



# **2018 COMMUNITY ARTS ACCESS GRANT APPLICATION**

For individual artists, arts organizations, and  
Non-profit organizations  
In Boone, DeKalb, Ogle, and Winnebago Counties

**APPLICATION DEADLINE  
November 13, 2017**

**Grant Seekers Workshop  
First time applicants are encouraged to attend!**

**October 17, 2017, 8 a.m & 4 p.m.**

**Rockford Area Arts Council Office  
713 East State Street, Rockford, IL 61104  
(815) 963-6765**

**[info@artsforeveryone.com](mailto:info@artsforeveryone.com)**

**[www.artsforeveryone.com](http://www.artsforeveryone.com)**



<p>Rockford Area Arts Council 2018 Community Arts Access Grant Guidelines</p>
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**1. Purpose and Funding** The Rockford Area Arts Council is a non-profit agency for the arts in Northern Illinois whose mission is to promote, support and develop the arts for everyone. We are funded by the Illinois Arts Council Agency, the City of Rockford and donors.

**2. To be eligible for funding, an applicant must:**

- Be a 501(c) (3) tax-exempt, non-profit organization.
- Be an organization or individual artist in partnership with a non-profit organization.
- Operate within Boone, DeKalb, Ogle or Winnebago Counties.
- Have submitted final or progress report if funded in previous year.

**3. What We Fund**

- Artist Costs
- Art Supplies (consumable)
- Rental Fees
- Publicity Costs

**4. What We DO NOT Fund**

- Projects specifically funded by the Illinois Arts Council Agency
- Operating support
- Capital expenditures
- Permanent Equipment
- Construction
- Fundraisers, benefits, receptions or other social functions
- Programs that require or promote religious activity as a condition for participation
- Out-of-state touring
- Deficit funding
- College or university academic program
- Scholarships
- Salaried positions
- Publications

**5. Community Arts Access Grants**

- No requests should exceed \$2,500
- Requests should not exceed 50% of the total cost of the project.
- Projects should occur between January 1, 2018 and December 31, 2018.
- Projects which foster collaborations among organizations and/or individual artists.
- Projects which increase access and outreach to the arts for underserved populations.
- Projects which support the quality, quantity, promotion and visibility of arts in the community.

**Priority will be given to new and unique projects.**

**6. Deadline**

- Applications must be **postmarked** or **delivered** by 5:00 p.m. November 10, 2017.

**7. Application Process**

**Submit original PLUS six (6) typewritten copies of the following materials:**

- Application cover page
- Proposed project budget
- Two page narrative

**\* Required Attachments**

- Current Annual Report to Secretary of State (report must be signed and dated less than one year ago to be acceptable)
- One page budget summary for current fiscal year
- Artistic info for artist(s) and project director not to exceed one page
- Current list of organization's Board of Directors
- Samples of publications, brochures, reviews, etc. to support the project
- Previous year projects NOT completed require progress report with this application

## 8. Narrative: Organizational Information

**Briefly describe:** History, Mission, Artistic Goals, Organizational structure

### Project Description and Purpose

- Proposed project and what makes it unique
- Timetable
- Target participants
- Goals and plans for fulfillment
- Proposed measurable outcomes
- Evaluation procedures and data to be gathered
- How grant funds will be used (artist fees, rental fees, etc.)
- Collaborators and the roles they will play
- Is it a new or on-going project?
- Alternative and additional funding sources
- Plans for adaptation based on funding allocation

### Artistic Information Project Artist and Director

- Resume/Biographical information (not to exceed one page)
- Criteria for selection of artist

### Review Criteria

#### Review Criteria – Does the project.....?

##### I. Funding Priorities:

- Support the quality, quantity, promotion and visibility of arts for the community
- Increase access and outreach to the arts for underserved populations
- Foster collaboration among organizations and/or individual artists

##### II. Project Plan:

- Clarity in description of project
- Degree to which project fulfills its purpose
- Quality of planning and implementation

##### III. Budget:

- Balanced proposed budget page
- Evidence of cash match and in-kind contributions
- Evidence of additional and alternative funding sources

##### IV. Organizational Capacity:

- Evidence of fiscal accountability of applicant
- History of sound management practices

##### Outcomes: (*staff verified*)

- Evidence of attainable, measurable and manageable outcomes

##### Completeness of Application: (*staff verified*)

- All requested information provided by the deadline
- Prior grant final report or progress report submitted

Checklist: (Submit original PLUS six (6) typewritten copies of the following materials:)

- Application cover page
- Proposed project budget
- Two page narrative

### Required Attachments

- Current Annual Report to Secretary of State  
(report must be signed and dated less than one year ago to be acceptable)
- One page budget summary for current fiscal year
- One page artistic info of project artist(s) and project director
- Current list of organization's Board of Directors
- Samples of publications, brochures, reviews, etc. that include RAAC logo (if applicable)
- Previous year projects **NOT** completed require progress report with this application

Rockford Area Arts Council  
2018 Community Arts Access Grant Application

**1. Applicant** (organization or individual\*):

Name	Phone		
Address	e-mail		
City/State/Zip	County		
IL House District	IL Senate District	Congressional District	Ward

Are you an Arts Council member? Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Project Director/Contact Person (to whom application questions will be addressed):**

Name	Phone	(Best time to call)
Address	e-mail	
City/State/Zip	County	Winn Boone DeKalb Ogle

**3. Project name and brief one-sentence description, being specific about what you will do** (this description will be used in publicity about your project):

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<b>4. Beginning date:</b>	<b>Ending date:</b>
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**5. List Community Arts Project and/or Access Grants you have received over the last three years:**

Project	Amount Received
2017	
2016	
2015	

**6. Budget Summary:**

Organization's most recently completed fiscal year's Income \$	Expenses	
Total cost of this project \$	Total support (cash & in kind) \$	Amount of this request \$

**7. Primary purpose of your grant proposal** (check all that apply):

- Support the quality, quantity, promotion and visibility of arts for the community
- Increase **access and outreach** to the arts for underserved populations
- Foster collaboration among organizations and/or individual artists

**8. How will the Rockford Area Arts Council's sponsorship be promoted by this grant?**

**9. We certify** that the information contained in this application is complete, true, and correct to the best of our knowledge. Further, we certify that if this grant is awarded, all funds received will be used solely for the described activities in the manner specified in this application.

<b>Authorizing official: Typed</b>	<b>Date</b>
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<b>Signature</b>	<b>Title</b>
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<b>Project Director/Artist: Typed</b>	<b>Date</b>
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<b>Signature</b>	<b>Title</b>
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**\*If individual artist is applicant and any of the application questions do not apply, type "N/A".**

Rockford Area Arts Council  
2018 Community Arts Access Grant Proposed Budget

	(A) Cash		(B) In-Kind#		(C) Total
<b>I. Cost of Project (identify each item)</b>					
A. <u>Artists' Fees:</u>					
_____					
_____					
B. <u>Artists' Travel &amp; Expenses</u>					
_____					
_____					
C. <u>Publicity Expenses:</u>					
_____					
_____					
D. <u>Rental Fees:</u>					
_____					
_____					
E. <u>Administrative Salaries &amp; Taxes:</u>					
_____					
_____					
F. <u>Supplies</u>					
_____					
G. <u>Other</u>					
_____					
<b>H. Total Cost of Project</b>		+		=	

<b>II. Anticipated Support for Project</b>		
A. Cash Support (project must include a cash match, determined by applicant organization)		
1. <u>Budgeted from your organization's operating funds</u>		
_____		
_____		
2. <u>Other Grants (if anticipated or received)</u>		
_____		
3. <u>Earned Income from Project</u>		
_____		
<b>4. <u>Total Cash for Project</u></b>		
B. <u>In-Kind Support # (same as line I.G.(B))</u>		+
C. <u>Total Cash &amp; In-Kind Support (add II.A.4.+II.B.)</u>		=
D. <u>Amount of this Request* (can not exceed 50% of Total Cost of Project-line I.G.(C))</u>		+
E. <u>Total Support for Project (add II.C.+II.D; must equal I.G.(C))</u>		=

\*Maximum request not to exceed \$2,500

# In Kind: donated goods or services

**Provide any necessary budget clarification or expansion, especially the nature and importance of your in-kind contributions.**