RESOLUTION 2018-11

RESOLUTION OF THE TOWN OF CUMBERLAND TO ESTABLISH A COMMUNITY ENRICHMENT GRANT

WHEREAS, the Town of Cumberland receives requests from various community groups to assist with projects and events;

WHEREAS, community projects and events are important in helping to achieve a sense of place and identity;

WHEREAS, the Cumberland Town Council recognizes our community has many great community groups;

WHEREAS, the Cumberland Town Council has determined it is important to assist in the endeavors of these community groups when it is determined they will enrich our community;

WHEREAS, community groups often request the Town of Cumberland to assist through providing resources and staff;

WHEREAS, the Cumberland Town Council has determined there is a need to establish a process through which community groups may request assistance with such community projects and events;

WHEREAS, the Cumberland Town Council has further determined there is a need to establish a process to help them better determine which projects and events should receive assistance from the Town;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Cumberland, Indiana, that the Town will establish the “Cumberland Community Enrichment Grant” as included in “Attachment #1” of this Resolution.

Adopted this [date] of May, 2018.

Cumberland Town Council:

Anna Pea, Town Council President
Joe Siefker, Town Council Vice President

Nicole Bell, Town Council Member

Brian Gritter, Town Council Member

Aaron Cutshaw, Town Council Member

Attest: Erica Salmon, Clerk-Treasurer
Cumberland Community Enrichment Grant

The Cumberland Town Council offers a grant program to assist local organizations with festivals, events, and other community enrichment efforts. We recognize our local organizations sometimes require in-kind assistance from Town Council and staff members in developing local events, attractions, festivals, and other efforts which enhance the quality of life and sense of community for all Cumberland citizens. The Town Council has established this grant in order to assist such projects which would contribute to the following objectives:

- Events or festival which draw visitors to Cumberland
- Events which promote community identity
- Projects which celebrate Cumberland’s history
- Placemaking projects which enhance quality of life or sense of place
- Community clean-up days

Guidelines, restrictions, and requirements:

- Grant requests will be provided to the Town Council for review and approval. Please submit all completed applications and required information by email to Special Projects Coordinator Renee Garard at rgarard@town-cumberland.com, or by mail at 11501 E., Washington Street, Cumberland, IN 46229.
- All requests must be submitted at least 90 days prior to the event or project commencement date. All requests will be reviewed by the Town Council during a Town Council meeting. This meeting must be attended by a member of the applicant organization in order to answer any questions the Council may have.
- All requests are voted on by the Cumberland Town Council and must receive a majority vote. The Town Council has the discretion to grant, deny, or award requests in part.
- Council is not required to vote on a request at the same meeting at which the request is first presented. Council may table requests for future meetings at its discretion. If tabled, the Council may request a member of the requesting organization to attend the future meeting at its discretion.
- Please note this grant is designed for the request of in-kind services only from the Town Council or staff members and is not for the purpose of requesting a monetary contribution from the Town.
- The applicant organization for any awarded grant must submit a follow-up report to the Cumberland Town Council within 60 days of the conclusion of the event or project. This report should summarize how the event or project contributed to one of the above listed objectives.
- A Council member belonging to any requesting organization must excuse him/herself from any vote on the request.
- Requests are granted at the Council’s discretion. Some factors the Council may consider are: how well the request accomplishes one of the above objectives, staff time and availability, the project or event’s prior success (when applicable), whether other organizations are readily available to provide requested services, and current Town budget.
- The Town Council is not obligated to state reasons for granting or rejecting requests.
- Requests for events or projects which would endorse or promote discrimination, hate speech, criminal activity, or violence will not be considered. Projects which would involve drug or alcohol use, weapons, or present other public safety concerns will also not be considered.
- Significant alterations to the project following approval require notification to Town Council.
- Requests must be typed or printed neatly. Illegible requests will be discarded.
- Requests for services which involve monetary payment from the Town to 3rd party vendors will not be considered. This includes requests for additional port-o-lets or handwashing stations. If such items are needed they should be arranged for by the applicant organization. In the alternative, applicant organizations may contact Renee Garard at rgarard@town-cumberland.com to make arrangements to use the Town’s vendor when applicable; however, the applicant must execute an agreement to pay any invoices associated with such items.
- Applicants wishing to take advantage of the Town’s banner program must comply with the Town’s Banner Policy and pay the applicable fees. The Banner Policy is attached to this application for convenience.
Please complete answer all questions. If answering via an attached document please note the number of the attachment in the blank. Please number all attachments accordingly. Incomplete requests may be discarded.

**Applicant Information**

Company, Business or Organization Name Applying for the Grant:
___________________________________________________________________________

Contact Person and Title: ______________________________________________________

Email: ____________________________________________________________

Mailing Address: _________________________________________________________
___________________________________________________________________________

City: ___________________________ State: ________ Zip: ________________

Phone Number: ______________________ Alternate Number: __________________

Federal Tax ID Number (if applicable) ______________________ Not for Profit? ________

If yes, Tax Exempt Number: ____________________________

List Board of Directors, Committee, or Project Members: ____________________________
___________________________________________________________________________

**Request Information**

Name of event or project: ______________________________________________________

Expected event or project commencement date: ________________________________

Expected completion date: ________________________________

Describe event or project and the type of assistance is needed. Attach additional sheets if needed:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Describe why the requested assistance cannot be provided by your organization or another available organization:
___________________________________________________________________________
If the need is for an event, what is your estimated attendance? ______________________

How will the granting of this request contribute to one of the listed objectives of this grant on Page 1:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

How will you measure the impact on the community or your organization from this potential funding?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Attach detailed budget for project or event & list the attachment number here: ___________

Please list all funding sources for project or event: ________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

If project or event has brought in revenues or donations for the applicant organization in previous years, please include those amounts for the previous two years (if applicable) in an attached Spreadsheet. List attachment number here: _______________

**Requested Services**

Please list the services being requested from the following departments. Additional information may be requested if needed to determine staffing needs:

Department of Public Works Staff: ______________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Police Department: ________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

___________________________________________________________________________
Council Members or Administrative Staff:  
___________________________________________________________________________  
___________________________________________________________________________  
___________________________________________________________________________  
Use of Town property (please include a map showing intended usage):  
___________________________________________________________________________  
___________________________________________________________________________  
___________________________________________________________________________  
Have you previously requested or been granted a Cumberland Community Enrichment Grant?  
If Applicable please list request dates and if request was granted:  
___________________________________________________________________________  
___________________________________________________________________________  
___________________________________________________________________________  
What critical dates need to be considered for planning purposes:  
___________________________________________________________________________  
What other dates are important to this request:  
___________________________________________________________________________  

Signature

I hereby submit this application and supportive documents for the proposed request. I have read and understand that I must comply with the Grant Guidelines attached. I understand that if the request is approved, the printed and or broadcast material must indicate the Town of Cumberland as an Event or Project sponsor.

Applicant Signature: ________________________________ Date: ______________
Title: ________________________________
Company or Business Name: ________________________________
FOR TOWN OF CUMBERLAND USE ONLY

The Cumberland Town Council:

☐ Approves the request in full

☐ Approves the request in part

☐ Rejects the request

The Town of Cumberland will provide the following services:
Approved by Cumberland Town Council on this _________ day of ___________________, 20__.  

Cumberland Town Council:

________________________________  
Anna Pea, President

________________________________  
Joe Siefker, Vice President

________________________________  
Nicole Bell, Council Member

________________________________  
Brian Gritter, Council Member

________________________________  
Aaron Cutshaw, Council Member

ATTEST:

________________________________  
Erica Salmon, Clerk-Treasurer
Town of Cumberland
Outdoor Banner Policy & Program

Purpose
Banner brackets will be affixed to new street light poles in 2011 as part of the streetscape project. This will allow the placement of 52 banners along Washington Street at a size of 4 ft. x 2 ft. These banners will create a sense of place and reinforce the Town’s identity.

The banner poles may be utilized by the Town to promote community pride and identity, town events, and organizations serving the community. This policy will provide details on permissible uses of the banners, costs, and other details in the use of banner poles by outside agencies and organizations.

Policies
1. Banners may be used to advertise special municipal events, communitywide events and other items of municipal interest. This includes, but is not limited to festivals, events, and the farmers market.
2. No advertising of a commercial nature are permitted except when a business is identified as a sponsor of the festival/event/activity.
3. Banner designs should be of an artistic nature and may include text for the dates, activities, logos and/or title of event.
4. Design shall be undertaken and developed by the applicant. Banners shall be produced in accordance with the design standards adopted as part of this policy.
5. The applicant agrees to indemnify and save harmless the Corporation, its servants and agents against all loss, costs, actions, charges, or damage which it may suffer or be put to and from and against all claims or actions which may be made or brought against the Corporation, its servants and agents, arising from the use of banners or from any non-compliance with or a violation of the terms of this policy and application and any schedules forming part of this policy or application.
6. The applicant is responsible for obtaining any required permits to install said banners.
7. The content of each banner is to be reviewed and approved by Director of Planning & Development. Permits must be reviewed and a determination made within thirty (30) days from the date the permit was submitted. Appeals to the Director of Planning & Development’s decision shall be submitted in writing within thirty (30) days to the Town Council. The Town Council’s decision will be final.
8. Banners shall be installed and removed by the Cumberland Department of Public Works or their authorized agent. All applications must be submitted a minimum of 45 business days prior to the date requested for installation.
9. Banners shall be placed for a minimum of one (1) week and a maximum of thirty (30) days, except as approved by the Town Council for seasonal events like the Farmers Market.
10. The banners shall be purchased, paid for and owned by the applicant. The Town of Cumberland is not responsible for the care, maintenance or condition of the banner approved and installed/removed for display.

11. The Town will not store banners when not in use.

12. Banners shall meet the following construction specifications:
   - 2 feet wide by 4 feet long
   - 15 oz. or higher grade rip-stop vinyl
   - Wind slits required
   - 2.5 inch rod pocket at top and bottom of banner
   - Rod pockets sewn with cotton thread, double lock stitch seams
   - Design should include bold solid design elements for maximum visibility
   - Design should include highly contrasting colors for maximum visibility

13. The cost of installation and removal is $18.00 per banner. There shall be a $25 application fee to cover the review and approval of the application. The revenue from these fees shall be placed in a non-reverting fund to be called the “Banner Permit Fund”. The banner permit fund will be used for maintenance of brackets and poles as well as the purchase of town owned banners.

14. Applications must be filed no less than 45 business days prior to the date of installation.

15. If the application is approved, a banner use agreement will need to be completed and all fees must be paid in full to reserve the space. These fees are non-refundable.

16. Banners will be permitted on a first come first serve basis.

17. If torn, damaged, or detached banners will be removed immediately. The Town accepts no responsibility for damaged banners.

18. Banners must be picked up within 24 hours of removal.

19. Only approved banners will be displayed.

20. Banner approval is based upon adherence with this policy in accordance with the requirements established by the City of Indianapolis and Indiana Department of Transportation.

21. Banner programs which use banners from a prior or current program must meet Town of Cumberland banner production requirements. Banners must be delivered to the authorized installer at least fourteen (14) days in advance of the installation date.

22. The Town of Cumberland and its agents cannot be responsible for delays in installation or damage due to weather conditions.