



# Community Project & Event Fund Overview Packet



***Presented by:***

***Neighborhoods & Families Division***


***Department of Leisure, Family and Recreation***



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**Department of Leisure, Family and Recreation**

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The Department of Leisure, Family and Recreation's Neighborhoods and Families Division is pleased to announce the Community Project & Event Fund. The Neighborhoods and Families Division is requesting applications from local Manchester non-profit 501©(3) organizations and/or government/education organizations (excluding divisions within the Department of Leisure, Family and Recreation), neighborhood groups, religious organizations, or other appropriate organizations who are interested in partnering and collaborating.

***How do I qualify?***

The application must be completed in its entirety. Submission review will be facilitated by the Department of Leisure, Family and Recreation. Proposed projects or events must be facilitated by a Manchester non-profit organization, club, or group. Projects must be open and accessible to the public and must be culturally inclusive. Projects or events must fulfill the requirements of one of the funding opportunities stated in the application. Sponsoring organizations must be able to establish accounting procedures to document the expenditure of funds.

***How can I use the funds?***

Funds can be used for supplies, materials, and other expenses that are directly involved with your project. Funds cannot be used for personnel and/or administrative fees, religious instruction, religious literature or materials, worship services, capital expenses, or donations to other organizations.

***If approved, what do I need to do?***

If approved for funding, you must complete a Community Project & Event Fund Overview Form (you will receive this upon notification of awarding of funds). The project must be implemented between July 14th, 2025, and June 30<sup>th</sup>, 2026. The Final Budget and Program Summary must be completed by June 30<sup>th</sup>, 2026.

***How do I apply?***

Applications are due by Sunday, April 20, 2025, no later than 11:59 PM. Visit the following link to review and complete the digital application packet:

<https://us.openforms.com/Form/75366e71-19f0-46f6-bc1c-1e682ec41130>

***Questions?***

Additional questions regarding fund requests or eligibility should be directed to Recreation Supervisor James Costa at [jcosta@manchesterct.gov](mailto:jcosta@manchesterct.gov).



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## Department of Leisure, Family and Recreation Support

The following is a breakdown of available support offered by the Department of Leisure, Family and Recreation in addition to funding:



- **Neighborhoods & Families Liaison:**
  - Approved organizations will be provided with limited support from a Neighborhoods and Families Liaison. Support includes: meeting participation, promotional design request forms, print requests for promotional materials, Town of Manchester department navigation, day-of event staffing, etc. The Neighborhoods and Families Division reserves the right to require a staff person on-site during events, paid from the organization's awarded funding.
  
- **Facilities:**
  - The Department of Leisure, Family and Recreation oversees a variety of indoor recreation centers, outdoor greenspaces, and hybrid locations. Please refer to the Department of Leisure, Family and Recreation Facility Breakdown for a complete listing of prospective program/event locations.
  
- **Promotion:**
  - The Department of Leisure, Family and Recreation will provide support with event promotion, including: creation of promotional materials (in keeping with department brand standards), distribution among department social media channels and inclusion in Better Manchester Magazine's monthly program newsletter.
  
- **Video & Audio Equipment:**
  - Video equipment may be available for event usage. Equipment may include: large inflatable projection/movie screen w/ stakes & projector.
  - Audio equipment may be available for event usage. Equipment may include: two Bluetooth speakers with stands and wired microphones.
    - *If utilizing department video and audio equipment, an AV support staff is required at a rate of \$25.00/hour. Equipment usage must be coordinated with the Neighborhoods & Families Liaison.*



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## Organization Expectations

*Organizations who are awarded funds through the Community Project & Event Fund are responsible for the following, including but not limited to:*

- **Program/Event Management:**
  - Awarded organizations are responsible for managing all aspects of approved programs/events, including spearheading preparatory meetings/minute keeping, Town of Manchester permitting outreach (i.e. contacting the Health Department if food is to be served at event), event staffing/set-up/break-down, etc.
  
- **Accounting Procedures & Reporting:**
  - Awarded organizations are responsible for establishing accounting procedures & completing fund reporting documents as outlined in the Community Project & Event Fund Overview & digital application.
  
- **Facility Use Requests:**
  - If utilizing a Department of Leisure, Family and Recreation facility, digital facility use requests must be submitted. The digital application can be reached at: <https://us.openforms.com/Form/ce75813d-e6f1-4cc7-a104-17807c5736e7>
  
- **Promotion:**
  - Organizations are responsible for sharing promotional materials across their own digital & in-person channels. Organizations can use awarded funds to print physical materials (posters, flyers, yard signs, etc.). Some printing services are available through the Department of Leisure, Family and Recreation; printing services can be coordinated through the Neighborhoods and Families Liaison.
  
- **Design Requests:**
  - Organizations are responsible for submitting design requests for promotional materials to the Neighborhoods & Families Liaison. Materials must be submitted four weeks prior to anticipated release.



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## Facility Breakdown

*The following facility listing includes Department of Leisure, Family and Recreation- managed facilities. For questions on other facilities, please contact the Neighborhoods and Families Liaison.*

### **Eastside Neighborhood Resource Center (153 Spruce Street)**

- Hybrid resource center with indoor conference facilities & greenspace at the adjacent Market Field. Access to power, Wi-Fi & event storage space. The neighboring Nathan Hale Recreation Center can be used as an indoor event space in case of inclement weather.

### **Charter Oak Park (50 Charter Oak Street)**

- Outdoor park with large greenspace, playgrounds, basketball, and tennis courts. Located off downtown Manchester exit on I-384. Wi-Fi is available on site. No available indoor event space in case of inclement weather.

### **Leisure Labs at Mahoney Center (110 Cedar Street)**

- Hybrid recreation center. Indoor facilities include: gymnasium, cafeteria, and 1<sup>st</sup> floor meeting/activity spaces. Outdoor facilities include: large greenspace, playground, and basketball court. All facilities include access to Wi-Fi & power.

### **Center Memorial Park (586 Main Street)**

- Outdoor park, adjacent to the downtown Mary Cheney Library. Facilities include stage with access to power. Wi-Fi available throughout the park. No available indoor event space in case of inclement weather.

### **Northwest Park (448 Tolland Turnpike)**

- Outdoor park with large greenspaces, playground and boundless playground, rental pavilion and outdoor dining area. Wi-Fi and power available throughout the park. No available indoor event space in case of inclement weather. There are additional fees associated with the use of the pavilion and grill rentals.

### **Center Springs Park (39 Lodge Drive)**

- Outdoor park with access to greenspaces and covered pavilion. Indoor facilities available, with access to two downstairs meeting spaces and access to Wi-Fi and power.



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