



## ELGIN CULTURAL ARTS COMMISSION

# ORGANIZATIONAL GRANT APPLICATION / 2019

This program allows for Illinois-based arts organizations that are registered 501(c)3s to create programs specific for the Elgin community. This program funds specific projects or programs that bring arts programming to Elgin.

## ELIGIBILITY:

- Applicant must be an Illinois registered not for profit organization, institution or association.
- Anyone receiving funds directly from the City of Elgin will not be considered for funding.

## NOT ELIGIBLE/FUNDING WILL NOT BE GRANTED FOR:

- Permanent additions or improvements to property or construction.
- Anyone receiving funds directly from the City of Elgin will not be considered for funding.
- Purchasing permanent equipment or capital expenditures.
- Operating expenses or scholarships or educational programs in any school.
- An existing deficit from a previous year or previous project.
- Hobbies or recreational projects.
- Any project for a church or any sectarian purpose.
- Any project for a political purpose.
- Any group receiving money directly from the City Council or payment in-kind agreements.
- Projects already funded by the City of Elgin or the ECAC.

## FUNDING REQUESTS:

Actual grant awards will be contingent on the budget available once the 2019 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 ECAC 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.

Funding for 2019, the maximum grant request that will be accepted is \$8,500. The ECAC will NOT fund more than 50% of a proposed project. Submission of an application does not guarantee funding.

**Application deadline for 2019 is Monday, October 1, 2018 @4pm**

# PROJECT GUIDELINES

- Projects must take place within the corporate city limits of Elgin.
- Applications must be intended for a specific project or program.
- Only one grant per calendar year per organization will be funded.
- An organization may act as a fiscal agent only once per year.
- An organization cannot act as a fiscal agent for another organization that has a 501(c)3 status.
- Expenditures of grant monies must occur between January 1, 2019-December 31, 2019.
- Applications will not be accepted for projects which are in progress.
- It is the responsibility of the grant recipient to complete any and all necessary permits or applications for the City of Elgin.
- Grantees must acknowledge the City of Elgin and the ECAC in all promotional materials, publicity and informational materials used. The ECAC and City of Elgin log must be used on all appropriate materials for the funded project.
- Grantees must present a final typewritten report in person to the ECAC at a regularly scheduled meeting within 60 days of the completion of the project, along with a 5 minute oral report on the outcome of the project. The typewritten copy of the report must be submitted one week before the regularly scheduled ECAC meeting of the month. Failure to submit a timely report will jeopardize future funding. It is the sole responsibility of the applicant to see that the report is dated and submitted within the appropriate time limitations.
- Changes to a project once a grant has been awarded will necessitate a formal written Request for Project Change as well as a revised budget. This request for change can not be guaranteed; should denial of a Request for Project Change occur, Grantee shall refund all monies received within 30 days of notice of denial.

# GRANT SCORING

The ECAC will review Organizational Grant applications based on the criteria listed below. Successful applicants demonstrate strong operations, stable management, ongoing assessment and evaluation, and a strong commitment to making artistic programs accessible and relevant to a diverse range of participants. Organizations must also show that their programs and activities have artistic, educational, and/or cultural value. It is recommended that proposals not include designs that would be considered inappropriate and/or indecent by community standards.

## APPLICATION PROCESS

### STEP ONE

Submit your completed application and additional documentation by the deadline.



### STEP TWO

The ECAC will review the application and vote in November.



### STEP THREE

Final votes will take place in December. Applicants will be notified of application status.

### STEP FOUR

After City Council approved the 2019 budget, staff will present a recommendation to award Organizational Grants



### STEP FIVE

Pending City Council approval, Applicants will complete necessary paperwork and funds will be dispersed.



### STEP SIX

Final report is submitted to the ECAC following completion of the project.

# AWARD CRITERIA

The ECAC 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?
- 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 neighborhood and the community?
- How will this project advance the arts in the 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?
- What is the potential impact of this grant relative to your overall budget and the project budget?

## FEASIBILITY

- Does the project demonstrate 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 address 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 this 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?

# APPLICATION:

## SECTION 1

Applicant Organization: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Total Grant Amount Requested: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you using a fiscal agent? If so, list that organization here: \_\_\_\_\_

## CONTACT INFORMATION:

Phone: 847-931-6019

E-mail: [Harris\\_A@cityofelgin.org](mailto:Harris_A@cityofelgin.org)

URL: [www.cityofelgin.org/publicart](http://www.cityofelgin.org/publicart)

Address: 150 Dexter Ct, Elgin, IL,  
60120



## SECTION 2

If a grant is awarded, the Applicant hereby agrees that:

- The activities and services for which assistance is sought will be administered under the supervision of the applicant.
- The applicant has read and will conform to the program guidelines.
- The applicant organization will expend funds received as a result of the application solely on the project and programs described herein.
- Any funds received under this grant shall not be used to supplant any budgeted funds.
- 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 fares 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 frees to make every attempt to ensure the the program is accessible to persons with disabilities.
- The figures, facts and representations in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.
- Failure to follow these guidelines will disqualify you for future grants.
- Cancellation of funded projects will result in forfeiture of funds and funds must be returned within sixty (60) days of the scheduled event.

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Signature of Authorizing Official

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Date

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Signature of Applicant

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Date



### SECTION 3

Complete the attached budget to the best of your ability. If any of the categories do not apply to your project, simply ignore that line item. If you wish to expand on any areas or need additional space, you may forgo this form and attach your own budget spreadsheet.

<b>EXPENSES</b>	<b>BUDGETED</b>
Administrative	
Artistic	
Technical/Production	
Outside Professional Services	
Space Rental	
Travel/Transportation	
Marketing/Promotion	
Materials/Supplies	
Equipment Rental	
Insurance and Royalties	
Other Expenses	
<i>Total Expenses</i>	
<b>INCOME</b>	
Admissions	
Concessions/Publications	
Fees	
Corporate/Business	
Grants	
Foundations	
Individuals	
Other Income	
<i>Total Income</i>	

# GRANT SUBMISSION CHECKLIST

Please provide ONE (1) copy of the following information, in the order listed. Do not print front and back. No late, incomplete, or digital applications will be accepted.

- Application: Pages # of this document should be the top of the document. If you are attaching your own budget, replace that page of the application with your own budget.
- Narrative/Proposal: 1-3 page maximum narrative/proposal addressing the award criteria and how they apply to your proposed project. This document should include the expected timeline and the detailed care and maintenance plan. Minimum 10 point font.
- Organization Budget: 1 page containing the organization's proposed budget for the year, including income.
- Organization's History: 1 page maximum 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 members, ticket prices, venues utilized, number of performances or programs, etc.
- Work Samples: 5 page maximum.
  - Visual/Media artists must submit 5 images of good quality in jpeg format, no larger than 11x17 in size. Writers must submit a writing sample no longer than 3 pages, minimum 10 point font. Performing artists must submit a video or link to a video of work, no more than 3 minutes long. Reviews and images are also acceptable, but the video representation is preferred.
- Board of Directors: 1 page listing the Board of Directors including names, titles, and contact information.
- Collaborator Agreements: if the project is a collaboration with other artists or agencies, include letters of agreement from those artists or agencies.
- IRS Tax Exempt Letter
- Annual Report: a copy of the most recent annual report filed with the Secretary of State of Illinois, not dated more than 12 months previous.
- Certificate of Good Standing: a copy of the certificate of good standing from the state of Illinois.