

**APPLICATION FORM INSTRUCTIONS
DEERFIELD COMMUNITY DEVELOPMENT TRUST FUND**

The general purpose of the Deerfield Community Development Trust Fund is to provide for improvements in the Village that will enhance the quality of life for current residents and future generations.

The Deerfield Community Development Trust Fund is funded by the earnings from investment of the proceeds of the electric utility sale.

The proceeds from the sale have been set aside in a special trust fund, in keeping with the wishes of the voters in overwhelming approval of the 1985 referendum at the time of the sale. That referendum question was: "Should the present and future Deerfield Village Boards place and maintain the Deerfield Electric Utility net sales proceeds in a separate account, and use the interest earned on such account as they deem appropriate but leave the principal balance intact?"

In establishing the Community Development Trust Fund, the Village Board reasoned that, because the interest earnings from the sale proceeds should be used to create and renew assets for current and future generations, consequently, the Deerfield Community Development Trust Fund will fund projects that create specific types of improvements in the Village.

WHAT PROJECTS ARE ELIGIBLE?

Eligible project must fall into one or more of the following categories:

1. Public Improvements

- Street system and adjoining improvements
- Storm sewer system
- Sanitary sewer system
- Water system
- Parks or recreational facilities
- Public buildings

2. Community Projects:

Any project proposed by a group or individual that will create improvements in the Village that are consistent with the intent of the trust and the referendum vote, including projects that may fall into one or more of the categories under #1 above.

3. Other projects that are consistent with the purpose of the Community Development Trust Fund and meet the criteria explained in the criteria section of this instruction sheet.

The Deerfield Community Development Trust Fund may not be used to fund operating costs of any program, project or group. The Trust will not fund any project if the benefits accrue mostly to a few private individuals, firms, or groups.

WHO CAN APPLY?

Eligible applicants are:

1. Any resident or residents of the Village;
2. Community organizations such as the Lions, Jaycees, Women's Club, or others; and
3. Other community groups.

HOW TO APPLY?

To apply for funds from the Community Development Trust Fund, the individual(s), or group must:

1. Complete the application form thoroughly. (See the Application Questions section of the Application Form Instruction sheet.)
2. Submit the form to the Village Clerk by the deadline.

APPLICATION QUESTIONS

1. The description of the project should be as complete as possible. It is not necessary to describe all minor details, but the view committee should be able to clearly understand exactly what is proposed and how the project would be carried out. The description should also indicate how the project fits in with other projects planned or already completed in the Village.

2. The purpose of the Community Development Trust Fund is to provide for improvements in the Village that will enhance the quality of life for current residents and future generations. The project application should specifically say how the project will further the purpose of the Community Development Trust Fund.

3. The budget should be described in detail. The categories to use in the budget include:

- A. wages and fringe benefits;
- B. capital outlay (any item with a cost of \$1,000.00 or more);
- C. other supplies or equipment; and
- D. other costs.

4. Community groups proposing projects must indicate the amount of matching funds the group will contribute to the project and how the group's membership will be involved in the project. There is no specific requirement for the percentage of costs met by matching funds, but a significant effort to contribute is expected.

WHO REVIEWS THE APPLICATION?

The Village Board established a review process for applications in Village Ordinance 1.05 as adopted on July 13, 1987, and as amended thereafter.

All applications will be reviewed by an Advisory Committee composed of four public members and three members of the Village Board. The Advisory Committee will be appointed by the Village President and the nominations must be approved by the Village Board.

The Advisory Committee will review the applications and make recommendations on which projects to fund to the Village Board. All accounting and auditing procedures of the Village government will be used in the operation of the Deerfield Community Development Trust Fund.

WHAT CRITERIA ARE USED TO REVIEW THE APPLICATIONS?

All projects must fall into one or more of the three eligibility categories in order to be approved. The Village Board intends to allocate up to one-third of the interest earnings of the Trust to each of the three categories. The one-third of the interest earnings earmarked for the third category (Other Projects) may be transferred to projects eligible under either of the other two categories.

The Advisory Committee and the Village Board will use specific criteria to evaluate the applications. In order to receive funding a project must satisfy the following criteria:

1. The project must be one of public necessity, convenience, or welfare.
2. The project must be:
 - a. one for which taxes can customarily be levied;
 - b. one whose object has customarily been considered a proper use of government funds;
 - c. one which does not unduly compete with private enterprise;
 - d. one which provided a significant general benefit;
 - e. one which benefits a significant number of citizens in the village;
 - f. one which is unlikely to be performed without public funding and
 - g. one which has fairly direct benefits to the public.
3. The applicant must have a reasonably specific plan for the use of the monies.

HOW ARE APPLICANTS NOTIFIED?

The Advisory Committee will notify each applicant of its recommendation to the Village Board, the proposed dollar amount to be granted (or denied), with the indication that the amount stated in the letter will remain the same unless further notified, and when the recommendation will be considered by the Village Board. This notice will be in writing. The Advisory Committee will make its recommendations to the Village Board for each application. The Advisory Committee will submit all applications and any accompanying materials to the Village Board when it provides the board with its recommendations. The Village Board will make the final decision on which projects to fund with the Community Development Trust Fund.

DEADLINES

Applications are due at the Village Hall by February 1 of each year.

Final decisions on the projects to be funded will be made by the Village Board by April 1. Projects that are approved must be completed within 18 months.

DEERFIELD COMMUNITY DEVELOPMENT TRUST FUND BY-LAWS

PURPOSE

The purpose of the Deerfield Village Community Development Trust Fund is to provide for specific improvements in the Village that will enhance the quality of life for current residents and future generations.

RATIONALE

The Deerfield Electric Utility was an asset of the Village, developed and paid for by past generations. The proceeds from the sale of that asset should be used to create new assets for current and future generations of Village residents.

The sale of the utility provided a lump sum payment to the village. In the election of April 2, 1985, the voters overwhelmingly approved the referendum question: "Should the present and future Deerfield Village Boards place and maintain the Deerfield Electric Utility net sales proceeds in a separate account, and use the interest earned on such account as they deem appropriate but leave the principal balance intact?" Therefore, the interest earnings should be used according to the referendum.

The Village of Deerfield will continue to grow in the future. New public works will be required to meet the needs of residential, commercial and industrial growth. In addition, the existing system of roads, storm and sanitary sewers, water and parks is in need of very substantial investment for repairs and renewal; these assets are both physically depleted and at or near the end of their useful economic life. At stake is the survival of the village as a good place to live and do business.

Therefore, the interest earnings of the proceeds of the utility sale should be used to improve or rebuild the public infrastructure and enhance the quality of life for future generations of village residents.

TRUSTEES

The Village Board shall serve as trustees for the Community Development Trust Fund. Decisions are by majority vote of the Trustees. All rules of the Deerfield Village government govern meetings, voting and decisions of the Trustees.

DUTIES OF TRUSTEES

Trustees of the Trust will create an application process for funding of projects, publicize the application process and deadlines, and make decisions on which projects are to be funded each year, establish detailed criteria for each project that is funded, create any reasonable stipulations or conditions for funding and provide for oversight of all projects. All disbursements of funds and all accounting practices will follow the applicable village regulations and procedures. All expenditures will be audited at the same time as the annual village audit.

ELIGIBLE PROJECTS

A project is eligible for funding if it will improve the village and enhance the quality of life for the residents. Projects that will fund only the annual operating costs of a program are not eligible for funding through the Community Development Trust. Projects that provide mostly private benefits are not eligible for funding.

Any organization or individual in the Village can propose a project for Community Development Trust funding.

CRITERIA FOR FUNDING PROJECTS

The annual interest earnings from the investment of the proceeds from the utility sale shall be used in the following way:

1. **Public Infrastructure.** Up to two-thirds of the interest earnings may be used for investment in the village's roads, sanitary sewer, storm sewer or water systems, parks or in public buildings, such as the fire station.

2. **Community Projects.** Up to two-thirds of the annual interest earnings may be used for investments proposed by individuals or private non-profit community organizations such as the Business/Professional Association, Women's Club, Lions, Jaycees, American Legion, and others. For investments suggested by organizations the trustees will set a reasonable requirement for matching funds and active participation by the organization's membership in the project.

The entire amount of interest earnings need not be used in any given year if not warranted by the projects proposed or able to be undertaken during the year.

APPLICATION PROCEDURES

The Trustees shall create an application form and set deadlines for submission of project ideas. Projects will be approved and included as a part of the village budget, following the budget procedures prescribed by state law and village ordinance. The application deadlines and procedures will be publicized by the Trustees.

ADVISORY COMMITTEE

The Trustees will appoint a Community Development Trust Fund Committee to examine the applications and make funding recommendations to the Trustees. The Committee shall be composed of four public members and three members of the Village Board. The term shall be two years and are appointed by the third Tuesday in April.

AMENDMENTS TO THESE BY-LAWS

Amendments to these By-Laws can be made by a majority vote of the village board, provided that amending the By-laws is noted as an agenda item on the official meeting notice of the Village government and publicized as required by state law.

INFORMATION SHEET FOR THE DEERFIELD COMMUNITY DEVELOPMENT TRUST FUND

PURPOSE:

The general purpose of the Deerfield Community Development Trust Fund is to provide for ~~permanent~~ improvements in the Village that will enhance the quality of life for current residents and future generations.

SOURCE OF FUNDS:

No additional taxes will be levied to establish the Deerfield Community Development Trust fund. It will be funded by a transfer of the earnings obtained from investing the proceeds of the electric utility sale.

The electric utility sale proceeds were set aside in keeping with the wishes of the voters. When the electric utility was sold in 1985, a referendum was put forth to the voters asking: "Should the present and future Deerfield Village Boards place and maintain the Deerfield Electric Utility net sales proceeds in a separate account, and use the interest earned on such account as they deem appropriate but leave the principal balance in tact?" The voters overwhelmingly approved the referendum. In response, the board set aside the proceeds in a special revenue fund. It is the interest earnings from this special fund that will be used for the Community Development Trust Fund.

RATIONALE:

The 1985 referendum indicated that the Village Board should use the interest earnings "as they deem appropriate". After much consideration, the Village Board concluded that the best way to use the interest earnings was to fund projects that provide for improvements in the Village.

The Village Board reasoned that the electric utility was an asset created and paid for by past generations of Deerfield residents. Interest earnings from the sale of that asset should therefore be used to create and renew assets for present and future generations of Deerfield residents.

Furthermore, the Village Board knows that the Village will continue to grow. New improvements will be required to meet the needs of the Village's residential, commercial and industrial growth. The existing system of roads, storms and sanitary sewers, water systems, and parks is in need of a substantial investment for repairs and renewal. Many of these assets are both physically depleted and at or near the end of their useful economic life.

The Community Development Fund is a vehicle to encourage the renewal and creation of improvements for the Village of Deerfield. It is a vehicle which will encourage innovative ideas for projects and will increase community participation in these projects. It will also provide a mechanism by which proposals can be reviewed by the Village Board.

COMMUNITY ACCESS TO COMMUNITY DEVELOPMENT FUND MONIES:

If you have project(s) that you think may be eligible for Community Development Fund monies, contact the Village Clerk at 764-5404 during regular business hours (7:45 AM to 4:30 PM). She can give you the Application Form and Instructions for the Application Form which detail how to apply for monies. The Instructions explain the criteria for funding projects, the application process, and the application deadlines.