

Springfield Area Arts Council

Community Arts Access

Fiscal Year 2018

Grant Application

Guidelines and Forms

Springfield Area Arts Council

420 South Sixth Street Springfield, IL 62701
Phone: 217-753-3519 Fax: 217-753-8018
director@springfieldartsco.org

FY18 (2017–2018) COMMUNITY ARTS ACCESS APPLICATION GUIDELINES

The *Community Arts Access* (CAA) program grants, known in the past as “Arts Development” or “regranting” awards, offer funding for public arts programming and audience development projects of community arts organizations and local not-for-profit organizations.

This program is funded by the Illinois Arts Council Agency’s CAA grant and matching grant money from the Springfield Area Arts Council through the *City Arts* grant from the City of Springfield.

Grants from this program are available to organizations in Sangamon and Menard counties. The Springfield Area Arts Council (SAAC) does not limit its *Community Arts Access* program grants to member organizations. Program grants provide partial support to not-for-profit arts organizations or community organizations with arts programming for:

- New projects
- Ongoing arts programming (may be a single event, season, festival)
- Artistic and/or professional personnel, and
- Promotional and audience development projects

**Funds are available for activities occurring between
December 1, 2017, and July 31, 2018.**

An applicant organization must be registered as a not-for-profit organization with the Office of the Illinois Secretary of State and be in good standing. An organization must have been in active service to the public for at least one year prior to the date of application for *Community Arts Access* funding.

NOTES:

- **All first-time applicants must contact the program staff to discuss the proposed project and to confirm eligibility.** Please call our office at 217-753-3519 or e-mail director@springfieldartsco.org.
- The *Community Arts Access* grant request is not to exceed \$750.
- Applicants may receive less than the requested or the maximum amount.
- Applying for a *Community Arts Access* grant does not guarantee funding.

APPLICATION DEADLINE:

**Postmarked no later than Friday, October 13, 2017, OR
hand-delivered to the SAAC Office by 5:00pm, October 13, 2017.**

HOW TO APPLY FOR A COMMUNITY ARTS ACCESS GRANT

1. Contact our office IF you are a new applicant to the *Community Arts Access* program.
2. Complete the Application Form.
3. Complete the Narrative Form. Using no more than three pages, clearly describe your project and your organization’s history, answering the questions listed on Narrative page. For organizations which are not solely arts organizations, information should relate primarily to arts programming and activities.
4. Complete the Project Budget Form. This is **not** the Operating Budget of the organization.

5. Reproduce five (5) sets of the original application, narrative, and project budget forms.
6. The following items should be included only with the “original signature set,” not with each copy of the application.
 - One set of up to three (3) pieces crediting the Springfield Area Arts Council and the Illinois Arts Council Agency for previous CAA projects. (A copy of a webpage may be submitted as “credit” evidence.)
 - **If a first-time applicant**, then include a single page stating “First Time Applicant.”
 - ONE COPY of each of the following as attachments:
 - Last year’s completed organizational Financial Statement (FY16 or FY17)
[This is **not** the project budget.]
 - Current or Proposed Operating Budget (FY17 or FY18)
 - List of current Board of Directors, with mailing addresses
 - Organization's current year’s proof of Illinois not-for-profit status
This is **neither** the IRS 501(c)(3) Tax Exempt Form **not** the Attorney General’s IL-990 Form.
A copy of one of the following will qualify:
 - annual report to Secretary of State.
 - canceled check to Secretary of State for annual report filing.
 - on-line proof obtained at www.cyberdriveillinois.com.

Please use paper clips or binder clips. Do **not** put in folders or notebooks. Do **not** staple.

Submit to the Springfield Area Arts Council the “original signature” set with attachments listed above PLUS five (5) copies of the Application, Narrative, and Project Budget.

NO APPLICATIONS ARE ACCEPTED AFTER THE DEADLINE: October 13, 2017.

EVALUATION CRITERIA

A *Community Arts Access* panel of five artists and community members, including a panel chairperson from the Springfield Area Arts Council’s Board of Directors, will review all applications and make funding recommendations to the SAAC Board. SAAC’s Board president is an *ex officio* member of the panel. The Board of Directors will ratify the recommendations, and organizations will be notified of the grant award decision (pending funding by the Illinois Arts Council Agency) after November 9.

The following points will be considered when reviewing applications:

- If organization received prior funding, then did they adhere to the agreement regarding acknowledgment of the Springfield Area Arts Council and the Illinois Arts Council Agency in their publicity?
- Evidence of cash support for the project equal to or greater than 25% of the requested grant amount
- Evidence of in-kind support for the project equal to or greater than 10% of the requested grant amount
- Number of people directly affected by this project
- Opportunities for Illinois visual or performing artists in the project

- Is the project unique or innovative?
- Does the project develop new audiences for the arts?
- Does the project promote / preserve the diverse art forms of ethnic groups?
- Are special or underserved populations affected by this project?
- How does the organization's collaboration / partnership with another entity enhance the project?
- Who is the target audience?
- What is the need in the community for the proposed project?
- What financial resources does the organization offer to support this project?
- What would be the effect on the project if it receives little or no grant funding?

COMMUNITY ARTS ACCESS grants from the SAAC do not fund:

- Individuals
- Cash awards, trophies, etc.
- Capital expenditures, permanent equipment, out-of-state touring, scholarships, deficit funding
- Fund-raisers, benefits, receptions, social functions
- Projects taking place outside Sangamon or Menard counties in Illinois

REVIEW PROCESS

1. A Springfield Area Arts Council staff person reviews the application for eligibility and completeness. Acknowledgment of an eligible application is given after the grant deadline has passed and will include a grant number to be used in future correspondence. An organization whose application is ineligible or incomplete will receive immediate notification.
2. *Community Arts Access* panelists meet regarding panel review process. Copies of the applications are given to panelists for individual review. Attachments submitted with the application are made available for review by panelists.
3. The *Community Arts Access* panel will meet in August to review applications. Applicants may be asked for further information if a question regarding the application is raised.
4. The panel recommends the amount of funding for applicant organizations (based on the amount of the *Community Arts Access* grant from the Illinois Arts Council Agency plus the funding match from the Springfield Area Arts Council).
5. The SAAC Board of Directors will review the panel's recommendations and ratify the FY18 grant awards. Applicant organizations can expect to be notified of their grant status by November 9, 2017.
6. The Letter of Notification will include a "Grant Agreement" and a "Cash Request" which must be completed and returned to the SAAC. After funds are received from the Illinois Arts Council Agency, half of the grant award will be presented to an organization approximately thirty days prior to the starting date of its project/program. The final portion of the grant award will be presented to an organization after receipt of the Final Report.
7. The Final Report is due within **thirty (30) days of the completion of the program**. Failure to submit a final report will result in the organization's not receiving the remaining portion of its grant funding. It also will jeopardize the receipt of future *Community Arts Access* funding.

APPLICATION DEADLINE

Friday, October 13, 2017

Hand-delivered by 5:00pm on Friday, October 13,
to the Springfield Area Arts Council office on the lower level
of the Hoogland Center for the Arts at 420 South Sixth Street, Springfield

OR

Postmarked by Friday, October 13,
and mailed to the Springfield Area Arts Council
420 South Sixth Street, Springfield, IL 62701

Springfield Area Arts Council

COMMUNITY ARTS ACCESS FY18 APPLICATION

ALL APPLICANTS FOR FY18 (2017 -2018) MUST ATTEND AN APPLICATION WORKSHOP TO BE ELIGIBLE FOR FUNDING.

Please review guidelines for this application. Do not put applications in folders or binders. If you need additional assistance in completing application, then contact the Springfield Area Arts Council (753-3519 or director@springfieldartsco.org).

_____ Check here if applying to the Springfield Area Arts Council for a *Community Arts Access* Grant for the first time or after a two-year period.

Name of Applicant Organization (Use organization's legal name.) Year Founded Year Incorporated Fiscal Year Ending Date

Address of Organization (Street or Post Office Box) City State Zip Code

Phone Number E-mail Address

Official to whom notification should be sent Title

Project Director's Name Phone Number E-mail Address

Project Director's Address (Street or Post Office Box) City State Zip Code

County _____ IL House # _____ IL Senate # _____ US Congressional District # _____

GEOGRAPHIC AREA to be served (must be defined by county, city, town, village, or township) _____

- I. Estimated number of adults to benefit from this project _____
- II. Estimated number of youth (high school age and younger) to benefit from this project _____
- III. Estimated number of artists providing services specifically identified with this project _____
- IV. [Only arts organizations are to answer IV.]
Estimated number of individuals benefiting from applicant's total public arts programming _____

Did you receive support from Illinois Arts Council Agency (IACA) for FY16? Yes No Did you apply for IACA support in FY17? Yes No

Is the applicant organization requesting funds from the IACA or another re-granting agency for this same project? Yes No

If yes, which agencies? _____

SUMMARY OF PROJECT BUDGET

- A. **Community Arts Access Grant Amount Requested** (same as # 1 on project budget) \$ _____
- B. Total Anticipated Cash Income (same as # 9 on project budget) \$ _____
- C. Total Anticipated Cash Expenses (same as # 16 on project budget) \$ _____
- D. Total Anticipated In-Kind Support (same as # 17 on project budget) \$ _____

STATEMENT OF ASSURANCES

The applicant organization agrees that all figures, facts, and representations in this application are true and correct to the best of its knowledge and belief. It further agrees that activities and services will be administered under the supervision of the organization, and the funds received will be expended solely on the described project.

Signature of officer of applicant organization Date

Signature of person completing this application Date

Typed name and title of officer

Typed name and title of person completing this application

Submit to: Springfield Area Arts Council
420 South Sixth Street
Springfield, IL 62701

08/2017

Springfield Area Arts Council

COMMUNITY ARTS ACCESS FY18 NARRATIVE

Organization _____

Project Title _____

Project Starting Date _____ Ending Date _____

Where project will occur _____

Number of people benefiting (estimated) _____

Number of artists involved (total) _____ From Illinois _____ From out of state _____

Project Cash Support (not including CAA Grant) \$ _____ [Must be at least 25% of Grant Request Amount]

Total Monetary Value of In-kind Support \$ _____ [Must be at least 10% of Grant Request Amount]

Person(s) in charge of project _____

Phone _____ h / w / c E-mail address _____

Is this a new project? _____ Or a repeated project? _____

RESPOND TO THE FOLLOWING USING NO MORE THAN THREE PAGES.

Please include underlined heading with each appropriate response in the narrative.

1. Project description: What is the primary goal for the project? Include specific information on artists involved in project and a *brief biography of the person in charge of project*. Add any other information deemed important. Include with the general description of the project, information on how the project:
 - is unique or innovative.
 - develops new audiences for the arts.
 - promotes or preserves art forms of ethnic or racial groups.
 - serves special or underserved populations.
 - is a collaboration or partnership with another entity and how that enhances the project.
2. Target audience: What is the target audience for the proposed project?
3. Community Need: What is the community need for the proposed project? (Mention age, gender, special population, etc., if significant.)
4. Financial resources: Describe the financial resources the organization has to support the proposed project. How might the project be affected with less than the requested funding? What expenses in the project budget are expected to be covered by CAA funds?
5. History of the organization: Give a *brief* history of the organization, including its purposes and goals. (For organizations which are not solely arts organizations, information should relate primarily to arts programming and activities.)

Springfield Area Arts Council

COMMUNITY ARTS ACCESS FY18 PROJECT BUDGET

ORGANIZATION _____ PROJECT _____

ANTICIPATED PROJECT INCOME

1. **Grant Request from Springfield Area Arts Council** \$ _____
2. Admissions\Ticket Sales \$ _____
3. Other Revenue (Source) _____ \$ _____
4. Corporate Support (Source) _____ \$ _____
5. Foundation Support (Source) _____ \$ _____
6. Other Private Support (Source) _____ \$ _____
7. Government Support: DO NOT INCLUDE THIS GRANT.
(Indicate whether Federal, State, or Local.) _____ \$ _____
8. Anticipated Applicant Funds _____ \$ _____
9. **TOTAL ANTICIPATED CASH INCOME** \$ _____
(Total of lines 1-8 *must* be equal to or greater than line 16.)

PROJECTED PROJECT EXPENSES

- | | <u>Cash Expenses</u> | <u>In-Kind Support</u> |
|--|----------------------|------------------------|
|--|----------------------|------------------------|

16. **TOTAL PROJECTED EXPENSES** \$ _____

17. **TOTAL ANTICIPATED IN-KIND SUPPORT** \$ _____

18. **TOTAL PROJECTED CASH EXPENSES PLUS
TOTAL IN-KIND SUPPORT (Add lines 16 and 17.)** \$ _____

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E-mail: director@springfieldartscouncil.org

COMMUNITY ARTS ACCESS

Grant Application FY18 (2017 - 2018)

APPLICATION DEADLINE

Postmarked on or Hand-delivered before **5:00 PM on Friday, October 13, 2017**

Please attach this checklist to the front of your application.

Organization _____

_____ I understand that grants for the FY18 cycle will depend on the funding
Initials received by the Illinois Arts Council Agency (IACA) from the state budget
and re-granted to the Springfield Area Arts Council (SAAC) through the
Community Arts Access (CAA) program. I understand that funding may not
be distributed until the SAAC receives its funds from the IACA.

Submit your application packet with items in the following order:

_____ One **Original Signature Application set** consisting of the application,
narrative, and project budget forms. *Please sign the original in **blue ink**.*

_____ **One** copy of the organization's current Illinois not-for-profit status
(annual report to Secretary of State, copy of canceled check to Secretary of State, or
on-line proof of not-for-profit status; NOT the 501(c)(3) Tax Exempt Form or the
990 Form to the Attorney General)

_____ **One** copy of the current Officers and Board of Directors, with home
addresses
(used for invitations to SAAC-related events and programs only)

_____ **One** copy of last yr's completed Financial Statement (FY16 or FY17) *and*
One copy of your current or proposed Operating Budget (FY17 & FY18)

_____ If organization received a CAA grant previously, then submit **one** set of
up to three pieces crediting the SAAC *and* the IACA for previous CAA
projects.

If organization is a first-time applicant, then include a page stating "First
Time Applicant."

_____ **Five** copies of the application, narrative, and project budget forms; paper
clipped or binder clamped -- NOT STAPLED or in a folder or notebook

Discussed with staff _____ **on** _____
Signature of SAAC staff person Date