



Special Event Grant

About the Program

The City of Edwardsville Special Events Grant Program is established to enhance the economic impact of special events held in our community. The grant is a reimbursement grant and not designed to cover the entire cost of an event. The program is designed to assist an organization in their event by reimbursing marketing and municipal fees incurred. Priority will be given to distinctive and creative projects or events that support the goals and mission of the City of Edwardsville. Organizations are limited to one grant per year. The program year is 5/1/2026 to 4/30/2027.

Policies and Procedures

Any organization marketing a project/event to attract visitors to Edwardsville may apply for Special Event Grant. Each event must be approved by the Recreation, Arts, and Special Events Board. Qualifying events must meet the following criteria:

- a. Grant applications are due March 1, 2026.
- b. Maximum grant award shall not exceed \$8,000.
- c. Organizations are limited to one grant per program year.
- d. Event must be free to the public.
- e. Applicant will be notified of grant award via letter or email.
- f. Entities with tax leveling authority are not eligible to apply.

Requirements

1. The applicant must be a registered non-profit organization with the Illinois Secretary of State at the time of application.
2. All materials and advertisements should identify, where possible, the City of Edwardsville as a sponsor of the event.
3. Applicant must submit evidence of all required payments. The following are acceptable forms of proof: vendor invoices, copies of credit card receipts, copies of canceled checks, on-line bill pay transaction registers, original tear sheets of print ads, screenshots of online ads, samples of printed materials, or statements of other acceptable evidence of payments. No advance payments are authorized.
4. All receipts, project budget recap, and ancillary supporting documentation must be submitted within 90 days from last day of event.

5. All invoices for charges for services must be paid prior to grant reimbursement. City charges may include, but are not limited to, public safety, public works, parks personnel and equipment.
6. This grant is 100% reimbursement post-event completion.

Authorized Uses of Funding

Special Events Grant funding is available for the following types of uses:

1. Advertising and promotional campaigns supporting events or marketing projects in media such as broadcast, web, regional print, and distribution.
2. Printing and distribution of promotional pieces, creative design, printing, copying, ad placement cost, and distribution of direct mail.
3. Creating an Internet website promoting the event linked to the Edwardsville website to increase participation, attendance, and awareness of the event.
4. Municipal charges for services related to the project or event including, City of Edwardsville provided public safety, public works, and parks expenses.

Unauthorized Uses of Funding

1. Prize money, scholarships, awards, plaques, or certificates.
2. Travel expenses related to any traveling exhibit, contest judges, or staff travel.
3. Projects restricted to private or exclusive participation.
4. Private entertainment, food, beverages, and lodging.
5. Legal, medical, engineering, accounting, auditing, planning, feasibility studies, consulting services, or fees.
6. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly related to the project or event.
7. Tangible personal property including, but not limited to, office furnishings or equipment, permanent collections, or individual pieces of art.
8. Interest or reduction of deficits and loans.
9. Expenses incurred or obligated prior to or after the project period.
10. Advertising and other promotional materials promoting future events.
11. Payments for services or goods purchased for previous or other events.
12. Capital or infrastructure projects.
13. Deposits on exhibits.
14. Entities with tax leveling authority.
15. Other items may be deemed ineligible by the Finance Committee and/or City Council.

Event Guidelines

Major Events: Staged in the City of Edwardsville that will attract large numbers of visitors to the city. Examples are multiple day sporting, art, food, and entertainment festivals.

Marketing Assistance: Increasing the effectiveness of funded organization's outreach via TV, radio, and print publication. Examples would be production of brochures, maps, documentaries, special package promotions, and marketing programs.