

# INDIVIDUAL ARTIST GRANT APPLICATION

## CONTACT

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## ELIGIBILITY

The Elgin Cultural Arts Commission (CAC) Individual Artist Grant Program is designed to encourage and support innovative and unique arts-related projects and performances within the City of Elgin. This grant program offers grant awards of up to \$1,000.00 which are for arts programs, projects and events. Examples include an arts show organized by an artist, a musical or dramatic program, storytelling, performance art, street theatre, a poetry reading, mime or puppetry. Funding assistance may include requests for startup costs related to a project such as: rental of space or equipment, purchase of supplies or equipment, or other project-related materials. The basic criteria for applicants and their projects are listed below.

## GUIDELINES

1. Grant applicant must be a resident within the corporate city limits of Elgin or have a documented history of contributing to the arts in Elgin.
2. The project/performance must take place within the City of Elgin and be open to the public.
3. The project/performance must take place within six months (180 days) of the date of the grant approval by CAC, unless waived CAC.
4. A maximum of one (1) grant proposal will be funded per year for each individual, performance or project. Projects which are connected in any manner with a currently funded CAC project will not be considered for funding.
5. Applicants are requested to present their application at a CAC meeting. CAC meetings are held the second Monday of each month at 7pm at City Hall (150 Dexter Ct., Elgin). Applicants will have five (5) minutes to discuss their project and how it relates to the award criteria.
6. Applications must be submitted no less than one week before the next CAC meeting.
7. All grantees will submit a Final Narrative Report to CAC, including itemized budget expenditures and a final evaluation of the project within sixty (60) days of the project completion date.
8. The application form must be completed in full before being considered for funding. Incomplete applications will not be accepted.
9. The maximum grant award will be \$1,000.00.
10. The grantee cannot receive funding from both the City of Elgin and the Cultural Arts Commission.
11. For publicity and marketing purposes, the Cultural Arts Commission must be informed of the date, time and location of performance/exhibition/project as soon as the date is established.
12. The CAC must be listed as a sponsor and the logo placed on all promotional materials.

## AWARD CRITERIA

*The CAC reviews and evaluates each application based on the following criteria. Not every question may apply to every application and do not represent the only means of evaluation.*

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### INNOVATION:

- What is unique about this project? What is timely about this project? How does this project highlight artistic quality and its intended aesthetic or cultural impact on its audience?
- What risks will you take with this project? How are you raising the bar with this project? How does this project expand or further the artist's goals and mission? How is this project forward thinking?
- What about this project is new or novel for you or the community at large? How will this project foster creativity within the community?
- How will this project advance the arts in our community? How does this project foster innovation and creativity in programming and artist selection?

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### IMPACT:

- What service will this project provide to the community?
- How will this project draw attention to the arts in Elgin both by residents and visitors?
- How will this project attract the participation of special and diverse populations?
- How will this project impact the underserved areas or reach and educate new audiences?
- What sort of economic impact will this project have on the community? Will you partner with any local businesses, social agencies, vendors, or arts organizations?
- How will this project impact the quality of life in Elgin?

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### FEASIBILITY:

- Does the project provide evidence of sound management and planning and a realistic timeline?
- What problems, difficulties, and challenges are you likely to encounter with this project? How do you intend to handle them?
- Does the project demonstrate evidence of strong or developing financial support from the community?
- Does the project demonstrate a personnel/volunteer support structure commensurate with the scope of the proposed project?

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### OPPORTUNITY:

- How will this project offer inspiration, service, support, or economic opportunities for Elgin artists?

- How will you include or engage new or young local artists with this project?
- Does the project encourage Elgin artists to create new works or projects?
- How does this project promote collaboration between artists and arts organizations?
- Will your project offer opportunities for Elgin artists to work with, learn from or collaborate with guest artists and professionals?
- What professionals and guest artists will you employ with this project and how will they interact with the community?

## GRANT SUBMISSION CHECKLIST

- NAME, DESCRIPTION AND DATE/TIME OF EVENT
- WORK SAMPLES: Visual/Media artist must submit 5 images in jpeg format. Writers must submit a writing sample no longer than 3 pages. Performing artists must submit a video or link to a video of work, no more than 3 minutes long.
- NARRATIVE/PROPOSAL: 1-3 page narrative/proposal addressing the awards criteria (Impact, Innovation, Feasibility and Opportunity). Minimum 10 point font.
- PROJECT BUDGET: 1 page containing the proposed project budget
- Completed & signed W9 Form if a first time applicant

If you need any help filling out the application, please feel free to contact Amanda Harris at 847-931-6019 or by email [harris\\_a@cityofelgin.org](mailto:harris_a@cityofelgin.org)

## FUNDING REQUESTS

Actual grant awards will be contingent on the budget available once the Fiscal Year Municipal Budget is approved by the Elgin City Council.

## NOT ELIGIBLE

### Funding will not be given for:

1. Permanent additions or improvements to property
2. Construction
3. Purchasing permanent equipment or capital expenditures
4. An existing deficit from a previous year or a previous project
5. Hobbies or recreational projects
6. Projects with no public or community arts service
7. Any project for a church or any sectarian purpose
8. CAC grant monies will not fund: operating expenses, scholarships, educational programs in any school which are required for graduation or are a part of a school's required curriculum, endowment or debt reduction campaigns, political or lobbying activities, capital improvements, fund raising campaigns, or other taxing bodies.
9. Individuals or organizations with a past due amount owed to the City of Elgin.
10. Projects already funded by the CAC.

**SECTION I - ESTIMATED EXPENSES**

Please fill out the budgeted expenses as best as you know. If any of the categories do not apply to your project simply write NA (Not Applicable).

<b>EXPENSES</b>	<b>BUDGETED</b>
<b>Personnel</b>	
Administrative	
Artistic	
Technical/Production	
<b>Outside Professional Services</b>	
Artistic	
Technical/Production	
<b>Space Rental</b>	
<b>Travel/Transportation</b>	
<b>Marketing/Promotion</b>	
Other Expenses	
Materials/Supplies	
Equipment Rental	
Insurance and Royalties	
Other	
<i>TOTAL OPERATING EXPENSES</i>	
<b>INCOME</b>	
<b>Earned Income</b>	
Admissions	
Concessions/Publications	
Fees	
Other	
<b>Contributed Income</b>	
Corporate/Business	
Grants	
Foundations	
Individuals	
<b>Other Revenue (specify)</b>	
<i>TOTAL INCOME</i>	

## INDIVIDUAL ARTIST GRANT APPLICATION

Projects must be conducted between January 1 and December 31 of the year in which the grant is awarded. Late or incomplete grants will not be considered. Please read the Guidelines and eligibility requirements before completing this application.

### SECTION II - APPLICANT INFORMATION

[ ] Check here if applicant is applying to the Elgin Cultural Arts Commission for the first time  
A completed & signed W9 Form must accompany **ALL** first time applications

Name \_\_\_\_\_ Telephone (Voice) \_\_\_\_\_ Telephone (Fax) \_\_\_\_\_

Address of Applicant \_\_\_\_\_ Email Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_ Focus Area: \_\_\_\_\_ Dance \_\_\_\_\_ Drama \_\_\_\_\_ Music  
\_\_\_\_\_ Visual Art \_\_\_\_\_ Other

Description of program/performance \_\_\_\_\_

Date(s) and location of program/performance) \_\_\_\_\_

Target Audience (who will attend) \_\_\_\_\_ Admission Charge (if any) \$ \_\_\_\_\_

What is the benefit to the City of Elgin? \_\_\_\_\_

Why do you need mini-grant funding? \_\_\_\_\_ Grant Amount Requested \$ \_\_\_\_\_

### SECTION III - STATEMENT OF ASSURANCES

**If a grant is awarded, the Applicant HEREBY AGREES THAT:**

- 1 The activities and services for which assistance is sought will be administered or under the supervision of the applicant.
- 2 The applicant has read and will conform to the program guidelines.
- 3 The applicant organization will expend funds received as a result of this application solely on the projects and programs described herein.
- 4 Any funds received under this grant shall not be used to supplant any budgeted funds.
- 5 The applicant will comply with all laws, acts and ordinances of the United States, the State of Illinois and the City of Elgin, and further agrees that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or disability. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
- 6 The figures, facts, and representation in this application, including all exhibits and attachments, are true and correct to the best of the applicant's knowledge and belief.
- 7 Failure to follow these guidelines will disqualify the applicant from future grants.
- 8 Cancellations of funded projects will result in forfeiture of funds and funds must be returned within sixty (60) days of the scheduled event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date