



Center for the Arts

COMMUNITY ARTS ACCESS GRANT 2018



This program is funded in part by a grant from the
Illinois Arts Council Agency.

APPLICATION AND GUIDELINES

Due Date:
5pm Friday, December 1, 2017

Buchanan Center for the Arts
64 Public Square, Monmouth, Illinois 61462
Phone: (309) 734-3033
buchanancenter@mtcnw.net
bcaarts.org

**Buchanan Center for the Arts
Community Arts Access Grant 2018**

MISSION

The mission of the Buchanan Center for the Arts is to enrich lives and promote enjoyment of the arts by offering opportunities for creative and diverse artistic experiences.

BACKGROUND

The Buchanan Center for the Arts (BCA) was established in 1989 to provide opportunities to explore and learn about the arts in Warren County. The Community Arts Access Grant (CAAG) is funded in part by the Illinois Arts Council Agency (IACA), a state agency.

Through this program, the BCA is able to serve people in Warren County by extending arts funding to artists and not-for-profit organizations. The goal of the Community Arts Access Grant is to foster artists and arts projects by providing grants that increase community awareness and access to the arts in Illinois.

GUIDELINES

Application Deadline: Friday, December 1, 2017, before 5pm

Grant Request: For either Individual Artists or Not-For-Profit Organizations

WHO WE FUND

Individual Artists and Not-for-Profit Organizations

Community Arts Access funds are available to artists and not-for-profit organizations that provide high quality, innovative community arts programming in the Warren County Area. Priority is given to new and emerging artists or projects. Projects or events that are repeated on an annual basis are not guaranteed funding.

Individual artists must be at least 21 years of age and a resident of Warren County. Not-for-profit organizations must be incorporated, with a valid street address in Warren County. They must also have acquired or be in the process of applying for 501(C)(3) status.

WHAT WE FUND

Artists and organizations that plan and execute innovative projects of high quality oriented toward community arts and provide payment to artists residing in Illinois with preference given to artists living in the Warren County region. All art forms and disciplines are eligible. Funded projects must provide service to Warren County.

Projects must take place September 1, 2017 – August 31, 2018.

Community Arts Access Grants will award at least 30% of funds to arts projects that make special efforts in **reaching locally neglected or underserved audiences** including: Minorities, the elderly, people with disabilities, people with low income, at risk youth or those with limited access to the arts, and rural populations.

WHAT WE DO NOT FUND

1. Multiple applications.
2. Incomplete applications or those received after the due date/time.

3. Projects with no public or community arts emphasis. (Artists and organizations are strongly encouraged to provide a public project with high visibility, by virtue of structure, location or publicity that describes and/or documents their arts project.)
4. Day-to-day operations or capital improvements.
5. Projects by universities and colleges that are not open to the public.
6. Touring or traveling projects.
7. Projects outside the designated counties being serviced.
8. The purchase of permanent equipment.
9. Deficit funding.
10. Scholarships to assist artists in obtaining college degrees.
11. Artistic projects at functions where the artists are not the primary focus.
12. Fundraisers, benefits, receptions, or other social functions.

REVIEW CRITERIA

ARTISTIC MERIT (40%)

- _Quality of an individual's or organization's artistic value, as demonstrated by submitted support materials.
- _Artistic quality of the project. Is artistic project innovative and creative?
- _Does artistic project require technical skill and vision?
- _Did the artist or organization supply concrete and specific background qualifications?
- _What is the artistic mission of the organization? (Organizations only)
- _Will the project further the organization's mission? (Organizations only)
- _How does the project address local community cultural needs?
- _Is the project furthering the arts in Warren County?

COMMUNITY IMPACT (30%)

- _Does the project meet current or future community needs?
- _Does the project include diverse community representation and participation?
- _Is it accessible to the community, regardless of race, gender, age, education, or disability?
- _Will the public be significantly involved and benefit from this project?
- _Will the project be effective in achieving its goals with its target audience?
- _Is there innovation in programming to incorporate diverse and new audiences in the project?
- _Is the marketing plan effective?
- _Does the project provide services and support to artists and encourage Illinois artists to create new works?
- _Does the project demonstrate an aesthetic or cultural impact on the community?
- _Does the project demonstrate the spirit of the mission statement of the Buchanan Center for the Arts: To enrich lives and promote enjoyment of the arts by offering creative and diverse artistic experiences?

ORGANIZATIONAL CAPACITY (30%)

- _Does the project show clear and specific goals/objectives through a well-conceived and realistic plan of implementation?
- _Does the project provide evidence of sound management and planning?
- _Does the artist or project administrator demonstrate professionalism and ability to lead?
- _Is the project budget clearly defined and realistic?
- _Does the budget show support from diverse sources?
- _Are the application materials clear, complete, and consistent?
- _Does the project demonstrate financial responsibility through evidence of public and private

financial support and/or in-kind support other than this grant?

- Does the organization explain a personnel structure implementation program? (Organizations only)

REVIEW PROCESS AND CALENDAR

APPLICATION REVIEW

Friday, December 1, 2017

Application deadline.

December 5, 2017 – January 23, 2018

Staff reviews applications for completeness and eligibility and meets with committee to distribute completed grant applications and detailed instructions.

January 23, 2018

Peer panel reviews grants and offers recommendations based on established criteria.

February 2, 2018

Applicants are notified via email regarding funding status.

DISBURSEMENT OF FUNDS

After announcing the award of grantees:

1. Grantees will be required to submit letters advocating financial support of the arts to their state and federal legislative representatives.
2. Grantees must complete and return Letters of Agreement and Cash Request forms.
3. Grantees must return Final Report form within 14 days of project completed within the grant cycle.

APPLICATION ASSISTANCE

Questions about the Community Arts Access Grant and eligibility of funding can be addressed directly to Kristyne Gilbert Bradford, Executive Director, Buchanan Center for the Arts, via email at buchanancenter@mtcnw.net or call (309) 734-3033. Please reference CAAG or Community Arts Access Grant in the subject line of your email and allow 24 hours for a reply.

GENERAL INSTRUCTIONS

- Please use legal name. Organizations must use their incorporated name.
- Only one application per artist or organization will be accepted.
- Application must be submitted on this form, a photocopy, or the electronic form provided.

DELIVERY INSTRUCTIONS

- Mailed applications must be postmarked no later than Friday, December 1, 2017.
- Hand delivered applications must arrive before 5pm on Friday, December 1, 2017.
- Please submit entire application (original and copies) in one single envelope package.
- Applicants must supply an Illinois street address.

DOCUMENTATION AND RETURN POLICY

- Copies of the application, budget, and printed materials such as brochures, letters and samples **will not be returned**. Please retain copies for your files.

- Staff will make every effort to protect artistic support documentation; however, staff is not liable for any loss or damage that may occur.

IF YOU WOULD LIKE YOUR ARTISTIC SUPPORT DOCUMENTATION RETURNED:

1. Enclose a self-addressed stamped envelope with sufficient postage and protective packaging.

OR

2. Artistic support materials will be ready for return on designated pick-up days. Applicants will be notified by mail following panel review.

Note: Unclaimed support materials will be discarded after June 30, 2018.

APPLICATION COVER SHEET
2017 Community Arts Access Grant
Deadline: Friday, December 1, 2017

Artist or Organization Name: _____

Contact Person: _____

Telephone: (w) _____ (h/c) _____ (fax) _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Not-For-Profit Incorporation: _____

Website: _____ Email: _____

LEGISLATIVE DISTRICTS:

County: _____ House: _____ Senate: _____ Congress: _____

Project Title: _____

Project Dates:

Starting: _____ Ending: _____

Project Director: _____

Telephone: (w) _____ (h/c) _____

2018 Community Arts Access funds requested: \$ _____

Estimate: Number of artists participating: _____ Number of artists being paid: _____

Number of youth to benefit: _____ Number of volunteers: _____

Total number of individuals to benefit from the project: _____

Please complete the following demographics section to the best of your ability with regards to the individuals that your program serves. This information will be used for state reporting purposes only. It is not used for awarding funds. NOTE: Your total may equal more than 100%.

Rural %	African American %
Seniors %	Asian %
At-Risk Youths %	Hispanic %
Other (Specify) %	Native American %
Disabled %	General/Undefined %

STATEMENT OF ASSURANCES

The Applicant hereby agrees that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the Applicant.
2. Any funds received under this grant shall not be used to supplement funds normally budgeted for services of this same type.
3. Applicant will comply with Title VI of the Civil Rights Act of 1964 (42USC200D) to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the grounds of race, color, religion, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity including employment for which the Applicant received Federal, State, or City, financial assistance from the Buchanan Center for the Arts; and FURTHER AGREES THAT it will comply with Title VII of the Civil Rights Act of 1964 (42USC200e) as amended by Equal Employment Opportunities Act of 1972 (Public Law 92-96) and the Constitution of the State of Illinois (Article 1, sections 17-19) to the end that no person shall on the grounds of race, color, religion, national origin, sex or solely handicap unrelated to the job be denied equal opportunity in the hiring process, or be otherwise subjected to discrimination in employment or promotion practices for any position supported in whole or part by Federal, State or City financial assistance from the Buchanan Center for the Arts; and FURTHER AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (29USC 706); as amended to the end that no otherwise qualified person in the United States shall, solely by reason of handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant received Federal, State or City financial assistance from the Buchanan Center for the Arts; and FURTHER AGREES THAT it will comply with Title IX of the Education Amendment of 1972 (20USC1981); and FURTHER AGREES THAT it will comply with the Age Discrimination Act of 1975 (Public Law94-135, Title III, Article 303).
4. 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.
5. Applicant will expend funds received as a result of this application solely on the described projects and programs and will separately provide funds for the maintenance of the organization.
6. The filing of this application has been authorized by the governing board of the applicant.

THIS ASSURANCE is given in consideration of obtaining Buchanan Center for the Arts grants, contracts, or other financial assistance extended after the date hereof, including payments after such date regarding assistance committed before such date. Applicant agrees that such assistance will be extended in reliance of this Assurance and that the government agency operating pursuant to Acts cited above shall have the right to seek judicial enforcement of this Assurance. The Assurance is binding on the Applicant, its successors, transferees and assignees. The person (or persons) whose signature appears below is authorized to sign the Assurance on behalf of the Applicant.

CERTIFICATION AND RELEASE

The undersigned certifies that he or she is an authorized signatory of the Applicant; has knowledge of the information presented herein; has read the guidelines of the Buchanan Center for the Arts Community Arts Access Grant incorporated herein by reference, and that this Applicant releases the Buchanan Center for the Arts, their employees and agents, with respect to damages to property or materials submitted in connection herewith.

ARTIST

ORGANIZATION

Artist's Name

Organization

Artist's Signature

Executive Director's Name

Address

Executive Director's Signature

City, State, Zip Code

President of the Board's Name

Date

President of the Board's Signature

Date

APPLICATION NARRATIVE
2018 Community Arts Access Grant

Please answer the following questions to the best of your ability.
Respond to all questions using Times New Roman, 12-point font, and one-inch margins.

1. Artist – Describe your history as an artist and how you are qualified to accomplish the proposed project.

Organizations – Please state organizational mission and how the organization is qualified to accomplish the proposed project. Cite references, performances, exhibitions, publications, venues, and dates, etc.

2. Artist – Provide a brief artistic statement.

Organizations – Explain why the organization has chosen its mission and what benefits it hopes to share through its project.

3. Describe the project for which funds are requested.

4. Who does your project serve? What audience, neighborhood, or community will benefit?

5. What is the need for your project and how was the need determined?

6. How do you plan to promote your project? Provide dates, locations, and costs.

7. How will the funded project impact your artistic or organizational development?

8. If funded previously by the Community Arts Access Grant, discuss how funds were used and how the funded project enhanced your artistic or organizational development.

APPLICATION BUDGET
2018 Community Arts Access Grant

1. INCOME		ITEM	Amount
a. Earned Income		Admissions	\$
		Other Revenue	\$
b. Gifts/Donations		Corporate Support	\$
		Foundation Support	\$
		Individual Contributions	\$
c. Grants		Federal Funding	\$
		State Funding	\$
		Municipal Funding	\$
d. Organizational Cash		Applicant's Cash	\$
e. Community Arts Access		Community Arts Access Request	\$
		Total Income	\$
	NOTE:	<i>Total income must equal total expenses</i>	
2. IN-KIND DONATIONS		What will you receive free of charge from other sources?	Equivalent \$ Value
Gift/Giver			
a.			\$
b.			\$
c.			\$
d.			\$
		Total In-Kind	\$
3. EXPENSES			
a. Personnel	Administrative		\$

	Artist Fees		\$
	Technical/Production		\$
b. Outside Fees/Services	Artistic		\$
	Other		\$
c. Marketing	Printing		\$
	Mailing		\$
	Other (please list)		\$
d. Remaining Operating Expenses	Supplies		\$
	Space Rental		\$
e. Other	Other (please list)		\$
		Total Expenses	\$

APPLICATION BUDGET NARRATIVE
2018 Community Arts Access Grant

Please describe all of the information provided in the budget. Itemize each income or expense. For example, if noted an anticipated income of \$2,000 in corporate support, this is where you would name the corporation that has pledged the support or you plan to approach for support. Be as descriptive as possible for both income and expenses, so the grant reviewer does not have any doubts as to the validity of the budget and how you arrived at the numbers.

Buchanan Center for the Arts
Community Arts Access Grant Application
Required Attachments – Checklist

Four sets (copies) of your application are required. Please collate the following materials in order, and paper clip each set (do not staple). Please include this checklist on top of your original as the first page.

Each set should include:

- Application cover sheet (ORIGINAL SIGNED FORM should be in the first set, photocopy for remaining sets.)
- Application Narrative
- Budget
- Budget Narrative explaining any amounts listed. Please list names of anticipated corporate or foundation support. If discounts are offered, please describe, i.e. seniors, children. Please identify sources of in-kind contributions.
- Artistic resume of each key project administrator and artist.
- Supplementary documentation: Submit up to three examples - letters of venue confirmation, critical reviews, press releases, sketches, proposed marketing materials, etc.
- Proof of residency
Individuals: Driver's license or State ID; Organizations: Annual Report to the Secretary of State
- Previously funded project documentation

Note: If you have received funding in the past, please show materials crediting the Community Arts Access Grant.

SOLO ARTISTS and ARTISTS PARTNERING WITH ORGANIZATIONS:

- Documentation of artistic ability for artists applying and artists partnering with organizations. Check the item that you are including. It must directly relate to the artistic discipline included in your project.

- _____ Photo(s) – each labeled with artist's name, work title, medium, and dimensions
- _____ JPEGs saved to a Zip Drive – title each image with artist's first and last name and image number
- _____ Audio File
- _____ Video File (one labeled copy, three minutes maximum play time)
- _____ Short story (two copies collated with the applications)
- _____ Poems (two copies of three poems, assembled into sets, collated with applications)
- _____ Two letters of recommendation only if above documentation is unavailable (two copies of each, collated with applications)

ORGANIZATIONS MUST INCLUDE THE FOLLOWING IN ADDITION TO THE ITEMS ABOVE:

- Current 12 month operating budget. Public schools may submit a single copy of their building budget if not easily excerpted from the district budget.
- List of staff and Board of Directors, including professional affiliations.

NOTE: All materials must be included. Incomplete or late applications will not be reviewed.