



2021 COMMUNITY ARTS ACCESS GRANT APPLICATION

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

**APPLICATION DEADLINE
November 9, 2020**

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

**Zoom: October 13 & 15, 2020,
4 p.m.**

**Register: Send email to
info@artsforeveryone.com**

www.artsforeveryone.com



<p>Rockford Area Arts Council 2021 Community Arts Access Grant Guidelines</p>

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, 2021 and December 31, 2021.
- 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 9, 2020.

7. Application Process

Submit the following:

- Application cover page and proposed project budget (**fillable pdf**)

Required Attachments:

- Two page narrative
- 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

Submit the application and required attachments to: info@artsforeveryone.com

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:

- Application cover page (fillable pdf)
- Proposed project budget (fillable pdf)

Required Attachments:

- Two page narrative
- 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 2021
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:** _____

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

Project	Amount Received
2020	
2019	
2018	

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** _____

Signature _____ **Title** _____

Project Director/Artist: Typed _____ **Date** _____

Signature _____ **Title** _____

***If individual artist is applicant and any of the application questions do not apply, type "N/A".**

Rockford Area Arts Council
2021 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. 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>		

4. Total Cash for Project		
B. <u>In-Kind Support # [same as line I.H.(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.H.(C)]</u>		+
E. <u>Total Support for Project [add II.C.+II.D; must equal I.H.(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.

Rockford Area Arts Council

FINAL REPORT

Rockford Area Arts Council 713 E. State Street Rockford, IL 61104

Final reports are due WITHIN 30 DAYS following the completion of your project. **Your organization will be ineligible to participate in future grants programs upon failure to submit this form. Also, please submit (one) photo of your project (in electronic format).** This form can be emailed upon request.

Type of Grant Awarded: 2021 Community Arts Access Grant

Grantee

Grant Amount

Address

City

State

Zip

Individual completing this form

Daytime Phone

Title of Project Funded

Beginning Date

Ending Date

- Number of adults benefiting from this project _____
 - Number of children/youth benefiting from this project _____
 - Number of underserved people (low income, people w/disabilities,etc) _____
 - Total artists participating in the project _____
 - Total volunteers participating in the project _____
 - Counties Served (*please circle all that apply*) Winnebago Boone Ogle Dekalb
 - Number of publicity materials attached with RAAC Logo _____

2. Did you encounter any particular difficulties with your project? How did you solve your problems?

3. In what ways might the Rockford Area Arts Council's grants be more effective or responsive to your organization's needs?

4. Please tell us in 2-3 sentences the impact these funds have on your project.

5. How do you measure the effectiveness of your project?

FINAL FINANCIAL REPORT

PROJECT COSTS

	Projected Cost Per Application	Actual Costs	In-Kind
(Identify each item)			
Artist Fees	_____	_____	_____
Travel and Add'l Expenses	_____	_____	_____
Publicity/Marketing	_____	_____	_____
Rental Fees	_____	_____	_____
Salaries	_____	_____	_____
Other (indicate)	_____	_____	_____
Total Project Cost	_____	_____	_____

PROJECT REVENUE

	Projected Revenue Per Application	Actual Revenue
Budgeted	_____	_____
Grants (indicate sources)	_____	_____
Arts Council Grant	_____	_____
Special Gifts (indicate sources)	_____	_____
	_____	_____
	_____	_____
Earned Income (Admissions, fundraisers, concessions)	_____	_____
Total Project Revenue	_____	_____

Signature Phone Date Submitted

