

a community arts access grant program







### INTRODUCTION

The Southern Arts Fund (SAF) is made possible through an Illinois Arts Council Community Arts Access program which offers grant opportunities to artists and non-profit organizations dedicated to arts programming and community engagement throughout Southern Illinois.

Artists and organizations wishing to provide thoughtful and accessible arts programming and outreach for their communities are encouraged to apply. Applicants eligible for SAF grants include, but are not limited to: cultural arts groups, community music groups, theatre groups, dance collectives, film/video and literary groups, artist collectives, libraries, public and private schools, and other community cultural providers.

Individual artists may also apply to support programs that include a significant public outreach component. In order to fund as many quality programs as possible, grants are typically awarded in the amount of \$1000. In addition, project budgets should demonstrate how SAF dollars are being matched by equivalent cash and/or in-kind contributions from other sources. (See application for important details about required match.)

Prospective applicants are encouraged to read the application materials in full before beginning the the application. CCA staff is generally available by phone (618.457.5100) or email (ljanssen@ carbondalearts.org) to answer questions about the program or the application itself.

### ABOUT THE SOUTHERN ARTS FUND

The Southern Arts Fund is a Community Arts Access Program administered by Carbondale Community Arts with major funding support from the Illinois Arts Council. Additional financial support for the program is provided by the City of Carbondale and by institutional and individual donors throughout the region.

#### **MISSION**

The mission of CCA's Southern Arts Fund is to promote and encourage arts programming and educational outreach by not-for-profit organizations and individual artists throughout Southern Illinois through the provision of financial and technical support.

#### **GOALS**

- Increase the geographic and community impact of public arts projects
- Bring arts activities to underserved communities (both urban and rural) that have limited access to larger arts funding agencies
- Encourage sustainable arts/cultural programming by community groups
- Support the community outreach initiatives of local artists
- Encourage organizations to work with local artists in communities
- Strengthen the visibility of area artists and art organizations
- Maximize access to arts/cultural opportunities for area residents

#### **ELIGIBILITY**

SAF applications for project funding will be accepted from incorporated not-for-profit organizations, public schools, and individual artists who propose projects that demonstrate a significant community outreach component. (Please note that funding is not available to support projects that are undertaken as part of an academic program or submitted for course credit; programs presented for course credit are also ineligible for funding.)

### **Individual Applicants**

- Projects must demonstrate a strong public service or community outreach component.
- SAF dollars are not available for general or operating support or for professional development for individual artists.

#### **Organizational Applicants**

- Organizations should generally have been incorporated for one year before applying.
- Unincorporated organizations should consult with CCA before proceeding.
- Cultural groups affiliated with community service organizations, faith-based organizations, or non-arts agencies may only apply for SAF grants in support of their arts/cultural activities.

All grant-funded events must be open to the public.

### **FUNDING LEVELS**

SAF awards are generally in the amount of \$1,000. Exceptions are sometimes made for projects that demonstrate extraordinary potential for wide geographic impact or those associated with donor-advised contributions.

Applicants should be aware that funding may be awarded for an amount that is lower than the applicant request. In such cases, applicants may be requested to submit a modified budget that demonstrates their ability to complete the project at the new funding level.

#### APPLICANT MATCH

To encourage viability and commitment on the part of its grantees, the Southern Arts Fund requires applicants to fully match (100%) any funding request with cash and in-kind support from other sources.

Thus a request for \$1000 from the SAF must be matched by \$1,000. First year applicants may have a minimum cash match of 25% with 75% in-kind support. Second year applicants with repeat projects may have a minimum of a 50% cash match with 50% in-kind support. And third year applicants with repeat projects must match 75% of the request amount with 25% in-kind support.

A general guideline for cash versus in-kind support is outlined below:

PROJECT YEAR	MINIMUM CASH MATCH	IN KIND MATCH
1	25%	at least 75% of total request
2	50%	at least 50% of total request
3	75%	at least 25% of total request

In other words, for \$1,000 grant request, the applicant must show an additional cash match of:

\$250 for the first time funds are requested for a given project

\$500 for the second time funds are requested for the same project (i.e. to repeat the project)

\$750 for the third and subsequent requests for the same project

The source of all matching contributions should be verifiable. Questions about what constitutes cash versus in-kind support should be addressed to the CCA office.

NOTE TO STATE-FUNDED AGENCIES AND PUBLIC SCHOOLS: state colleges/universities and other institutions funded by state tax dollars are required to match CCA/IAC funds from outside sources beyond staff time and overhead provided by the school that is already tax-payer funded.

#### REPEAT FUNDING

There is no guarantee of repeated funding for successful applicants. Those who have received SAF grants previously are welcome and encouraged to apply, but applications from new grantees and projects will be given priority consideration.

#### IACA POLICY RESTRICTIONS

In accordance with Illinois Arts Council Agency policy:

- SAF may not duplicate support already provided by IACA grants.
- SAF funds will not be awarded for capital expenditures (e.g. building projects), permanent fixtures or equipment, out of state touring, scholarships or reduced fees, or deficit reduction.

*NOTE:* Other IACA Policy restrictions may apply. Those who have not applied to CCA for Southern Arts Funding in the past are strongly advised to call the office before proceeding.

### APPLICATION PROCEDURES AND REQUIREMENTS

SAF applicants may request funding in either of the two grant rounds. However, only one grant should be submitted per individual or organization for each fiscal year. Applicants seeking exceptions to this rule should contact the CCA office.

### Special Instructions for Application

- (1) Each applicant must submit the application and all attachments in order to be considered.
- (2) Along with other required application materials, the following must be included:
  - Organizational Applicants: include documentation of the organization's not-for-profit status. Public bodies may substitute verification from the chief administrative officer on official letterhead stationery.
  - Individual Artists: visual artists should submit three jpeg images or physical reproductions showing current work or specific links to online examples; performing artists should submit video or audio documentation of current work or specific links to online examples.
     Proposals will not be considered without documentation of artist work. Individual artists must also provide a current resume or c.v. that includes background, training, present work, and future aspirations.

### Special Instruction for Grantees

(No action is required with the application. These instructions are included to facilitate planning.)

- (1) Proof of Acknowledgement
  - Grantees will be required to submit three copies of publicity materials that acknowledge CCA/IACA support with the final report.
  - Acknowledgment of support from the Carbondale Community Arts Southern Arts Fund and the Illinois Arts Council Agency should be listed on all public notices, publicity, printed programs, public media, and other applicable material in the following manner:
    - "This program is supported in part by a grant from Carbondale Community Arts and the Illinois Arts Council Agency."
  - In addition, CCA and IACA logos should be included on all publicity materials. (Instructions for downloading or copying these logos will be given to grantees.)

#### (2) Notifications

All applicants must provide CCA with copies of letters sent to the appropriate state senator and representative acknowledging receipt of the grant and describing its use. No cash disbursement will be made until copies of these letters are received by the CCA office.

## **REVIEW CRITERIA**

Grants will be reviewed by a panel of individuals from across the region and a representative from Carbondale Community Arts who will make funding recommendations based upon the following criteria:

- 1. **Proposal Quality** How well is the proposal crafted? How much energy was expended to prepare the project? How clear is it? Does the organization appear able to follow through with the project goals
- 2. **Pursuit of Excellence** How is the program innovative for the region? How does it go beyond the ordinary scope to advance understanding, appreciation, and interaction with the arts?
- 3. **Community Impact & Need** How will the project benefit an underserved segment of the community? Why does the community need the project? How many people will directly benefit from the program? What will be the short and long term impacts of the program for the community?
- 4. **Community Support** How will the requested grant funds be matched? How sizable is community interest in this project? How are community members expressing their support? How many volunteers will support the project?
- 5. **Dedication & Follow-Through** How will the applicant complete the proposed project? Are matching funds and contributions already dedicated to the project? How do the applicant's past accomplishments speak of commitment and ability to see the project through to the end? How sound are applicant strategies for follow-through?

Panel recommendations will be forwarded to the CCA Board of Directors for final funding decisions.

### PAYMENT & REQUIRED NOTIFICATION OF GRANT ACTIVITIES

Funded applicants will receive initial payment of 80% of the grant award only after they have signed and returned the Southern Arts Fund "Grant Agreement" form and a "Statement of Assurance" form to CCA. These forms will be sent with the grant award notification.

Note: Organizational grants are payable to organizations only.

Applicants will be required to notify grant administrator two weeks in advance of any project event so that SAF staff can arrange a site visit. Failure to provide notice of events can jeopardize an applicant's ability to receive future funding as well as resulting in possible forfeiture of the final 20% grant funding.

The final 20% payment will be made upon receipt of the project's final report, including a narrative, financial statement, and evaluation. Final reports must also include copies of publicity, brochures, and other printed materials that contain acknowledgement of IACA/CCA support. (Further information provided with award letters.) Grantees who do not submit a final report within 30 days of the completion of their projects may forfeit the final 20% payment and jeopardize their eligibility for future funding from the SAF program.

### **TIME LINE 2017**

Project applications must be received by January 13, 2017.

Electronic submissions (preferred) are due by 11:59 pm on the deadline date, mailed applications must be postmarked by deadline date, and hand-delivered submissions are due to CCA offices by 4:30 pm on the deadline date.

The panel will begin its review shortly after the submission deadline. Once panel deliberations are complete, recommendations will be forwarded to the CCA Board, at which time funding will be allocated based on the panel ranking and available dollars. With rare exception, applicants will be notified of their final award status as per the dates above. IT IS IMPORTANT TO NOTE, HOWEVER, THAT DISBURSEMENT OF GRANT FUNDS IS CONTINGENT UPON CCA'S RECEIPT OF FUNDING FROM THE IACA.

### PROPOSAL SUBMISSION

The following application should be completed electronically and submitted to Lisa Janssen at ljanssen@carbondalearts.org.

Paper copies of the form are available upon request from CCA offices and can be photocopied, scanned, or otherwise transferred by whatever means necessary to accommodate individual computer programs.

Paper copies of pages proposal should be submitted to:

CCA Southern Arts Fund c/o Carbondale Community Arts 304 W Walnut St Carbondale, IL 62901

Applications must be postmarked or submitted by January 13, 2017

Hand delivered grants must reach the CCA office by 4:30 pm on the deadline dates.

If you have any questions or need assistance of any kind in completing the application, please contact:

Lisa Janssen (618)-457-5100 ljanssen@carbondalearts.org

Organizational Applicants		Schools		Individual Artists	
<u> </u>	Donation Form (optional)  Commitments for year- appropriate matching funds		Commitments for year- appropriate matching funds  Matching funds/ in-kind		Donation Form (optional)  Commitments for year- appropriate matching funds
	Documentation of your not-for-profit status  Grant Cover Page  Organization History  Project Narrative  Anticipated Project Budget  Anticipated In-Kind Contributions		contributions beyond school coverage  Grant Cover Page  Organization History  Project Narrative  Anticipated Project Budget  Anticipated In-Kind Contributions		Images, audio or video of current art works  Resume or c.v.  Grant Cover Page  Personal Statement  Project Narrative  Anticipated Project Budget
					Anticipated In-Kind Contributions

Project Title:	
Name of Applicant – Individual or Organization (use organization's legal name	)
Address of Applicant/Organization where grant correspondence should be sen	t
CityZip Code	
Telephone Fax Em	ail
Project Director Additional Phone Number	er
Project Contact Telephone Project Contact Emai	l
Is your not-for-profit organization incorporated with the Secretary of State's off	ice? Y N
Year founded Year incorporated	
Do you have a federal 501 (c) tax exempt status? Y N F.E.I.N.	
Do you have paid staff? Y N Number? Full Time?	
Last year's operating income: \$ Last year's operating expe	enses: \$
Illinois County of Applicant Illinois House of Repres	sentatives District #
Illinois Senate District # U.S. Congressional District #	
Have you received funding from the Southern Arts Fund or the Illinois Arts Council	Agency in the past? Y N
If so, please provide the date(s) funding was received and a brief project described	ription:
Southern Arts Funds requested: \$	
How many artists are estimated to benefit from (or work on) this project?	
How many people are estimated to benefit from (participate in) this project?	
At what age range is this project primarily aimed?	
How many underserved people are estimated to benefit from this project?  Illinois County(ies) where project will take place:	
Applicant Signature	
Access funding granted (AE office use only): \$	

Organization:	Grant # (office use)
Project Title:	
Project Summary (25 words or less)	
ORGANIZATIONAL HISTORY/PERSONAL STA	TEMENT
Include organizational history or personal statement	ent below, including a statement of mission and
goals, and referencing other arts programming yo	u have provided.

# **SAF Grant Application PROJECT DESCRIPTION AND NARRATIVE**

What is the project? Include information on where and when will it take place					
What are	the principal	goals of the	project?		

# **SAF Grant Application PROJECT DESCRIPTION AND NARRATIVE**

Who is the target population?
Why is this project important to the target population?
Which specific underserved populations will the project benefit, if any?
<b>Detail how the requested Southern Arts Fund monies will be used.</b> Describe various line items in the budget.
How will the project be evaluated? I.e. how will you know if you have achieved your project goals? NOTE: Quantifiable measurement is encouraged wherever possible.

## Anticipated Project Budget

Submit a project budget including all anticipated income and expenses, the amount requested, how it will be spent, and the amount of other income you expect to be contributed to the project. Project budgets should indicate only expenses and income related to the project for which funds are requested. Applicants may attach additional sheets if more space is needed to provide budget details. Pay special attention to information about in-kind contributions.

**Anticipated Project Expenses** 

•		Name/Contact	\$ Column A – Total Cost by Category	\$ Column B - Grant Funds Usage by Category (grant dollars to be applied to this cost)
	a. Administrative			
1. Permanent	b. Artistic			
Staff (if applicable)	c. Technical			
2.Services con	a. Administrative			
tracted for this	b. Artistic			
project only	c. Technical			
3. Space/Rental				
4. Travel/Lodging/Transit				
5. Publicity & Promotion				
	a. Materials			
6. Remaining Operating Expenses	b. Equip. Rental			
	c. Other			
7. Total Anticipate	ed Project Expenses (	add 1-6)	\$	\$

## **Anticipated Income in Support of Project**

8. Earned Income (Admissions, fee		
9. Grants (Not inc		
	a.Government	
	b.Foundations	
10.Other	c.Corporate	
Income Sources	d.Individual Donors	
	e.In Kind	
11. Other Applica		
12. Subtotal of Ma (Add lines 8-1		
13. FY2016 Grant Request (Total from Column B line 7 above.)		
14. Total Anticipated Income (must match line 7A)		\$

Matching Funds Detail				
Name /Source	Contact Telephone			

## **Anticipated In-Kind Expenses/Contribuitons**

In-kind contributions strengthen your proposal and demonstrate outside support for your project or program even though they can only be counted toward your required match if you are a 1st or 2nd year applicant.

Definition of In-Kind Contributions: The value of contributions (service, materials and supplies) which are provided by volunteers or outside parties at no cash cost to the applicant, but which have a cash value and which are specifically identified with the project.

Example: Volunteer clerical services valued at  $10/hr \times 35 hrs = 350 of in-kind service or, two reams of donated copy paper valued at <math>7 \times 2 = 14 of in-kind goods$ . The value of donated equipment (market value of new or used equipment) or donated space should also be identified as in-kind contributions to the project.

NOTE: According to the latest figure from 2014 Bureau of Labor Statistics data, indexed by Independent Sector in March 2015, the average rate for volunteer time in Illinois was \$23.07 per hour, based on average non-agricultural, non-management wages (not taking into account the earning power of specialized skilled workers such as doctors or lawyers.)

\*Individual artists may list donated time, if used in the community service component of the grant request.

#### NOTE:

Description of In-Kind Goods/Services	Name of Source/Contact Person	Value
Tota	Value of In-Kind Goods and Services	\$