



2017 COMMUNITY ARTS ACCESS GRANT APPLICATION

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

**APPLICATION DEADLINE
November 18, 2016**

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

October 18, 2016, 8 a.m & 4 p.m.

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

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www.artsforeveryone.com



Rockford Area Arts Council
2017 Community Arts Access Grant Guidelines

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, 2017 and December 31, 2017.
- 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 18, 2016.

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
2017 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):

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

Project	Amount Received
2016	
2015	
2014	

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.

Authorizing official: Typed	Date
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Signature	Title
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Project Director/Artist: Typed	Date
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Signature	Title
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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
2017 Community Arts Access Grant Proposed Budget

	(A) Cash		(B) In-Kind#		(C) Total
I. Cost of Project (identify each item)					
A. <u>Artists' Fees:</u>					

B. <u>Artists' Travel & Expenses</u>					

C. <u>Publicity Expenses:</u>					

D. <u>Rental Fees:</u>					

E. <u>Administrative Salaries & Taxes:</u>					

F. <u>Supplies</u>					

G. <u>Other</u>					

H. Total Cost of Project		+		=	

II. Anticipated Support for Project	
A. <u>Cash Support (project must include a cash match, determined by applicant organization)</u>	
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>	

4. <u>Total Cash for Project</u>	
B. <u>In-Kind Support # (same as line I.G.(B))</u>	+
C. <u>Total Cash & 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.