

BOROUGH EVENT SUPPORT REIMBURSEMENT FORM

Name of Applicant _____

Name of Borough or Organization _____

Address _____

Phone number _____ E-mail address _____

Applicant is the ____ Borough ____ Organization (Select one)

EVENT SUPPORT PROJECT

Please describe the event/project and include event location:

Please ensure all applicable items below are included with your reimbursement request:

- ☐ Three (3) price quotes *or* documentation of three (3) attempted quotes
- ☐ Sole Provider Letter, if applicable, stating the vendor is the only available provider
- ☐ Vendor contract, including a signed Non-Discrimination and Sexual Harassment clause
- ☐ Vendor's Certificate of Liability Insurance, if applicable
- ☐ Event or project photo(s)
- ☐ Proof of payment, such as paid invoices or receipts
- ☐ Completed survey feedback form

Incomplete submissions may delay processing of reimbursement requests.

Amount requested from PCEDA \$ _____

Signature of applicant _____ Date _____

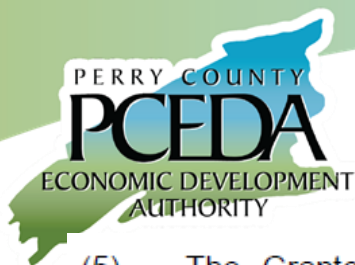
Return all forms to: PCEDA, PO Box 630, New Bloomfield, PA 17068 or email info@perrycountyeda.com with 'Event Support' in the subject line.



Non-Discrimination/Sexual Harassment Provisions

The Grantee agrees:

- (1) In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- (2) The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
- (3) Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
- (4) Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.



- (5) The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
- (6) The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
- (7) The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.



- (9) The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
- (10) The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Business Name: _____

Business Address: _____

Business Owner Signature: _____

Date: _____



Event Support Feedback Form

Borough or Organization Name: _____

Event Date(s): _____

Event Name: _____

Estimated Attendance: _____

Event Type (select one):

☐ Parade ☐ Festival ☐ Fair ☐ Craft Show

☐ Other (specify) _____

Is this event owned by the local Main Street Organization?

☐ Yes If yes, What was the total cost of the event? _____

☐ No If no, How did the Main Street Organization support this event?

☐ Cash Contribution \$ _____

☐ Volunteer Time (Hour total) _____

☐ Publicity on Main Street's website

☐ Other (specify) _____

Does this event have an event-specific website?

☐ Yes If yes, What is the website address? _____

☐ No