



**CITY OF AURORA  
2026 FESTIVAL FUNDING APPLICATION**

*(Public event designed to educate, benefit, organize and/or connect Aurora residents to build  
a stronger community)*  
COANFF@AURORA.IL.US

**NAME OF EVENT** \_\_\_\_\_

**SPONSORING ORGANIZATION** \_\_\_\_\_

**FEIN OR STATE ID NUMBER** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**PHONE** (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DATE(S) OF EVENT** \_\_\_\_\_ **TIME(S) OF EVENT** \_\_\_\_\_ to \_\_\_\_\_

**LOCATION OF EVENT** \_\_\_\_\_

**DESCRIPTION OF SPONSORING ORGANIZATION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GOALS OF SPONSORING ORGANIZATION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF PROPOSED EVENT** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUNDING SOURCES**

If applicable, include ward and advisory board funds (“in-hand” means you already have in possession/available):

<i>Organization</i>	<i>In Hand?</i>	<i>Amount</i>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**ARE YOU CHARGING AN ADMISSION FEE (or asking for a “suggested donation”) TO ATTEND YOUR EVENT? \_\_\_ YES \_\_\_ NO?**

(If YES) What is the amount of the admission fee or suggested donation? \$ \_\_\_\_\_

(If YES) What is the total amount you expect to receive from admission? \$ \_\_\_\_\_

(If YES) Explain the reason(s) you are charging an admission fee or asking for a

“suggested donation” to attend your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN-KIND DONATIONS and approximate value**

<i>Item/Category Description</i>	<i>Approximate Value</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Event Funding (include donations, in-kind donations and admission fees) \$ \_\_\_\_\_**

**EVENT BUDGET:**

<i>Item/Category Description</i>	<i>Estimated Cost</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ _____</b>

**TOTAL FUNDING ASSISTANCE REQUESTED \$ \_\_\_\_\_ (maximum \$1,000)** (This amount cannot exceed 50% of the event budget)

**\*NOTE: EVENTS RECEIVING FIFTY PERCENT (50%) OR MORE OF THEIR BUDGET FROM THE CITY OF AURORA (INCLUDING WARD FUNDS AND ADVISORY BOARD FUNDS) ARE NOT ELIGIBLE UNDER THIS FUNDING GRANT PROGRAM.**

*\*Aldermen and City Advisory Boards are not eligible to apply.*

**YOU MUST REACH OUT TO COUNCIL MEMBERS DIRECTLY IF YOU ARE SEEKING WARD FUNDS.**

**YOU MUST REACH OUT TO THE ADVISORY BOARDS DIRECTLY IF YOU ARE SEEKING FUNDS FROM THE AURORA AFRICAN AMERICAN HERITAGE ADVISORY BOARD, THE AURORA HISPANIC HERITAGE ADVISORY BOARD OR THE INDIAN AMERICAN COMMUNITY OUTREACH ADVISORY BOARD.**

HAS THE EVENT BEEN HELD IN THE PAST? \_\_\_ YES \_\_\_ NO

IF YES, IN WHAT YEAR WAS THE LAST TIME YOU HELD THE EVENT? \_\_\_\_\_

WHAT WAS THE TOTAL EVENT ATTENDANCE THE LAST TIME YOU HELD THE EVENT?  
\_\_\_\_\_

WHAT WAS THE PERCENTAGE OF AURORA RESIDENTS IN ATTENDANCE? \_\_\_

HOW MANY TIMES HAVE YOU HAD THE EVENT? \_\_\_\_\_

WAS CITY OF AURORA FESTIVAL FUNDING PROVIDED FOR THIS EVENT PREVIOUSLY?  
\_\_\_ YES \_\_\_ NO

(IF YES) NUMBER OF YEARS \_\_\_\_\_

HAVE YOU EVER BEEN TURNED DOWN FOR FESTIVAL FUNDING? \_\_\_ YES \_\_\_ NO

IF YES, WHEN AND FOR WHAT REASON? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU REQUESTING A COMMUNITY SERVICES BOOTH OR TABLE AT THE EVENT?  
\_\_\_ YES \_\_\_ NO

**Return completed Application with signed Hold Harmless Agreement and Not-For-Profit Documentation via email: [coanff@aurora.il.us](mailto:coanff@aurora.il.us); hand-delivered or mailed to: Aurora City Hall, Community Services Department, 44 East Downer Place, 1<sup>st</sup> floor, Aurora, IL 60505 or by Fax: 630-256-3329**

For questions, contact Diana Martinez during regular business hours at 630-256-3408 or email [COANFF@aurora.il.us](mailto:COANFF@aurora.il.us)

**REQUIRED ATTACHMENTS:**

- Completed Application
- Signed Hold Harmless Agreement
- Not-for-Profit Documentation
- 2025 Event Budget Copy of Financial Statement