

Regional Asset Funding Special Events Application

Program Guidelines | January 2012



Empowering the nonprofit sector toward economic & community development.

Section I. Introduction

About ECGRA.

The Erie County Gaming Revenue Authority was incorporated February of 2008 in the Commonwealth of Pennsylvania for the purpose of creating and administering a grant making process for gaming funds that come from the Pennsylvania Department of Revenue. Our mission is to empower Erie County's nonprofit sector toward economic and community development.

ECGRA's Principles.

The Authority has adopted four principles that guide our decision-making process and determine how gaming funds will make an impact on Erie County.

1. **Sustainability** – The first and most important guiding principle is sustainability. The Authority will invest in and support long-term sustainable organizational and community needs, assets and events in a way that will allow these funds to work for the community in perpetuity.
2. **Quality of Life** – Without a strong and vibrant quality of life in a community there is a feeling of emptiness that is hard to explain. By creating stability and sustainability for regional assets, all Erie County residents will benefit from having a great place to live.
3. **Long-term Economic Impact** – The investments made by the Authority will create and sustain jobs, tourism, technology and small business growth in Erie County.
4. **No Redundancy** – Funding will go to enhance and improve existing regional assets, events, economic and community development and social service nonprofits.

Targeted Economic Impact.

The purpose of Regional Asset Funding is to create a targeted economic impact on Erie County through funding that increases the region's quality of life and uniqueness. By attracting attendance to the region, direct and indirect economic impact is created. This creates an influx of dollars from outside of Erie County resulting in economic growth. By improving the quality of life in Erie County, the ability to attract and retain a skilled workforce is increased. In the global economy, skilled workers can work from anywhere. They choose to live where they have a high quality of life. A vibrant community and a skilled workforce lead to job creation, investment from the private sector, stable land and housing prices and increased civic pride.

Funding Authority.

The Authority is formed pursuant to the provisions of the Economic Development Financing Law, Act of August 23, 1967 P.L. 251, as amended, 73 P.S. &371, et seq., the Pennsylvania Race Horse Development and Gaming Act, Act of July 5, 2004 P.L. 572, as amended, 4 PA.C.S.A.

&1403©(2)(v) and the Home Rule Charter of the County of Erie. Funding for the Authority is contingent upon receipt of funds from the Pennsylvania Department of Revenue.

Section II. Eligibility

Eligibility Criteria.

The applicant for funding shall be an IRS designated Section 501c3 organization, or with respect to which a political subdivision or 501c3 organization has operational and financial responsibility. Events may use a sponsoring organization to apply for funding. Any sponsoring organization will be held accountable for the terms of the agreement with ECGRA.

Ineligible Organizations.

The organization will be deemed ineligible for funding if it is – an institution that predominantly provides elementary or secondary education or other training; a state or federal park; an airport or public transportation facility; a for profit; any municipality or organization that was part of the settlement agreement entered into December 13, 2010 with ECGRA; a social cause fundraiser; a health care or long-term care facility; a paid public safety organization or facility.

Eligible Uses of Funds.

Special Events funding may provide funding for the following:

1. Paid Staff (full-time and temporary)
2. Marketing
3. Rental of Equipment/Facilities
4. Insurance
5. Equipment & Supplies
6. Contracted Services
7. Outcomes Measurement & Impact Tracking

Ineligible Uses of Funds.

Special Events funding cannot be used for the following:

1. Debt service
2. Travel
3. Attendance at conferences
4. Memberships or subscriptions

Geographic Focus.

The applicant or sponsoring organization's main office or headquarters must be located in the boundaries of Erie County, Pennsylvania. The event must take place within the boundaries of Erie County, Pennsylvania.

Budget Form, Match & Grant Request.

Each application shall be complete in its entirety in order to be eligible. It will also demonstrate the following in the form of a Budget:

1. Requested amount from ECGRA
2. Your Agency Contribution must be in the form of cash (do not list in-kind)
3. Other Agency or Funder Contribution - Include Source, cash only (do not list in-kind)
4. Total Event Cost – cash only (do not list in-kind)
5. A maximum grant request of 5% of the event’s budget in the “Requested Amount from ECGRA” column. Existence of an endowment does not count toward match.

Section III. Grant Requirements & Terms

Application Submission.

The application for Regional Asset Funding – Special Events Grant shall be submitted to the Erie County Gaming Revenue Authority utilizing a grant application provided to the public through www.ecgra.org.

1. All submissions must be received by the ECGRA Office February 16, 2012 by 4:30pm.
2. The applicant shall submit 10 copies of the Application. Failure to do so will result in disqualification.
3. The applicant shall submit 1 copy of their 501c3 letter of designation and proof of insurance.
4. The application must be submitted in typed form to:

Erie County Gaming Revenue Authority
5240 Knowledge Parkway
Erie, PA 16510

5. Program Inquiries should be directed to:

Perry N. Wood
ECGRA, Executive Director
(814) 897-2693
pwood@ecgra.org

Approval Process.

Receipt: Upon receipt of the application and required supporting material, the staff working with the Board's review committee will determine the eligibility.

Review: The review committee will evaluate the application and determine if it meets the required parameters outlined by the Board.

Approval: The Authority's Board of Directors will receive funding recommendations from the review committee on March 22, 2012.

Notification: The Authority will notify the successful applicants.

Contract Terms.

Grant contracts for the Special Events funding shall be for a period of 12 months. One (1) option to extend the terms of the contract for a period of six (6) months may be granted by the

Authority. Detailed, written justification for the contract extension shall be submitted to the Authority for review and consideration. If the funds allocated to the applicant are not expended on or before the expiration of the grant contract, including the extension period, the unused portion of funds shall be returned to the Authority.

Post-Approval Process.

Following approval by the ECGRA Board of Directors, the Executive Director will issue a letter of agreement to the grantee, which must be signed by an officer of the organization and returned. The agreement may detail additional requirements with which the grantee must comply, including but not limited to: project audit, financial grant closeout report, maintenance of records, public relations and any other information the board or staff deem relevant.

The grant contract agreement and any subsequent amendments will not be executed until all of the following have been resolved to the satisfaction of the Executive Director:

1. The grantee must be in compliance with ECGRA's policies on audits and compliance relative to the submission of audits and/or program, financial grant closeout reports on any previous contracts with ECGRA, regardless of the program or funding source.
2. The grantee must be current in payment of all state and local taxes unless it has entered into an agreement satisfactory to the respective taxing authority and is fully in compliance with the terms thereof.
3. The grantee must certify that it will not discriminate against any employee or against any applicant for employment because of race, religion, color, handicap, national origin, age, or sex.

After the grant agreement has been fully executed and the proper documentation provided to ECGRA, the payment to the grantee will be made via check.

The Executive Director will monitor the activities of the applicant and the grant contract agreement to ensure that the grantee fulfills the conditions of the grant. This may include a site visit or random audit of income and expenses. Upon request and as required by the agreement, the grantee must furnish the Executive Director with all data, reports, contracts, documents, and other information relevant to the activities of the applicant.

The Executive Director will promptly advise the ECGRA Board of Directors of any failure in performance by the grantee.

- The ECGRA Board of Directors may empower the Executive Director to engage in any and all activities required in order to ensure that the conditions of the contract are fulfilled, including, but not limited to, appropriate legal action when required.
- If it is determined that the grantee provided any material misrepresentations or funds were used for activities not permitted under the terms of the grant contract agreement, the grantee contract agreement will be considered in default and immediate repayment

will be demanded. In addition, the matter may be referred to the appropriate authorities for investigation.

Grant Closeout Requirements.

1. Closeout Report

- a. All recipients of funds are required to provide a closeout report quantifying the progress toward accomplishing approved deliverables.
 - i. Closeout reports are due on no later than 60 days past the date of the event.
 - ii. A closeout report template will be provided to you electronically.
- b. The grantee may submit any other data, descriptions, or material that documents accomplishments.

2. Financial Grant Closeout

All grant recipients will be required to submit financial documentation as part of the closeout report.

3. **Non-compliance** with this requirement may prevent the grantee from obtaining funding or payment from any ECGRA grant program and/or funding from ECGRA's programmatic partners.

Section IV. 2012 Grant Schedule

- Thursday, January 12, 2012 – ECGRA releases the Special Events Application & Guidelines and posts to www.ecgra.org.
- Thursday, February 16, 2012 – Applications are due by 4:30 pm.
- Thursday, March 22, 2012 – The ECGRA Board of Directors will approve funding recommendations.

Appendix A.

Regional Asset Funding – Special Events Application (Not Yet Adopted by Board of Directors)

Applicant Profile

Organization: [Click here to enter text.](#)

Event: [Click here to enter text.](#)

Date of Event (must occur between 1/1/12
And 12/31/12 to qualify): [Click here to enter text.](#)

Year Event was Established: [Click here to enter text.](#)

Amount Requested (not to exceed 5% of
event’s budget): [Click here to enter text.](#)

Federal EIN#: [Click here to enter text.](#)

Main Office/Headquarters Address: [Click here to enter text.](#)

Website: [Click here to enter text.](#)

Municipalities/locations where event is
conducted: [Click here to enter text.](#)

County Council District(s): [Click here to enter text.](#)

Contact Person Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

Annual Summary Statistics

	2009	2010	2011	Estimated Current Year
Operating Budget:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Erie County Membership:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other Membership:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Annual Attendance Erie County Residents:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Annual Attendance Outside Erie County Residents:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Annual Outreach:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Programming:	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal
Number of Board Members:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Number of Board Members Making Financial Contributions:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Eligibility

Is your special event a conference, festival, parade or performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are your principal offices and activities/event located and take place in Erie County?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your event promote the region economically, culturally, and create a sense of civic identity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your organization in good standing with ECGRA's reporting requirements to date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your special event a festival, parade or performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are your principal offices and activities/event located and take place in Erie County?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does your event promote the region economically, culturally, and create a sense of civic identity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your organization in good standing with ECGRA's reporting requirements to date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Disqualifiers

<p>Is the applicant any of the following: (if yes, check all that apply below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> an institution that predominantly provides elementary or secondary education or other training <input type="checkbox"/> local, state or federal park <input type="checkbox"/> airport or public transportation facility <input type="checkbox"/> for profit organization <input type="checkbox"/> any municipality or organization that was part of the settlement agreement entered into December 13, 2010 with ECGRA <input type="checkbox"/> library <input type="checkbox"/> a social cause fundraiser <input type="checkbox"/> healthcare or long-term care facility <input type="checkbox"/> paid public safety organization or facility 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No
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Narrative

Please attach a narrative that addresses each of the following questions. Limit to 2 pages, 12 point font, single spaced with 1" margins.

- Community Involvement & Accessibility
 - Describe why there is a need for your event. How is it unique to the region?
 - Describe the short term and long term benefits of the program for the community or communities involved.
 - What is the demographic composition of your traditional attendance?
- Economic Impact
 - How does your event impact tourism (attracting attendance from outside Erie County)?
 - Have you conducted an economic impact study on local business?
- Quality of Life
 - How does your event impact local quality of life (attracting attendance from within Erie County)?
 - What is the overall impact of your event on the community?
- Governance & Leadership
 - Describe how the event relates to your mission
 - Do you collaborate with others? Please name them and briefly describe your joint activities.
- Organizational Planning & Management
 - Describe how your events are planned, marketed and how funds are raised?
 - How do you measure success?

Budget Form & Narrative

Insert Narrative in space provided below:	Requested Amount From ECGRA	Your Agency Contribution (cash only)	Other Agency or Funder Contribution; Include Source (cash only)	Total Program Cost (cash only)
Personnel & Benefits: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Marketing: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Construction: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Facility Expense: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Equipment: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Supplies: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Contracted Services: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other: (Attach additional sheet if necessary) Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
TOTAL	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Declaration of the Applicant Organization

I certify that, to the best of my knowledge, all the information in this Application is correct and has been approved by the board of directors or equivalent body, and that I have the delegated authority to sign this application. I acknowledge that ECGRA has the right to withdraw any grant awarded and/or demand the return of any funds already paid if it is discovered that any of the information provided is false.

Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Signature/Date: [Click here to enter text.](#)

Application Checklist

- Applicant Profile (10 copies)
- Annual Summary Statistics (10 copies)
- Narrative - not to exceed 2 pages (10 copies)
- Budget Form & Narrative (10 copies)

- Organizational Attachments (1 copy)
 - List names, titles and provide brief job description for each of your senior leadership.
 - Provide a list of your Board of Directors with information about their occupations and emails.
 - Copy of your organization's most recent Annual Report or Year End Review
 - Copy of Pennsylvania Cultural Data Project Data Profile for the previous fiscal year

- Financial Management Attachments (1 copy)
 - Copy of IRS 501c3 determination letter
 - Copy of your most recent 990 Long Form or 990N or ePostcard

- Risk Management Attachments (1 copy)
 - Copy of current Directors and Officers Liability Insurance policy
 - Copy of current general liability insurance policy
 - Copy of non-discrimination policy or language in your bylaws

- Other Support Material Attachments
 - Provide support material to support your application in the form of:
 - You Tube links (up to 10)
 - Podcasts (up to 10)
 - Photographs (up to 10)
 - Press Releases (up to 5)
 - Brochures, Flyers, etc. (up to 5)
 - Other evidence of community support (up to 5)

Appendix B

**Grant Application
EVALUATION FORM**

Agency Name: _____ Reviewer: _____
Date of Review: _____

Please rate each of the following by circling the response which best describes your rating of the project against each criterion.

HOW WOULD YOU RATE THE FOLLOWING:	EXCEL- LENT	VERY GOOD	GOOD	FAIR	POOR
1. Demonstrated community involvement.....	5	4	3	2	1
2. Demonstrated impact on economic development.....	5	4	3	2	1
3. Demonstrated impact on quality of life.....	5	4	3	2	1
4. Demonstrated good governance & leadership practices.....	5	4	3	2	1
5. Demonstrated good organizational planning and management practices.....	5	4	3	2	1

6. What were the strengths of the application?

7. What were the weaknesses of the application?

8. What are your suggestions to improve the application?

9. Please feel free to add any comments or suggestions.
