

CITY OF WARRENVILLE
WARREN TAVERN – FUNDING ASSISTANCE PROCEDURE

Background: The Warren Tavern Museum was originally built by Warrentville founder Colonel Julius Morton Warren in 1838 as a tavern, which was a place for food and lodging. Its status as one of the City’s oldest structures gives it particular historical value, which needs to be preserved. In recent history, the Tavern has served as a gathering place for community events, not-for-profit groups, and private functions like weddings and showers. It is located on the City’s Leonne Schmidt Heritage Park, adjacent to the City-owned Albright Studio, home of the Warrentville Historical museum. As such, it is essentially a part of the community’s historical campus. The Tavern building was relocated to this site with assistance from the City during the mid-1990s, and remodeled in subsequent years with City funding assistance.

Due to the unique partnership with the City, and its historical significance, in January 2020, the City Council voted to separate the Warren Tavern from the Hotel Tax Grant Program managed by the Tourism and Arts Commission. The Hotel Tax Grant is intended for events and programs that encourage tourism and arts in Warrentville, however the Tavern’s funding requests are for capital maintenance and replacement costs for the Tavern building. The City recognizes that the Tavern Preservationists may need financial assistance to maintain the Tavern in safe operating condition for the community. Therefore, the following process was developed to guide the Tavern in future requests for funding assistance.

1. It is the express intent of the City Council that assistance requests from the Tavern, considered from taxes collected from the Hotel Tax, are used for maintenance, repair, and improvement costs associated with the upkeep of the Tavern Building.
2. It is also the expressed intent of the City Council that a total of up to \$10,000 will be budgeted for in the Hotel Tax Fund, which will be used for funding assistance requests in those years when the tax collections are sufficient to consider such requests.
3. Further, it is also the intent of the City Council that funding cannot be used for overhead items such as insurance, website maintenance, staff that are employed by the Tavern, or other operating expenses.
4. **Procedural Guidelines:**
 - a. Funding requests must be submitted in writing to the Tourism and Arts Commission and include a detailed breakdown of planned expenses and applicable quotes for consideration using a standard form.
 - b. Requests shall be submitted annually by the second Monday in September, for the upcoming fiscal year (May 1 to April 30).
 - c. When possible, the Tavern should use local Warrentville businesses to complete the work. If it is not practical to use a Warrentville business, the Tavern should include an explanation in their funding request.
 - d. All expenses must be incurred and paid for within the City’s fiscal year (May 1 to April 30).

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- e. The Tourism and Arts Commission receives and analyzes the request, confirming it complies with the policies and procedure guidelines provided by the City Council.
- f. The Tourism and Arts Commission shall present a recommendation for the funding request with supporting documentation at the Public Safety and Finance Committee of the Whole meeting in January.
- g. A Tavern representative should be present at that meeting to answer questions about the request.
- h. If approved, funds will be disbursed on a reimbursement basis in a manner that clearly accounts for all funds used.
- i. Reimbursement requests may be submitted as expenses are incurred, or in one cumulative request, made no later than April 30, of the fiscal year for which the funding was approved.
- j. A complete financial accounting will be included on a form provided by the City. Reimbursement requests must include a copy of the invoice and/or receipts demonstrating the items or services purchased, the vendor details, and the amount paid.
- k. Reimbursements of expenses shall be paid in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/).
- l. New expenses that were not previously approved will not be eligible for reimbursement.
- m. Samples of acceptable expense types are as follows:
 - Exterior repairs and improvements (roof, siding, landscaping)
 - Interior repairs and improvements (flooring, doors, electrical, etc)
 - Replacing built-in appliances (heating, AC, kitchen appliances, etc)
- n. Generally, decorative enhancements or beautification improvements will not be eligible for funding.

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SECTION 1 – GENERAL INFORMATION

Please type all information on the form provided.

Primary Contact Name

Mailing Address

Primary Contact Telephone/Cell Phone

Primary Contact E-Mail

Federal Identification

State Identification Number

Identify All Officers' Names and Titles

Name

Title

If the person completing the application is not listed as a member of the board, please provide an affidavit from an authorized member of the organization that the applicant is authorized to act on their behalf.

Applicant's Total budget: \$ _____

Project Budget Year: _____ - _____
(Start Date – no sooner than May 1) (End Date – no later than April 30)

Other Sources of Project Funding:

Our Organization: \$ _____ Grants: \$ _____

Individual Donations: \$ _____ Private Businesses: \$ _____

Amount Being Requested from City Hotel Tax Funds: \$ _____

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SECTION 3 – CITY REPORTING

The City of Warrenville shall require all funds be accounted for using Generally Accepted Accounting Principles (GAAP) for governmental funds as set forth by the Governmental Accounting Standards Board (GASB). Final accounting reports, which may be subject to audit, are due by April 30 of the fiscal year for which the funding was provided. Final accounting reports must include a complete and proper accounting of the use of City Hotel Tax funds. It must include a full and proper accounting of all expenses incurred, a full and proper accounting of any and all revenues received, and any outstanding invoices. An audit is **not** conditional, and shall be performed at any time, given proper notice of no less than five working days prior to audit for the collection of required forms, records and/or supporting documentation. While not required, if final accounting reports are submitted using the services of a Certified Public Accountant, said CPA shall provide signature on all documentation submitted to the City of Warrenville.

Signature of Representative/Officer

Title

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SECTION 4 – CERTIFICATION

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the City of Warrenville. I agree to comply with the City’s requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

I acknowledge that if expenditure of funds is approved, such approval will be for line-item-by-line-item expenditures, which must be adhered to within the maximum approved. I acknowledge that any deviation from the line items or changes in funding categories will be requested in writing for review by the Tourism and Arts Commission who has authority to approve changes that do not exceed the total grant award.

This application is made for the sole purpose of receiving funds from the City of Warrenville. The information contained in this application is true to the best of my knowledge and belief. I understand that it is unlawful for a person to willfully and knowingly make, or cause to be made, or to assist, conspire with, or urge another to make, or cause to be made, any false, fraudulent, or misleading oral or written statement to obtain funds as provided by the City of Warrenville.

By signing this application, I accept and agree to be bound by the terms and conditions of the City of Warrenville in compliance with current federal, state and local laws.

Applicant

Date

Signature of Representative/Officer

Title

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ADA AGREEMENT

In consideration of funding approval by the City of Warrenville from its Hotel Tax funds, the Tavern Preservationists hereby acknowledge that it is obligated to comply with the provisions of the Americans with Disabilities Act (“ADA”), and the Preservationists hereby agrees to abide by all provisions, requirements, and regulations of the ADA which are applicable to their conduct.

Signature of Representative/Officer

Title

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WAIVER AND RELEASE OF ALL CLAIMS

Whereas, the Warren Tavern Preservationists (“Tavern”), has applied for and been approved by the City of Warrentville (“City”) for Hotel Tax funds for maintenance and repairs of the Warren Tavern building.

NOW, THEREFORE, in consideration of the Hotel Tax funding assistance from the City, Tavern hereby agrees that in the event that, or as a result of the work performed by the Tavern, the City is made a party defendant in any litigation or any claim or demand is made against the City, the Tavern shall defend, indemnify, and hold harmless the City, its officers, agents, commissioners, and employees, individually and collectively, from and against any and all suits, claims, demands, set offs, or other actions, including but not limited to judgments arising therefrom. The obligation of the Tavern shall include and extend to payment of reasonable attorneys’ fees for the representation of the City and its said officers, agents, commissioners, or employees in any litigation or investigation and includes expenses, court costs, and all other fees associated with any litigation, claim, or demand, or appeal.

Signature of Representative/Officer

Title