



# Special Events Grants

Grant Guidelines | January 2016



**IMPACT**  
QUALITY  
OF PLACE

## Section I. Introduction & Purpose

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### About ECGRA

An impact investor, ECGRA's mission is to elevate Erie County by galvanizing nonprofits and small business toward economic and community development. Since February 2008, ECGRA has invested more than \$37 million in Erie County.

The Erie County Gaming Revenue Authority was incorporated in February 2008 in the Commonwealth of Pennsylvania for the purpose of creating and administering a grantmaking process for gaming funds that come from the Pennsylvania Department of Revenue. Our mission is to elevate Erie County by galvanizing nonprofits and small business toward economic and community development.

### Purpose of the Funding

*A maximum of 5% of event(s) budget*

Special events promote a sense of community and inclusiveness, and often generate an influx of dollars from outside Erie County resulting in local economic growth and improved quality of place for Erie residents. They increase our ability to attract and retain a skilled workforce, spur investments from the private sector, stabilize land and housing prices, and increase civic pride. As part of a strategy to strengthen the economy, ECGRA Special Events Grants fund up to 5% of the cost of events that take place within Erie County, are open to the general public, and promote the region economically and culturally.

### Impact Area: Quality of Place








To promote well-being, foster civic pride, drive tourism, and attract, retain, and mobilize creative talent and innovative businesses through cultural, heritage, service, and recreational organizations and projects.






## Section II. Eligibility

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### Eligibility Criteria

-  Applicant is an IRS-designated 501c3, a municipal authority, or a municipality
-  Applicant's headquarters and event are located and take place in Erie County
-  Applicant is in good standing with the IRS and state and local taxing bodies
-  Applicant is in good standing with ECGRA's reporting requirements to date
-  Applicant's event is open to the general public







### Ineligible Organizations

-  An airport or transportation facility
-  A healthcare or long-term care facility
-  A public safety organization or facility, including volunteer fire departments
-  An institution that predominantly provides primary or secondary education/training
-  Any organization that was part of the settlement agreement with ECGRA, entered into 12/13/10

### Eligible Uses of Funds

-  Marketing
-  Facility expense
-  Insurance
-  Equipment and supplies
-  Contracted services






### Ineligible Uses of Funds

-  Personnel
-  Advocacy
-  Conference attendance
-  Construction
-  Debt service
-  Golf/sports tournaments
-  Memberships/subscriptions
-  Research
-  Travel
-  Walks





## Section III. Budget Form & Cash Match

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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:

-  Requested amount from ECGRA (**a maximum of 5% of the event(s) budget**)
-  Your agency contribution in the form of cash (do not list in-kind)
-  Other agency or funder contribution – include source; cash only
-  Total event cost – cash only
-  Existence of an endowment does not count toward match. Fundraising for a previous year's event does not count toward match.

The following are generally considered cash-match contributions:

-  Cash contributed by your organization
-  Equipment or supplies to be purchased by your organization for event activities
-  Paying for an event brochure and/or its dissemination
-  Grants from other government agencies or foundations (not gaming funds)

The following are generally considered in-kind contributions:

-  Personnel time given to the project
-  Person on loan from another organization
-  Use of existing equipment or supplies
-  Use of existing laboratory equipment or facilities
-  Waived or unrecovered indirect cost amount
-  Office space

## Section IV. Approval Process & Terms

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### Application Assistance

Application for ECGRA Special Events Grants shall be completed online at [bit.ly/ECGRAgrants](https://bit.ly/ECGRAgrants).

Program inquiries should be directed to:

Tom Maggio  
ECGRA Grants Manager  
(814) 897-2694  
[tmaggio@ECGRA.org](mailto:tmaggio@ECGRA.org)

### Pre-approval Process

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

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






Approval: ECGRA's board of directors will receive funding recommendations from the review committee.

Notification: ECGRA will notify all applicants via email.

### 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 within 30 days of the date of said letter. 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:

-  The grantee must be in compliance with ECGRA's policies on audits relative to the submission of closeout reports on any previous contracts with ECGRA, regardless of the program or funding source.
-  The grantee must provide all supplemental documentation requested by ECGRA.
-  The grantee must be in compliance with IRS reporting standards.
-  The grantee must be current in payment of all federal, 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.
-  The grantee must 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 by an electronic funds transfer or by check.

ECGRA 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 ECGRA with all data, reports, contracts, documents, and other information relevant to the activities of the applicant.

### Contract Terms








-  Grant contracts for Special Events Grants funding shall be for a period of 12 months, retroactive to January 1.
-  One (1) option to extend the terms of the contract for a period of six (6) months may be granted by ECGRA. Detailed, written justification for the contract extension shall be submitted to ECGRA 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 ECGRA.
-  In the event of an overestimated budget (upon which the 5% grant award was based), the excess grant portion shall be returned to ECGRA no later than April 30 of the following year.

### Closeout Requirements

-  All recipients of funds are required to submit an online closeout report at [bit.ly/ECGRAgrants](http://bit.ly/ECGRAgrants) quantifying the progress toward accomplishing approved deliverables.
-  Closeout reports are due no later than April 30 of the following year.
-  All grant recipients will be required to submit financial documentation as part of the online closeout report.
-  In the event of an overestimated budget (upon which the 5% grant award was based), the excess grant amount must be returned to ECGRA no later than April 30 of the following year.
-  **Non-compliance** with these requirements may prevent the grantee from obtaining funding or payment from any ECGRA grant program and/or funding from ECGRA's programmatic partners.
-  If it is determined that the grantee provided any material misrepresentations or that funds were used for activities not permitted under the terms of the grant contract agreement, the grant 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.

## Section V. 2016 Grant Schedule

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-  Thursday, January 14, 2016 – ECGRA releases the Special Events Grant Application and Guidelines and posts to [bit.ly/ECGRAgrants](http://bit.ly/ECGRAgrants).
-  Wednesday, January 20, 2016 – Grant workshop at 5240 Knowledge Parkway, noon – 1:00 p.m. or 5:00 – 6:00 p.m.
-  Thursday, February 11, 2016 – Applications must be submitted by midnight.
-  Thursday, March 10, 2016 – ECGRA’s board of directors will make the final review and approve funding recommendations.
-  Thursday, March 10, 2016 – Grant reception at Sarah Reed Children’s Center, 2445 West 34<sup>th</sup> Street, 16506, 10:00 a.m. – 11:00 a.m.
-  Monday, April 11, last day to submit signed agreement letter.
-  Thursday, April 30, 2017, last day to submit a closeout report online at [bit.ly/ECGRAgrants](http://bit.ly/ECGRAgrants).