of such request each year may not receive funding for the year. In addition, the Village may elect to reduce or eliminate the payment of public funds payable to Civic Organizations or to an individual Civic Organization or organizations from year to year in its sole and absolute discretion, and the receipt of public funds to a Civic Organization from the Village in any year shall not be relied upon or give rise to an expectancy that a Civic Organization will receive any or a similar amount of funding from the Village in any future year.

15-1-5: STANDARD REQUIREMENTS: Each Civic Organization requesting funding from the Village shall submit on or before February 15, 2015 (for fiscal year 2014/2015), and by November 1, 2015 for fiscal year 2015/2016, and by November 1<sup>st</sup> of each year thereafter, of each year the following:

- A. An Application for Funding Request on form as set forth on Appendix 15A.

- B. A copy of Articles of Incorporation evidencing the civic organization is a “not-for-profit corporation” formed under the Illinois Not for Profit Corporation Act (or if a foreign not-for-profit corporation, proof that the organization registered with the Illinois Secretary of State and has been authorized to conduct its affairs in Illinois.) If the organization is an unincorporated association, proof that the organization has complied with the Illinois Assumed Name Act.
- C. A copy of the Civic Organization’s bylaws or other rules of operation and amendments.
- D. If the Civic Organization is a recognized 501(c)(3) tax exempt entity, a copy of IRS Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code and letter of recognition of 501(c)(3) status from then IRS, and a copy of the Civic Organization’s most recent audit.
- E. Financial statements or other documentation showing all sources and uses of funds for the preceding two (2) years (if organization has been in existence for at least two (2) years).
- F. A proposed budget showing amount and types of receipts and expenditures anticipated for the present and next succeeding one (1) year.
- G. A statement that funds received from the Village shall not be used to pay for any political or religious purpose, to purchase alcohol or private entertainment, or to pay for any operational expenses (such as salaries or facilities).
- H. If funds were paid to the Civic Organization in the immediately preceding year by the Village of Bartlett, a complete Post Funding Report on form as set forth on Appendix 15B.

15-1-6 CRITERIA FOR AWARDING FUNDS TO CIVIC ORGANIZATIONS:

- A. The Corporate Authorities, in its annual budget process, will set a total amount of funds to be allocated to Civic Organizations during its upcoming fiscal year, taking into account the Village’s other financial obligations and past practices. Priority will be given to Civic Organizations that provide a service or program that the Village does not currently provide and/or which meaningfully supplement a Village provided service, program or special public event.
- B. The Corporate Authorities will also consider the following:
  - 1. The size of the request for funding;

2. The Civic Organization's past history and reputation of the Civic Organization for community enrichment;
  3. The completeness of its Application for Funding Request and submittals in support of its request;
  4. Past success of the organization's programs, services and events;
  5. The number of people served;
  6. The cost per person reached;
  7. The number of volunteer versus staff hours worked; and
  8. Such other factors as the Corporate Authorities deem appropriate.
- C. The Corporate Authorities may award or not award funding requests or fund all or a portion of a funding request, to one or more Civic Organizations each year in its sole and absolute discretion.

**SECTION TWO: SEVERABILITY.** The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

**SECTION THREE: REPEAL OF PRIOR ORDINANCES.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FOUR: EFFECTIVE DATE.** This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: January 20, 2015

APPROVED: January 20, 2015

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Kevin Wallace, Village President

ATTEST:

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Lorna Giless, Village Clerk

## CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2015 - \_\_\_\_\_ enacted on January 20, 2015, approved on January 20, 2015, and published in pamphlet form on January 21, 2015, as the same appears from the official records of the Village of Bartlett.

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Lorna Giles



## APPLICATION FOR FUNDING REQUEST

The following information must be completed and the application signed by an officer of the organization requesting funding from the Village of Bartlett.

1. Name of Organization: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Employer Identification Number: \_\_\_\_\_

4. Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

5. Are you a not-for-profit corporation? \_\_\_\_\_ If "yes", attach a copy of your articles of incorporation showing certification of filing from the Illinois Secretary of State. Include copies of any amendments to the articles.

6. Are you an unincorporated association? \_\_\_\_\_ If "yes", attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments.

7. Have you adopted bylaws? \_\_\_\_\_ If "yes", attach a current copy showing date of adoption. If "no", explain how your officers, directors or trustees are selected, and attach a copy of all bank resolutions and signature cards where the organization's funds are deposited.

8. Purposes for which your organization was formed and presently operates:

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9. Please describe how your mission and goals benefit the residents of Bartlett.

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10. Describe your past, present and planned future activities which benefit and will benefit the residents of the Village of Bartlett.

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11. Amount of money your organization is requesting: \_\_\_\_\_

12. Please describe in detail the event, service or program for which this funding request is made, and state specifically how the monies will be spent in connection with the planned event, service or program.

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13. What is the date or general timeframe in which the funds will be used?

14. Is your organization a recognized 501(c)(3) tax exempt entity? \_\_\_\_\_ If “yes”, submit (a) a copy of a completed IRS Form 1023 under Section 501(c)(3) of the Internal Revenue Code, (b) a letter of recognition of 501(c)(3) status from the IRS, and (c) a copy of your organization’s most recent audit.

15. Submit copies of financial statements or other documentation showing all sources and uses of funds for the preceding two (2) years.

16. Submit proposed budget, showing amounts and types of receipts and expenditures anticipated for the present and next succeeding one (1) year.

Funds requests for political or religious purposes, or to purchase alcohol or private entertainment, or to pay for operational expenses (such as salaries or facilities) will not be considered or funded.

Recipients of funding from the Village of Bartlett must submit a written post-event report demonstrating the funds were used as stated in this Application. A Post-Funding Report in form as attached shall be required for eligibility for future funding requests.

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

(Signature and title of organization officer,  
director, or trustee.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Return to:  
Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

Attn: Administration Department



Post Funding Report

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

Name of organization receiving funds:

\_\_\_\_\_

Amount of funds received: \_\_\_\_\_

Description of program or service funded:

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Allocation of funds to specific purposes (attach additional sheets if necessary):

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Describe outcome of program (for example number of attendees, volunteer hours provided):

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(Signature and title of organization officer, director, or trustee.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Return to:  
Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

Attn: Administration Department