

City of Aurora



Community Services

44 Downer Place | Aurora, IL 60505

Phone: (630) 256-3400 | Fax: (630) 256-3329 | Web: www.aurora-il.org

Dear Special Event Chair,

There's a bright 2026 ahead! Enclosed you will find a copy of the Joint Festival Funding Guidelines, Application, and the Hold Harmless Agreement for the City of Aurora's 2026 Neighborhood Festival Funding Grant. Grants are for public events held during the 2026 calendar year. **The first review of applications will be on May 18** If your organization is planning a public event before May 18, please contact the City of Aurora Community Services Department.

Funding is made available to assist neighborhood and community groups that host special events and neighborhood festivals for the public which are designed to educate, benefit, organize and/or connect Aurora residents and strengthen our community. Neighborhood Festival funds are limited to payment for necessary support services only, such as rental of staging or sound equipment, portable toilets, tents, tables and chairs, general liability insurance for the event, security or emergency personnel.

It is important that we review all requests for funding at one time to ensure that as many groups as possible receive assistance while planning their event. **The first review of applications will be on May 18 and thereafter on a rolling basis.** Therefore, we ask you to do your planning early.

To apply, please complete and sign the original Application and the Hold Harmless Agreement, include not-for-profit documentation, and return to the Community Services Department via email to COANFF@aurora.il.us, hand-delivered or mailed to Aurora City Hall, Community Services Department, 44 East Downer Place, first floor, Aurora, IL 60505 or faxed to 630-256-3329, attention: NFF.

Please retain a copy of the Guidelines for your own files. Please complete the entire application and remit *all necessary documents*. Incomplete applications or applications received without the required documentation will be returned via the email address provided.

Awards for neighborhood festivals and special events are in the amounts between \$500-\$1,000 per event. The available funding will be distributed among all eligible applicants on a first-come, first-serve basis. It is important that you respond promptly to this opportunity prior to the assignment of all funds. No applications will be accepted after July 31, 2026. Funds will be available until they are allocated.

If your group has been approved for funding assistance, you will be notified with the approved amount and the payout procedures by/before your event. In addition, within seven (7) days after the event, share with the Community Services Department photographs and a brief summary of your event, including attendance and impact of the event please. A Post Event Follow-up Form will be included with your approval letter.

If you have any questions, please feel free to contact Diana Martinez during regular business hours at 630-256-3408 or email COANFF@aurora.il.us and copy martinezd@aurora.il.us.

Sincerely,

Nicole Mullins

Chief Community Services Officer