



2018 CULTURAL ARTS COMMISSION GRANT APPLICATION FOR ORGANIZATIONS

CONTACT

AMANDA HARRIS
PHONE 847-931-6019 FAX 847-931-5640

EMAIL: harris_a@cityofelgin.org
150 DEXTER COURT, ELGIN, IL 60120-5555

ELIGIBILITY

- 1 Applicant must be an Illinois registered not-for-profit organization, institution, association, or must provide a copy of letters from the Illinois Secretary of State indicating that the status rulings are pending.
- 2 Applicant must be an Elgin-based organization, institution, or association or an organization having an Elgin presence.
- 3 Anyone receiving funds directly from the City of Elgin will not be considered for funding.

PROJECT GUIDELINES

- A. Projects must take place within the corporate city limits of Elgin and applications must be intended for a specific project.
- B. Only one grant per calendar year per organization will be funded.
- C. An organization can act only once per year as a fiscal agent and cannot act as a fiscal agent for another organization that has a 501 (c)(3) status.
- D. All events must be open to the general public.
- E. Expenditures of grant monies must occur between January 1, 2018 and December 31, 2018.
- F. Grantees must acknowledge the City of Elgin and the Elgin Cultural Arts Commission in all promotional materials, publicity and informational materials used. The CAC and City of Elgin logo must be used on all appropriate promotional materials for the funded project.
- G. Grantees must present a final typewritten report in person to the CAC at a regularly scheduled meeting within **60 DAYS** of the completion of the project. If the Grantee's project is scheduled for completion in the month of December, the final report must be submitted on or before January 15 of the following year. This will be less than a 45 day period. The report will assess success or failure of the project or area funded; discuss scope of project, attendance, marketing efforts, artistic growth or lack thereof; provide accurate expense/income detail, etc. **After your written report has been submitted, you or a member of your organization must attend a Cultural Arts Commission meeting and give an oral report on your project. The paper copy of the report must be submitted to the CAC Staff Liaison no less than ONE WEEK before the CAC meeting that your organization's representative intends to attend. The oral report presented to the CAC should last no more than 5 minutes. The CAC meets the second Monday of each month. Please contact Amanda Harris to schedule your report at harris_a@cityofelgin.org. Failure to submit timely reports will jeopardize future funding. It is the total responsibility of the organization to see that the report is dated and submitted within the appropriate time limitations.**

H. Changes to a project once a grant has been awarded will necessitate a formal written Request for Project Change. A revised budget must be submitted. **This request for change cannot be guaranteed.** Applications will not be accepted for projects which are in progress.

AWARD CRITERIA

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

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? How does this project celebrate your organization's tradition of providing quality artistic programming in Elgin?
- What risks will you take with this project? How is your organization raising the bar with this project? How does this project expand or further your organization's goals and mission? How is this project forward thinking?
- What about this project is new or novel for your organization or the community at large? How will this project foster creativity within your organization or 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?

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?

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?

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 other 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?

FUNDING REQUESTS

The APPLICATION DEADLINE for the 2018 CAC grants is: Monday, October 2nd, 2017 at 5 PM. For the budget year 2018, the maximum grant request that will be accepted is \$8,500. However, no organization will be awarded more than ten percent (10%) of the total funds available for the CAC grant program. CAC will fund **no more than 50%** of a proposed project. **Not every organization will receive funding; submission of application does NOT guarantee funding.**

Actual grant awards will be contingent on the budget available once the 2018 Fiscal Year Municipal Budget is approved by the Elgin City Council. All applicants who are approved for funding under this program shall enter into a grant agreement with the City of Elgin. The grant agreement shall be signed and returned to the City of Elgin no later than fifteen (15) days after receipt of the document. Failure to return the grant agreement within that time period will result in loss of the grant award. The CAC is not responsible for lost or mis-delivered mail. Payment of approved grant awards will be only after full execution of the grant agreement and the processing of appropriate cash request documents. All grant awards are processed at the same time.

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. Any project for a church or any sectarian purpose
8. Any group receiving money directly from the City Council or payment in-kind agreements is ineligible. 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.
7. Projects already funded by the CAC.

APPLICATION

Projects must be conducted between January 1 and December 31, 2018. Late or incomplete grant applications will not be considered. Please read the Guidelines and eligibility requirements before completing this application.

SECTION I - APPLICANT INFORMATION

_____		\$ _____
PROJECT NAME/TITLE		TOTAL AMOUNT REQUESTED
_____		_____
Address of Applicant		City / State / Zip Code
_____	_____	_____
Telephone (Voice)	Telephone (Fax)	Email Address
Are you using a fiscal agent? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No		If Yes, who? _____

SECTION II - 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).

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

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 organization 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 its knowledge and belief.
- 7 Failure to follow these guidelines will disqualify you for 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 Authorizing Official

Date

Signature of Person Completing Application

Date

Name and Title

Name and Title

GRANT SUBMISSION CHECKLIST

Please print this page and attach to the front of your application.

Please provide one (1) copy of the following information IN THE ORDER LISTED with a TITLE PAGE for each section. Please do not print front and back.

- APPLICATION SHEET: Page 4 of this document should be the first page of the paperwork.
- NARRATIVE/PROPOSAL: 1-3 page maximum narrative/proposal addressing the awards criteria (Impact, Innovation, Feasibility and Opportunity). Minimum 10 point font.
- ORGANIZATIONAL BUDGET: 1 page containing the organization's proposed budget for the year, including income.
- PROJECT BUDGET: 1 page containing the organization's proposed project budget
- ORGANIZATION HISTORY: 1 page with the organization's history
- PRIOR YEAR'S ACTIVITIES: 1 page summary of the organization's prior year's activities including number of paid and volunteer persons involved, audience numbers, ticket prices, venue, number of performances, etc.
- WORK SAMPLES: Visual/Media organizations must submit 5 images in jpeg format. Performance organizations must submit a video or link to a video of work, no more than 3 minutes long.
- BOARD OF DIRECTORS: 1 page listing the Board of Directors. Include name and address.

Please provide one (1) copy of the following information IN THE ORDER LISTED.

- IRS Tax-exempt letter
- A copy of the most recent annual report to the Secretary of State of Illinois under the Illinois General Not-For-Profit Corporation Act, dated not more than twelve months ago.
- Audited financial statement (if organization's cash budget is \$150,000 and above).
- If the project for which funding is sought is a collaboration with other agencies, include letters of agreement from collaborating artists or agencies."