

RESOLUTION NO. 5-7-2026-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRISTOL, INDIANA, ESTABLISHING A COMMUNITY EVENT SUPPORT POLICY AND ADOPTING A SCORING SYSTEM FOR THE USE OF TOWN FUNDS

WHEREAS, the Town of Bristol, Indiana (the “Town”) is a duly formed municipal corporation within the State of Indiana governed by its duly elected Town Council (the “Council”); and

WHEREAS, the Town Council recognizes that community events, celebrations, festivals, cultural activities, and civic programs contribute to the quality of life, civic pride, social cohesion, economic vitality, and general welfare of the residents of the Town of Bristol; and

WHEREAS, from time to time, the Town receives requests from nonprofit organizations, civic groups, and community organizations seeking financial or in-kind support from the Town for local events; and

WHEREAS, the Council desires to encourage worthwhile community events while ensuring that public funds are expended in a responsible, transparent, and equitable manner; and

WHEREAS, the Council finds that adopting a formal policy with defined eligibility criteria, funding limitations, and objective evaluation standards will promote consistency, accountability, and public trust; and

WHEREAS, the Council further finds that the use of a standardized scoring system will assist in evaluating requests based on documented public benefit rather than subjective or ad hoc considerations; and

WHEREAS, the Council desires to formally adopt a Community Event Support and Donation Policy and an associated Scoring Sheet to guide staff review and Council deliberations.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bristol, Indiana that:

- Section 1. The foregoing Recitals are fully incorporated herein by this reference.
- Section 2. The “Town of Bristol Community Event Support Policy,” attached hereto as Exhibit A and incorporated herein by reference (the “Policy”), is hereby adopted as official policy of the Town.
- Section 3. No Town funds, services, facilities, equipment, or other resources shall be provided for any event or activity unless the Council determines that the support serves a primary public purpose and provides a meaningful benefit to the residents of the Town of Bristol.

- Section 4. Town support may be considered only for community events that are civic, cultural, educational, historical, recreational, or family oriented in nature and that are open or broadly accessible to the public.
- Section 5. Town funds or resources shall not be used to support: (a) Political or partisan activities; (b) Religious worship or instruction; (c) Private or exclusive events; (d) Events conducted for the primary purpose of fundraising for private or for-profit entities; or (e) events the Council finds in its sole discretion do not meet the requirements of Section 4 hereof.
- Section 6. All requests for Town support shall be submitted in writing in accordance with the Policy and shall include sufficient information to allow evaluation of the public purpose, financial need, and operational capacity of the applicant. The Town Clerk-Treasurer or designee may reject or defer review of applications that are incomplete, untimely, or lack sufficient information to evaluate public purpose, financial need, or risk.
- Section 7. The “Community Event Support Scoring Sheet,” attached hereto as Exhibit B and incorporated herein by reference (the “Scoring Sheet”), is hereby adopted. Requests under the Policy shall be reviewed and evaluated by the Town Manager, Assistant Town Manager, and Town Clerk-Treasurer using the Scoring Sheet. Scoring results are advisory only and shall not bind or limit the discretion of the Council.
- Section 8. Final decisions under the Policy regarding approval, denial, amount of support, or conditions imposed shall remain within the sole discretion of the Council. The Council may approve or deny any request, in whole or in part, for any lawful reason, regardless of an applicant’s score or prior approvals. Any approval may be conditioned upon additional requirements, including proof of insurance, indemnification, signage, accounting, or post-event reporting, and may be modified or rescinded if the Town determines that conditions are not met or circumstances materially change. The Town may require repayment of all or a portion of Town support if funds are not used for the approved public purpose or if material misrepresentations are discovered.
- Section 9. The Council may establish annual funding limits per organization or event through the Town’s budget process. All payments to an applicant under the Policy are subject to available appropriations.
- Section 10. The Clerk-Treasurer and other designated Town officials are authorized to administer the Policy, develop application forms, maintain records, and implement administrative procedures consistent with this Resolution.
- Section 11. This Resolution shall be in full force and effect immediately upon its adoption.

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RESOLVED THIS 7<sup>th</sup> DAY OF MAY, 2026.

TOWN COUNCIL OF THE  
TOWN OF BRISTOL, INDIANA

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Jeff Beachy, President

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Cathy Burke

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Gregg Tuholski

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Doug DeSmith

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[Vacant]

ATTEST:

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Cathy Antonelli, Clerk-Treasurer

**EXHIBIT A**

**Town of Bristol Community Event Support Policy**

**[Attached]**

## **Town of Bristol Community Event Support Policy**

### **Purpose**

This policy establishes a fair, transparent process for reviewing requests for Town support of community events that benefit Bristol residents.

### **Eligibility**

Eligible applicants include nonprofit, civic, and community organizations hosting public events within the Town.

### **Ineligible Uses**

Town support shall not be provided for political, religious, for-profit, or private fundraising events.

### **Application Process**

Applications must be submitted on the form provided by the Town Clerk-Treasurer at least 30 days prior to the event and include a budget and public benefit explanation. The Clerk-Treasurer or designee may reject or defer consideration of applications that are incomplete, untimely, or lack sufficient information to evaluate public purpose, financial need, or risk.

### **General Provisions**

Approval of Town support under this Policy is a matter of legislative discretion and not a right or entitlement. Submission of an application, satisfaction of eligibility criteria, or receipt of prior Town support does not create any expectation of approval, continued funding, or future support.

All determinations regarding approval, denial, amount, form, or conditions of Town support shall be made by the Town Council in its sole discretion, subject to applicable law and the availability of appropriated funds. The scoring system is intended solely as an advisory tool to assist the Town Council in evaluating requests and shall not bind or limit the Town Council's discretion.

The Town Council may approve or deny any request, in whole or in part, regardless of an applicant's score or prior approvals. Approval or denial of any request shall not be deemed precedent for any other request.

Any approval may be conditioned upon requirements deemed appropriate by the Town, including but not limited to proof of insurance, indemnification, accounting, reporting, signage acknowledging Town support, or compliance with safety or operational requirements. The Town reserves the right to modify, suspend, or revoke approved support if conditions are not satisfied, circumstances materially change, or the Town determines that the approved public purpose will not be fulfilled.

The Town may require repayment of all or a portion of Town support if funds or resources are not used for the approved public purpose or if material misrepresentations are discovered.

**EXHIBIT B**

**Community Event Scoring Sheet**

| <b>Criteria</b>           | <b>Description</b>  | <b>Score (0-5)</b> |
|---------------------------|---|--------------------|
| Public Benefit            | Degree to which the event provides a direct public benefit to Bristol residents |                    |
| Value                     | Overall value to Bristol and greater community                                  |                    |
| Community Reach           | Estimated attendance and diversity of participants                              |                    |
| Alignment with Town Goals | Supports family life, youth, culture, downtown vitality, or tourism             |                    |
| Accessibility             | Free or low-cost, ADA accessible, convenient location/time                      |                    |
| Financial Need            | Demonstrated need and appropriateness of Town support                           |                    |
| Organizational Capacity   | Experience, planning quality, and budget clarity                                |                    |
| Leveraged Funding         | Use of sponsors, grants, volunteers, or matching funds                          |                    |
| Risk & Liability          | Safety planning, insurance coverage, and risk mitigation                        |                    |
|                           | <b>TOTAL SCORE ( 50 possible)</b>   |                    |

Scores of 24 or less: no funding recommended; Scores of 25 or more: funding recommended