This program allows communities to have a voice in the art located in their neighborhood, focusing on the placemaking. Interested neighborhoods can apply for a grant to purchase or commission work for their neighborhood or have a city-owned utility box wrapped with original artwork. Not only does this increase the public art in Elgin, it also gives individual neighborhoods a sense of ownership and a voice in their community.
ELIGIBILITY:

- Applicant must be an Elgin-based not-for-profit neighborhood organization.
- 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 religious or political use.
- 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.
- Murals or signage as defined by city code.

FUNDING REQUESTS:

Actual grant awards will be contingent on the budget available once the 2022 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 in a form as required by 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.

Funding for 2022, the maximum grant request that will be accepted is $3,250. The ECAC will NOT fund more than 50% of a proposed project. Submission of an application does not guarantee funding.

Application deadline for 2022 is Monday, May 2, 2022 @4pm
PROJECT GUIDELINES

- Projects must take place within the corporate city limits of Elgin.

- Permanent additions or improvements to property or construction.

- Applications must be intended for a specific public art sculpture or 3D art project or to wrap a city-owned utility box in original artwork.

- A maximum of one (1) grant proposal will be funded per year for each applicant and project.

- 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 within one year of funding being approved.

- 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 logo 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.

- For utility box wrapping, the applicant should identify up to 5 options for boxes to wrap to city staff for confirmation of ownership ahead of the grant submission. Once the box has been selected and should the applicant be awarded the grant, the applicant should work directly with the selected vendor to create the appropriate template for artwork if it does not already exist. Artwork can be selected from any of the artwork on file from artist submissions that would be appropriate. Artwork is available for viewing ahead of the application submittal via appointment. It is recommended that you select 3 options, ranked by preference, for your application as not all submissions will be available for the selected box per artist preference and sizing capabilities.
GRANT SCORING

The ECAC will review Neighborhood Public Art Grant applications to ensure aesthetic quality, design integrity, and to determine that the work is appropriate to the setting, architecture, and social context. It is recommended that proposals not include designs that would be considered inappropriate and/or indecent by community standards. All applications containing sign elements will be redirected to submit an application through the city of Elgin Community Development Department. Artwork should not be a reproduction, copy, or mass-produced work of any kind. Artwork should be of exceptional quality and enduring value to the city of Elgin.

APPLICATION PROCESS

STEP ONE
Submit your completed application and additional documentation by the deadline.

STEP TWO
The ECAC will review the application and vote. Applicant will be notified of the application status.

STEP THREE
Applicant will complete necessary paperwork and funds will be released.

STEP FOUR
Project takes place as is laid out in the application.

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

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.

IMPACT AND INNOVATION

- What is unique about the proposed work? What is timely about the proposed artwork? How does this project highlight artistic quality and its intended aesthetic or cultural impact on its audience?
- What creative risks will you take with this project? How is the proposed artwork 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?
- What other organizations, businesses, or individuals will this project engage with?

NARRATIVE SUPPORT

- Does the artist have the level of skill needed to accomplish the proposed artwork?
- Does the artist have past work that will provide evidence to support the level of experience needed to complete the proposed artwork?
- Does the list of materials reflect the level of research needed for the proposed artwork? Does the narrative describe the materials to be used and the expenditures that will be covered by the budget?
- Does the proposed artwork narrative provide evidence of sound management and planning and a realistic timeline? Are the budget, timeline, and installation feasible?
- What problems, difficulties, or challenges are you likely to encounter with this project, and how does your narrative address them?
- Does the narrative fully describe the history, thought process, and inspiration behind the proposed artwork?
- Does the proposed artwork’s narrative provide a plan for site preparation required prior to installation?
FEASIBILITY

- 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?
- What is the anticipated lifespan of the installation?
- What is the maintenance and care plan for the installation?
- Are there special care needs that may incur additional costs? If so, what is the expected costs of those needs?

APPROPRIATE RELATIONSHIP TO THE FUNCTION OF THE SITE

- How will the proposed project engage the community surrounding the location?
- Does the proposed project work towards accomplishing the goal of placemaking?
- Does the proposed project offer encouragement or support for the community surrounding the site?
- Does the proposed project fit the location’s identity?
SECTION 1

Applicant name: _______________________________________________________________________________

Applicant organization: ___________________________________________________________________________

Co-Applicant name: _____________________________________________________________________________

Address of applicant: ___________________________________________________________________________

Telephone: _____________________________________________________________________________________

Email address: _________________________________________________________________________________

Proposed artwork location: _______________________________________________________________________

Expected dimensions: ___________________________________________________________________________

Expected lifespan of the work: _____________________________________________________________________

This grant application is for a: Utility Box Wrap Sculpture

3D artist name: _______________________________________________________________________________

Title of 3D project: _____________________________________________________________________________

Utility box art selection #1: _____________________________________________________________________

Utility box art selection #2: _____________________________________________________________________

Utility box art selection #3: _____________________________________________________________________
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 will retain ownership of the artwork and will be responsible for all care and maintenance of the artwork.

- 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 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 agrees to make the program 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 the applicant’s knowledge and belief.

- Failure to follow these guidelines will result in forfeiture of funds and disqualification 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.

_________________________________________________  ______________________
Signature of Authorizing Official                      Date

_________________________________________________  ______________________
Signature of Applicant                                  Date
SECTION 3

Complete the attached budget to the best of your ability with as much detail as possible. 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. You do not have to submit both.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>BUDGETED</th>
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<td>Administrative</td>
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<td>Artistic</td>
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<td>Technical/Production</td>
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<td>Outside Professional Services</td>
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<td>Travel/Transportation</td>
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<td>Marketing/Promotion</td>
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<td>Materials/Supplies</td>
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<td>Equipment Rental</td>
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<td>Insurance</td>
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<td>Other Expenses</td>
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<td>Total Expenses</td>
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<th>INCOME</th>
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<td>Grants</td>
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<td>Donations</td>
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<td>Foundations</td>
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<td>In-Kind</td>
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<td>Fees</td>
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<td>Total Income</td>
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STATEMENT OF INTENT

Complete this Statement of Intent with the additional documents listed below to the residents, businesses, or organizations within a 5 block radius of the proposed artwork. This must be done no less than 14 days before the ECAC meeting at which the grant application will be presented. Any residents or businesses may attend the meeting to voice support or dissent. Residents may complete the chart below rather than attending the meeting. You may attach a separate sheet if you need additional space for

- Artwork location
- Design illustration
- Date, Time, and Location of the Elgin Cultural Arts Commission meeting at which the Neighborhood Public Art Grant is to be presented, to which they are invited to voice support or dissent for the project.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>SUPPORT OR DISSENT</th>
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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 7-10 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.

- Statement of Intent: 1 page copy of the letter that has been sent to the surrounding residents about the impending artwork including intent, design sketch, location, and the date of the ECAC meeting at which the proposal will be discussed in order to voice support or dissent. This letter must be distributed to the surround residents no less than 14 days before the meeting at which the application will be presented. See the Statement of Intent form to complete.

- Collaborator Agreements: if the project is a collaboration with other artists or agencies, include letters of agreement from those artists or agencies.

Sculpture or 3D submissions only:

- Artist Resume: 1 page containing the artist’s history and relevant experience.

- Design Illustration: 4 page maximum design compilation of the proposed artwork. Must be no larger than 11x17 in size.

- Work Samples: 5 page maximum. Images of past works. Must be no larger than 11x17 in size.

- Supporting Materials: 5 page maximum. This information is not required, but is helpful. It may include items such as exhibition catalogs, articles, reviews, etc.

- References: 1 page listing at least three references that may be contacted. Include names, titles, phone numbers, and email addresses.

CONTACT INFORMATION:

Phone: 847-931-6019
E-mail: culturalarts@cityofelgin.org
URL: www.cityofelgin.org/publicart
Address: 150 Dexter Ct, Elgin, IL, 60120