



## **Prairie Field HOA Block Party Grants are Now Available**

**Why?** Our Prairie Fields neighborhood has over 600 homes. Instead of trying to organize a neighborhood wide party for a couple thousand people we are empowering you to gather your neighbors and hold a block party on your street.

**How:** Apply for the grant by filling out and submitting the form below.

### **Guidelines:**

1. The minimum # of homes needed to participate in order to receive grant is 10 homes
2. Each block party request must be made by a homeowner in Prairie Fields
3. A list of homeowner's names and address invited to the block party must be provided to the PFHOA. We encourage you to invite as many of your neighbors as possible.
4. Grant is for rentals, consumable items (i.e. food, non-alcoholic beverages, disposable paper products, etc.) or family-oriented entertainment. The grant is not for alcohol, tobacco, or dangerous materials.
5. Grant money will be provided as reimbursement after your event based on submitted receipt. Rentals must be to a Prairie Fields homeowner.
6. The grant amount will be dependent on the size of your event (max \$100)
7. The CCHOA reserves the right to reject requests for block party sponsorship for any reason and to amend the rules as needed.
8. You are allowed 1 block party request per year.
9. PFHOA will only sponsor 1 block party for the same general area. For example if Neighbor A lives on one side of the street and holds a block party and the PFHOA approves the sponsorship, neighbor B from across the street or next door will not be able to submit a request for the same neighbors. PFHOA will review the list of addresses provided to make this determination.



## How to Plan a Block Party

1. Form a committee so you can distribute the work
  - a. At the organizational meeting
    - i. Set your radius. One rule of etiquette you must follow: Invite every household in your determined area — absolutely no exceptions.
    - ii. Ask for volunteers to head up various tasks, like coordinating food, activities, cleanup, etc.
    - iii. Decide on a date and time for the event and discuss details.
    - iv. What activities will you have?
    - v. What food will be served?
    - vi. How will you pay for the party?
    - vii. What's your rain plan?
    - viii. Where will the event be held?
    - ix. Decide on a budget
2. **Submit a grant request to the HOA (form on next page)**
3. Request road blocks from the Village by emailing Debbie Harnand at [receptionist@savoy.illinois.gov](mailto:receptionist@savoy.illinois.gov) with your phone number, the date and time of the party, and the exact block or blocks that you need barricaded.
4. Send invitations at least a month in advance that includes the following info:
  - a. The date, time and place for the event
  - b. The reasons you're having the party: to offer a sense of community, an opportunity to meet your neighbors and a safer place to live — after all, people who know each other look out for each other
  - c. What activities you have planned (for example, games, a talent show, kids' parade, etc.) and how to get involved
  - d. What guests need to bring: potluck items (for example, meat or veggies to barbecue for themselves; beverages for themselves; and a salad, side dish or dessert) and chairs for themselves
  - e. Whether they have anything you need that they'd be willing to lend for the event (for example, folding tables, coolers, trash cans, grills, music, jump houses)
  - f. Whether they'd be willing to help out, and if so, who to contact
  - g. What the suggested donation will be to cover the expenses of the party and how it will be collected
5. Send a reminder one to two weeks in advance of the party. You may also want to post signs around the neighborhood the week of the event, particularly if you're planning to close off the street so your neighbors remember to move their cars.
6. Enjoy the party!

Prairie Field HOA Block Party Grant Application

Applicant Information:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Residents from four separate households who will form the Organizational Committee (including yourself):

Name	Street Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Event date: \_\_\_\_\_ Rain date: \_\_\_\_\_ Event time: \_\_\_\_\_  
Event location: \_\_\_\_\_  
Event description: \_\_\_\_\_  
\_\_\_\_\_

Provide a detailed list of how requested HOA funds will be spent:

Item	Approx. cost	Quantity	Approx. total

This section to  
be completed  
by HOA board  
members

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_