



BET on Q Committee

CITY OF QUINCY

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288

GRANT APPLICATION (Updated 6/27/2024)

<i>Date Application Submitted</i>	
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<i>Applicant (Individual/Organization)</i>	
<i>Applicant Address</i>	
<i>Applicant City/State/Zip</i>	
<i>Primary Contact</i>	
<i>Primary Contact Phone/Email</i>	

<i>Name of Event</i>	
<i>Date(s) of Event</i>	
<i>Location of Event</i>	
<i>Hours of Operation</i>	
<i>Is this a new or existing event?</i>	<i>New / Existing</i>

Please describe the event: _____

Do you have permission to use the proposed location for your event? YES / NO
 Have you secured the permits/licenses needed to hold your event? YES / NO
 (Permits/Licenses/Permission from City and other local governments)

<i>Anticipated Total Attendance</i>	
<i>Estimated Ticket Price</i>	
<i>Anticipated Total Hotel Rooms</i>	
<i>Total Budget for Event</i>	
<i>Funding Request from BET on Q</i>	
<i>Estimated Net Profit/Net Loss</i>	

Please describe how the BET on Q funding will be used: _____

Are you willing to return a portion of the grant back to the BET on Q Committee after your event to help provide grants to other local events? YES / NO

Will this event be held regardless of the awarding of a BET on Q Grant? YES / NO

The BET on Q Committee requests additional information as part of this application

- 1) A detailed budget breakdown including how BET on Q grant will be used (Page 3)
- 2) A detailed plan for marketing the event outside of Quincy/surrounding area
- 3) A list of funding sources for the event (grants, private, government agencies, etc)
- 4) A list of the vendors you plan to use for the event (Quincy-based or out-of-town)
- 5) A list of any contributions that will be made to the community as a result of the event
- 6) The contingency plan for an outdoor event if severe weather occurs
- 7) Proof of Liability Insurance and all other Applicable Permits
- 8) **For Existing Events Only:** Explain how your existing event is growing/expanding:

DISCLAIMERS

- 1) *Decisions made by the BET on Q Committee are final.*
- 2) *This application applies only to the BET on Q Grant Program*
 - a. *It's the responsibility of an applicant to the BET on Q Grant Program to obtain any and all licenses, permits, and permissions required to hold the event from various government entities, including but not limited to the City of Quincy, Adams County, the Quincy Park District, and the Quincy Public School District.*
 - b. *The awarding of a BET on Q grant does not exempt an applicant or a grant recipient from securing the required permits or licenses for their event or securing permission for use of public land.*
- 3) *I understand the limitation placed on the use of the prepared food and beverage tax, and I certify that the requested funds will be used for the purposes described in the application or as approved by the BET on Q Committee. I understand the use of BET on Q grant funds is subject to the above terms in addition to the completion of the closeout evaluation form. I further understand that 25% of the BET on Q grant will be held until the appropriate documents and the completed closeout form are provided to the city.*
- 4) *The BET on Q Grant Program Review Committee and the Quincy City Council may withdraw funding, or request the return of funds for events that are substantially reduced or inaccurately portrayed from what was submitted in the application or do not occur within the proposed date(s) or time(s). The City of Quincy is not responsible for obtaining or approving proper licenses or permits. I understand funds will not be distributed until liability insurance is obtained.*
- 5) *The financial support provided by the Committee is in no way an endorsement of the event by the committee or the city. Also, the Committee and the City are not liable or responsible for any actions associated with an event that receives a BET on Q Grant.*

Name of Applicant

Title (related to event)

Date

Budget Breakdown (Please Edit as needed)

<u>Revenues</u>	
Registration Fees	\$
Sponsorships	\$
Advertising	\$
Vendor Fees	\$
BET on Q Grant	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
<u>Total Revenue:</u>	\$
<u>Expenditures</u>	
Venue:	\$
Food/Beverage:	\$
Awards:	\$
Performer:	\$
Performer:	\$
Performer:	\$
Marketing:	\$
Advertising:	\$
Staffing:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
<u>Total Expenditures</u>	\$
<u>Total Revenues minus Total Expenditures</u>	\$ - \$ =
<u>Total Profit/Loss</u>	\$



BET on Q Committee

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GRANT GUIDELINES (updated 6/27/2024)

Mission:

The City of Quincy established the Bring Events to Quincy (BET on Q) Grant Program to help provide financial support for new and/or existing events in Quincy. The program is funded with revenue generated by the 1% Food & Beverage Tax. The potential benefits include more people eating in local restaurants, shopping in local stores, and staying in local hotels, which equates to more jobs, an increase in tax revenue, and a reduced burden on local taxpayers.

Program Details:

The BET on Q Grant Program seeks to reduce the financial risks for an event organizer. A BET on Q Grant can be used to establish a new event, examples of which include:

- A single-day concert or multi-day music festival/street fair
- A tournament for traveling sports teams
- A large-scale convention/conference

A BET on Q Grant can also be used to expand/grow an existing event. The BET on Q Grant Program Review Committee considers the following to be examples of event growth/expansion:

- Adding an additional day/night of activities/performers
- Adding more activities/performers during the existing day(s)
- Attracting “higher quality” activities/performers (“National Activities/Performers”)

The Quincy City Council authorizes the funding for the BET on Q Grant Program each fiscal year. Unallocated funding from one fiscal year will be forwarded to the next fiscal year to allow for future use.

Location:

All events receiving a BET on Q Grant must be held within the Quincy city limits.

Application Requirements:

Applications must be submitted 60 days prior to the event.

The Committee will only consider completed applications filled out to the best of the applicant’s knowledge. The city will notify an applicant if their application is incomplete. Applicants have 14 days to revise the application, or it will be considered null and void.

Applications can be submitted electronically to p&d@quincyl.gov, or hand-delivered/mailed to the Department of Planning & Development (706 Maine Street, 3rd Floor, Quincy, IL 62301).

BET on Q Grant Program Review Committee:

The Committee shall consist of nine (9) members appointed by the Mayor with the advice and consent of the Quincy City Council:

- One (1) member shall be the Mayor or a city official designated by the Mayor.
- One (1) member shall be an Alderman.
- Seven (7) members shall be “community members” representing the following:
 - Quincy Area Convention and Visitor Bureau (1)
 - Quincy Hotels/Motels (1)
 - Quincy Restaurants (1)
 - Quincy Area Financial Institutions (1)
 - “At-Large Member” (3)

All commission members shall be appointed for terms of four (4) years or until their successors are duly appointed and qualified. The membership shall elect one (1) member to be the chairperson and one (1) member to be the secretary of the commission.

Review Process:

BET on Q Grants are reviewed and awarded on a first-come/first-serve basis

The Decision of the Committee is final

The BET on Q Grant Program Review Committee meets the 2nd Tuesday of each month at 4:00 pm in the Quincy City Council Chambers if there is an application to consider.

The committee’s meetings are open to the public with notice made in compliance with the Illinois Open Meetings Act.

Applicants are encouraged to attend the meeting in which their application is reviewed to provide additional information and answer questions.

A funding request from the BET on Q Grant Program should not exceed 30% of the total budget for the event but requests in which the BET on Q Grant would fund more than 30% of the event will be considered in extraordinary circumstances.

An applicant providing fraudulent or misrepresented information may have their application dismissed and may be prohibited from submitting future BET on Q Grant applications. The BET on Q Grant Program Review Committee may also request a refund of any dollars awarded if it is determined that an applicant provided fraudulent or misrepresented information.

Priority/Emphasis:

The Committee places a priority on the following as part of its review process:

- The number of days/nights for the event
- The number of hotel/motel rooms booked in connection with the event
- The total anticipated attendance for the event
- The marketing/advertising plan for the event
- The ability to have a significant economic impact on the community
- The event’s budget and potential profit/loss
- The % of the event’s budget that would be funded by the BET on Q Grant

Award Process:

Funding decisions will be made by the Committee during a public meeting.

The minimum BET on Q Grant will be \$1,000 while the maximum is \$25,000.

- Requests for more than \$25,000 will be considered in extraordinary circumstances.

The recipient of a BET on Q Grant will receive a check from the City of Quincy for 75% of the grant following the submission of an invoice on official letterhead in the amount of the grant (100%) and a completed W9 form

The recipient of a BET on Q Grant will receive a check from the City of Quincy for the remaining 25% of the grant following the submission of the Event Closeout Survey.

- The applicant will receive the Event Closeout Survey prior to the event
- The form must be returned to the city within 30 days of the completion of the event to receive the remaining 25% of the grant.
- If the form is not returned to the city within 45 days of the completion of the event, the applicant will not be eligible for future BET on Q funds.

Permits/Permission:

This application applies only to the BET on Q Grant Program. The awarding of a BET on Q grant does not exempt an applicant or a grant recipient from securing the required permits or licenses for their event or securing permission for use of public land.

Tax Obligation:

A tax liability may result from participation in the BET on Q Program. Under the direction of the IRS, the City of Quincy will issue a 1099-G (Certain Government Payments) to all BET on Q participants who receive a grant of more than \$600 from the City of Quincy. By accepting payment, a BET on Q participant is accepting the tax liability associated with the grant. BET on Q participants should consult a tax professional regarding the tax obligations associated with receiving payment from the City of Quincy.

Others:

- The recipient of a BET on Q Grant cannot apply for or receive a LEGUP grant for the same event.
- Any unused portion of a BET on Q Grant must be returned to the city.
 - The cancellation of an event that receives a BET on Q grant may result in a request from the city for reimbursement of the amount of the BET on Q Grant that was previously awarded.
- The organizer of an event that receives a BET on Q Grant shall abide by all of the requirements of the Quincy City Code including the collection of the 1% Food & Beverage Tax.