



**EVANSTON ARTS COUNCIL  
2008  
Cultural Fund Grant Program  
Guidelines & Application**

For individual artists and nonprofit arts organizations  
in the City of Evanston

**APPLICATION RECEIPT DEADLINE  
November 16, 2007, 5 p.m. CST**

**Grant Writing Technical Assistance Workshop  
Wednesday, October 10, 5:30 p.m.  
Noyes Cultural Arts Center, Room 106  
927 Noyes Street, Evanston**

# CULTURAL FUND GRANT PROGRAM APPLICATION AND GUIDELINES 2008

Applications must be RECEIVED in the Arts Council Office, Studio 100 of the Noyes Cultural Arts Center, by 5 p.m. CST on November 16, 2007. Incomplete or late applications will be rejected.

Proposals received after that date will not be considered unless they have a postmark or ship date of on or before November 10, 2007.

## PURPOSE AND FUNDING SOURCES

The Evanston Arts Council was established by mandate of the Evanston City Council in 1975 to provide leadership and advocacy for the promotion, development and accessibility of the arts and to create opportunities for artistic excellence in our community. The Cultural Fund Grant Program was designed to be responsive to the ever-changing funding climate within the arts community and the dynamic needs of a diverse Evanston community. This program is partially supported by a grant from the Illinois Arts Council, a state agency. By providing financial assistance to not-for-profit arts organizations and individual artists, the Cultural Fund supports artistic excellence throughout the community. The Arts Council strongly encourages the development of broader participation by Evanston's diverse cultural community through collaborative efforts among artists, arts organizations and the greater community.

## ELIGIBILITY FOR FUNDING

The following may apply for a Cultural Fund grant:

1. Evanston not-for-profit arts organizations whose primary mission is to provide performing, visual or literary arts programs or services.
2. Individual artists who reside in Evanston.

## GRANT CATEGORIES

Minimum grant request: \$500.

1. Not-for-profit arts organizations may request funds for an ARTISTIC PROGRAM OR PROJECT in one of the following categories:
  - a. Organizations with prior year operating income of \$100,000 or more may apply for up to \$4,000.
  - b. Organizations with prior year operating income of less than \$100,000 may apply for up to \$2,500.
2. Individual artists may apply for up to \$2,500 for an ARTISTIC PROGRAM OR PROJECT.

## GRANT DISTRIBUTION GRANT DISTRIBUTION

Project/program to be funded must be started and completed and expenditures incurred between May 1, 2008 and April 30, 2009. Entire project must occur during the grant period.

If an applicant receives a grant, 50% of the grant will be disbursed at the beginning of the project, and 50% at the conclusion of the project and upon receipt of a final written report to the Evanston Arts Council.

Available funds from the Evanston Arts Council will be allocated among applicants based on their eligibility level and how well they meet the grant criteria. The maximum amounts stated are guidelines only. **Applicants may receive less than the maximum amount. Applying for a Cultural Fund grant does not guarantee receipt of funding.**

## POLICIES AND PRIORITIES

1. Each applicant organization must be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State.
2. All proposed programs/projects must clearly start and be completed within the grant period and take place in Evanston between May 1, 2008 and April 30, 2009.
3. All projects and programs must be completed as submitted in the original grant both in scope and timetable. All changes must be submitted in writing to the Cultural Fund Subcommittee.
4. All organizations and artists are required to submit a written final report (due no later than May 31, 2009) as a condition of grant award.
5. Any grantee not completing a grant as approved by the Arts Council will not be eligible to apply for a grant in the year following notification of unsuccessful grant completion.
6. All proposed programs/projects must be of the highest artistic quality and excellence.
7. While the Council encourages collaboration between artists, arts organizations and other types of community groups, (including but not limited to social service agencies, schools, and faith-based organizations) the lead applicant must be an arts organization or individual artist.

## **POLICIES AND PRIORITIES (continued)**

8. The Council will consider applications to fund the same project/program in multiple years. Applicants must re-apply each year and there is no guarantee of ongoing funding.

9. Organizational grants must be matched dollar for dollar with at least half of the match being in cash. The remaining of the match may be in-kind. This requirement does not apply to individual artists.

10. Any public art project is subject to the prior approval of the Evanston Public Art Committee.

11. All proposed programs/projects should place a high priority on serving under-served participants and be open to the public.

12. Applicants must comply or show evidence of working toward compliance with the Arts Council's Diversity in the Arts Goals.

13. Applicants must comply with Title VII of the Civil Rights Act of 1964 and assure the Arts Council that no person will be excluded from participation or be denied the benefits of any program or service on the basis of sex, race, sexual orientation, color, religion, ancestry, age, national origin, or ability.

14. All applicants are advised that litigation with or indebtedness to the City of Evanston may preclude the applicant's ability to receive grant funds.

15. All organizations and individual artists will be required to carry liability insurance for funded projects.

## **THE CITY WILL NOT FUND**

1. Capital improvements or construction costs
2. Projects that occur in non handicapped accessible venues
3. Projects that take place outside of Evanston
4. Purchase of permanent equipment
5. Organizational grants in excess of 25% of the organization's prior year operating income
6. An existing deficit from a previous year or project
7. Activities not open to the general public
8. Scholarships or fundraising events
9. Projects funded by other City of Evanston departments
10. Projects specifically funded by the Illinois Arts Council
11. Personal expenses such as child care and unrelated wages lost due to proposed project commitment
12. Applicants which submit incomplete applications

13. Applicants which are taxing bodies

14. Organizations which lack a base of operations in Evanston

15. Faith-based organizations

16. Applications from individual artists who do not reside in Evanston

17. Applications from non-arts organizations, including schools, churches, and social service agencies.

18. Joint and collaborative applications without letters of intent/agreement signed by the principal director of all parties to the project outlined in the application.

## **DIVERSITY IN THE ARTS GOALS**

The applicant artist or organization and proposed project/program must comply or be working toward compliance with the *Diversity in the Arts Goals* set by the Arts Council. The goals are to:

1. Promote diversity in gender, race, ethnic background, age, ability and sexual orientation in the arts in Evanston.
2. Ensure that the cultural arts programs the Council supports reflect the diversity of the Evanston community.
3. Make the arts accessible to all people, including those with disabilities.

## **THE ARTS AND ACCESSIBILITY**

According to state and federal law, every recipient of public funding must place itself in the position of being able to provide reasonable accommodations when persons with disabilities make requests for services. Accessibility involves both the location and the content of the proposal. In accepting a grant from the Evanston Arts Council individual artists and organizations agree to make every attempt to ensure that the proposed project is accessible to persons with disabilities.

## MATERIALS TO BE SUBMITTED

The applicant must complete the following application process to be considered eligible for a Cultural Fund grant:

1. Submit the original, completed application with an original signature of the authorizing official on the Statement of Assurances.
2. Submit 9 additional copies of the original completed signed application.
3. Submit the support materials requested.
4. Submit the appropriate proof of not-for-profit status.
5. Complete and attach to the front of the application the checklist provided on page 14.
6. Submit the application by the deadline.

## PROOF OF NOT-FOR-PROFIT STATUS

To be eligible for this Evanston Arts Council Cultural Fund grant program, an applicant must be either an individual artist residing in Evanston or an Evanston based not-for-profit corporation currently registered with the Secretary of State.

Applicant organizations must submit **one** of the following as proof of not-for-profit status:

1. A **copy** of the current Annual report to the Secretary of State (signed and dated less than one year ago)
2. A copy of the canceled check made payable to the Secretary of State
3. Organizations incorporated prior to 1943 should submit a certificate of good standing from the Office of the Secretary of State or a copy of enabling legislation.

Do not send Internal Revenue Service documents or Annual Reports submitted to the Attorney General. These do not provide proof of not-for-profit status.

## REVIEW PROCESS

Applications will be reviewed by peer advisory panelists who are arts professionals in the appropriate disciplines. Panelist recommendations are reviewed by the Cultural Fund Committee of the Arts Council by early March. The Cultural Fund Committee then presents funding recommendations to the Arts Council for approval by its March meeting. The Arts Council then presents the recommendations to the Human Services Committee and City Council for final approval.

## CRITERIA FOR PANEL REVIEW CRITERIA FOR PANEL REVIEW

The advisory panel reviews and evaluates applications. The evaluation includes both a scoring system and written panel comments. The bullets under each criterion are examples of issues the advisory panel may consider. These bullets do not represent the only means of evaluating the criteria but are provided as a guide to the panelists. They may not apply to every application and do not individually have a specific point value. Each application is individually rated and the resulting score determines the application's ranking. Panel scoring criteria:

1. **Pursuit of Excellence:** 35%
  - artistic quality of the work or project and its aesthetic or cultural impact on its audience
  - demonstrates movement towards artistic challenges
  - artistic mission expressed with clarity and purpose
  - innovation of proposed activities
2. **Organizational Capability:** 20%
  - evidence of sound management and planning
  - demonstrates financial responsibility and evidence of public and private financial support other than the request to the Council
  - a demonstrated personnel support structure to implement the project
  - appropriateness and adequacy of facilities and equipment
3. **Community Involvement:** 25%
  - compliance with the *Diversity in the Arts Goals* set by the Arts Council
  - accessibility to the community, regardless of gender, race, ethnic background, age, ability or sexual orientation
  - service to a constituency which lacks artistic or cultural opportunities
  - participation of community in artist's or organization's activities
  - impact of project on the community
4. **Evidence of Community Support:** 20%
  - impact of volunteer services on artist or organization
  - impact of in-kind contributions on artist or organization
  - evidence of Board support
  - other evidence of community contributions
  - "Community" is defined as the Evanston constituents served by the application based on discipline, geography or culture.

## TECHNICAL ASSISTANCE WORKSHOP

It is strongly recommended that all applicants – particularly first-time applicants and those whose applications have never been funded – attend the Grant Writing Technical Assistance Workshop. Members of the Evanston Arts Council's Cultural Fund Committee, Cultural Arts Division will present a workshop to assist artists and arts organizations with applying for a Cultural Fund Grant.

The goal of the workshop is to enhance the skills and provide technical support for artists and arts organizations in writing a fundable grant application. The workshop presenters will be available to meet briefly with artists and arts organization, and their community partners, to discuss their ideas for the Cultural Fund Grant Application. For special considerations, such as sign language interpreter or Braille translation, please call (847) 448-8260 at least two weeks prior to the meeting date. The Noyes Cultural Arts Center is wheelchair accessible.

## DATES TO KNOW

**Grant Writing Technical Assistance Workshop:  
Wednesday, October 10, 2007, 5:30 p.m.**

Noyes Cultural Arts Center, 927 Noyes Street, Room 106, Evanston.

**Application Deadline: Friday, November 16, 2007, 5:00 p.m. CST.** All completed applications must be received in the Arts Council Office, Room 100 of the Noyes Cultural Arts Center, by the deadline date and time. ***There will be no exceptions.***

**Panel Review: January or February 2008 (dates and times TBA)** All panel reviews and Arts Council meetings are open to the public and applicants are encouraged to attend. Award notifications will be made approximately 10 weeks after the panel meeting.

## DONOR CREDIT DONOR CREDIT

Grantees are required to include the following donor credit on all program materials and in publicity:

*"This project is partially funded by the Evanston Arts Council, in partnership with the City of Evanston and the Illinois Arts Council, a state agency."*

The donor credit must be prominently displayed on all program materials. Individual artists and organizations which fail to credit the Evanston Arts Council may be declared ineligible for future funding.

## DECISION NOTIFICATION

Notification of funding includes a grant agreement and an approved budget.

An appeal of the City's decision must be received in writing within 15 calendar days of the date of the notification letter. Appeals are to be addressed to the Evanston Cultural Arts Director. Appeals are limited to the following situations and only if the alleged error, had it not occurred, would have changed the City's decision:

- The applicant believes incorrect information has been used in the panel process.
- Procedural faults have occurred that run contrary to the prescribed process in these guidelines.
- New information not available to the grant applicant at the time of the panel meeting is now available.

In the event an appeal is granted, the applicant will cooperate with the City in execution of an amended decision which reflects terms and conditions, if any, necessary or appropriate to the circumstances. If after the written decision of the Evanston Cultural Arts Director the two parties fail to agree, the City's decision is final. The City may, but is not obligated to, grant the applicant's appeal.

*The Evanston Cultural Fund Grant Program is a program of the Cultural Arts Division, a division of the City of Evanston Department of Parks/Forestry & Recreation, and the Evanston Arts Council.*

*The Cultural Fund is supported by the City of Evanston and a grant from the Illinois Arts Council, a state agency.*

## FOR MORE INFORMATION

Questions about the 2008 Cultural Fund Grant Program should be directed to:

Jeff Cory  
Cultural Arts/Arts Council Director  
927 Noyes Street, Suite 100  
Evanston, IL 60201  
847.448.8260, ext. 105  
[jcory@cityofevanston.org](mailto:jcory@cityofevanston.org)

# EVANSTON ARTS COUNCIL - Cultural Fund Grant Program Application 2008

**DEADLINE FOR ALL APPLICATIONS: Received by November 16, 2007 at 5 p.m. CST**

Applicants must use this form. **All forms must be typed.** Submit all documents to Cultural Arts Director, Cultural Fund, Noyes Cultural Arts Center, 927 Noyes Street, Evanston, IL 60201.

## APPLICANT INFORMATION

Legal name of applicant artist or organization	Year founded (organizations only)
Social security number or Tax ID	Illinois House and Senate District
Street address Evanston, IL	Web site address/email address
City, state, zip	Daytime telephone

## ORGANIZATIONS ONLY

Chief administrative officer	Daytime telephone	Email address
Contact person	Daytime telephone	Email address
Street address (if different from above) Evanston, IL		
City, state, zip		

Total expenditures for the last completed fiscal year: \_\_\_\_\_ Total revenues for the last completed fiscal year: \_\_\_\_\_

## SUMMARY OF THIS APPLICATION

Program area (check the one which best describes this application):

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Dance            | <input type="checkbox"/> Media arts         | <input type="checkbox"/> Theatre     |
| <input type="checkbox"/> Ethnic/Folk arts | <input type="checkbox"/> Multi-disciplinary | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Literature       | <input type="checkbox"/> Music              |                                      |

Grant category (check one):

- Individual artist (eligible for no more than \$2,500)  
 Organizations with prior year operating income of less than \$100,000 (eligible for no more than \$2,500)  
 Organizations with prior year operating income of \$100,000 or more (eligible for no more than \$4,000)

Requested Amount: \_\_\_\_\_

Please summarize your proposal in one or two sentences:

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Projected number of audience/attendees/readers \_\_\_\_\_ Projected number of artists involved \_\_\_\_\_  
Number of persons in Evanston that will benefit from the project \_\_\_\_\_

## STATEMENT OF ASSURANCES

If the grant is awarded, the applicant must sign an Agreement detailing the terms of the grant with the City of Evanston/Evanston Arts Council, credit the City of Evanston/Evanston Arts Council and the Illinois Arts Council support in all publicity and media materials used in connection with the funded project, and submit to the Arts Council a final financial and program report within one month following the completion of the project. The applicant also assures the City of Evanston that funding will be administered by the applicant; that any funds received under this grant shall not be used to supplant funds normally budgeted for the same program and funds received shall be used solely for the described activities; that the applicant has read and will conform to the program guidelines; that the filing of this application by the undersigned, officially authorized to represent the applicant, has been duly approved by the governing board of the applicant organization, if applicable.

Signature of Chief Administrative Officer or Individual Artist	Date	Signature of person completing this application	Date
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Typed name and title	Typed name and title
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3. **Provide a time line of proposed tasks and activities, including a plan for follow-up and evaluation of the project/program.** (See page 4, Criteria 2. Organizational Capability)

4. **Please describe your target audience and the intended impact of your project/program on the community.** (See page 4, Criteria 3. Community Involvement)

Using raw numbers (not percentages), please predict the demographics of the audience/attendees/readers for your proposed project. **Note** that the estimated total audience in the gender and race categories **must match** the projected number of audience/attendees/readers you provided on page 6 of this application. Use the letters NA to indicate categories that are not relevant to your work. Use the letters NAD to indicate categories that you anticipate being unable to document.

CATEGORY	Estimate	CATEGORY	Estimate
<b>GENDER</b>		<b>RACE</b>	
Female	<input type="text"/>	African American	<input type="text"/>
Male	<input type="text"/>	Asian/Pacific Islander	<input type="text"/>
<b>AGE</b>		Caucasian	<input type="text"/>
Age 12 or under	<input type="text"/>	Latina/Latino	<input type="text"/>
Age 13-20	<input type="text"/>	Native	<input type="text"/>
Age 21-64	<input type="text"/>	Multi-racial	<input type="text"/>
Age 65 or over	<input type="text"/>	Other	<input type="text"/>
<b>ABILITY</b>			
Disabled	<input type="text"/>		



# PROJECT/PROGRAM BUDGET DETAIL

Name of organization or individual artist: \_\_\_\_\_

Anticipated income	Cash	In-kind	Total (cash +in-kind)
1. Admissions/earned income			\$
2. Contracted services revenue			
3. Other revenue from operations			
4. Corporate support			
5. Foundation support			
6. Other private support			
7. Federal grants			
8. State grants			
9. Municipal grants (not including this application)			
Anticipated income (add 1-9)	\$	\$	\$
Applicant cash forward			
Cultural Fund Grant Request			
<b>Total Project Resources</b>			\$

Anticipated expenses	Cash	In-kind	Total (cash +in-kind)
1. Personnel - administrative			\$
2. Personnel - artistic			
3. Personnel - technical/production			
4. Outside services - artistic			
5. Outside services - other			
6. Space rental			
7. Travel			
8. Marketing			
9. Materials and supplies			
10. Insurance and royalties (include liability required by City )			
11. Equipment rental			
12. Other direct project expenses			
Total direct project expenses (add 1-12)	\$	\$	\$
Capital expenditures			
<b>Total Project Expenses</b>			\$

**Total Project Resources and Total Project Expenses should be equal. Please include a budget narrative for all items exceeding 10% of program/project budget.**

# ORGANIZATION BUDGET

Name of organization: \_\_\_\_\_

Fiscal year (FY) ends month/day \_\_\_\_\_

Current fiscal year

Year in which funds are requested (if different from the current year)

FY 20\_\_

FY 20\_\_

Cash income		
1. Admissions/earned income		
2. Contracted services revenue		
3. Other revenue from operations		
4. Corporate support		
5. Foundation support		
6. Individual contributions/benefits		
7. Federal grants		
8. State grants		
9. Municipal grants (not including this application)		
10. Applicant cash forward		
11. Income from endowment		
12. Grant amount requested from Cultural Fund		
<b>Total Operating Cash Income (add 1-12)</b>	<b>\$</b>	<b>\$</b>
Anticipated expenses		
1. Personnel - administrative		
2. Personnel - artistic		
3. Personnel - technical/production		
4. Outside services - artistic		
5. Outside services - other		
6. Space rental		
7. Travel		
8. Marketing		
9. Fundraising costs		
10. Remaining operating expenses		
<b>Total Cash Operating Expenses (add 1-10)</b>	<b>\$</b>	<b>\$</b>
<b>Net Cash Operating Gain/Loss</b> (subtract Total Cash Expenses from Total Cash Income)	<b>\$</b>	<b>\$</b>
Total in-kind contributions		
Revenue for capital, operating or endowment reserves		
Capital expenditures		

## DEMOGRAPHIC INFORMATION

**All applicants** must fill in each box in the chart below using the most accurate numbers available. Use the letters NA to indicate categories that are not relevant to your work. Use the letters NAD to indicate categories that you are unable to document using your current surveying methods.

**Organizational applicants**, please use information from your most recently completed fiscal year. **Individual artist applicants**, please present the most accurate profile possible based on projects presented within the last year. Include yourself as either paid staff or volunteer.

	PAID STAFF (including artists)	BOARD MEMBERS	NON-BOARD VOLUNTEERS (including artists)	Total AUDIENCE/ ATTENDEES/ READERS
TOTAL NUMBER				
FEMALE				
MALE				
AFRICAN AMERICAN				
ASIAN/PACIFIC ISLANDER				
CAUCASIAN				
LATINA/LATINO				
NATIVE AMERICAN				
MULTI-RACIAL				
OTHER				
Age 12 or under				
Age 13-20				
Age 21-64				
Age 65 or over				
DISABLED				

## **DEMOGRAPHIC INFORMATION (continued)**

In the space below describe any aspect of diversity related to your organization, your artwork, or your project that has not been made clear either in numbers 4 and 5 in the narrative section of this proposal or by the percentages indicated in the chart on the previous page. You may wish to use this opportunity to explain your use of "NA" or "NAD" in the chart. If the proposed project is intended to significantly increase the size or change the demographics of your existing audience, please describe your plan for reaching the new target audience.

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# APPLICATION CHECKLIST

Please complete the following checklist and attach it to the front of your application. Check each item, as appropriate, to signify it is contained within the application package. **The full application must be received by the Evanston Cultural Arts Division by 5 p.m. CST on Friday, November 16, 2007.**

Unless otherwise indicated below, include **the signed ORIGINAL plus NINE additional collated copies** (10 total) of the following documents. Incomplete applications will be ineligible for consideration. Please collate your application so that it follows this checklist. Do not put applications in folders or binders.

## ALL APPLICANTS

- Application form (pages 6-13), including signed statement of assurances, narrative, budgets and demographic information
- Budget narrative for all items exceeding 10% of the proposed project/program budget
- One-page description of key personnel (artistic and administrative, paid and/or volunteer) which includes job title, workload (e.g. full-time or part-time) and brief career summary
- One-page individual artist or organization profile (organization profile should include the mission and a brief history of the organization)
- Letter of agreement or collaboration with any parties to the project

## ORGANIZATIONS ONLY

- Financial statement (audited or IRS form 990) for the most recently completed fiscal year
- Current list of officers and board members, with addresses for each
- ONE copy** of proof of not-for-profit status (see page 4)

## SUPPORT MATERIALS

Because "Pursuit of Excellence" is a criterion for all Evanston Arts Council grants, work samples are an important element of your application. Review panels respond most positively to samples that are recent, skillfully done, and directly related to the proposed activities. Work samples should demonstrate your ability to complete the proposed activities. The following guidelines indicate the maximum amount of artwork to include. Please do not send more than is requested. Print your name on each page, slide, photograph, CD, or tape of the work samples you submit. If your proposal includes more than one discipline, include samples for each. Cue all time-based work samples.

Applicant artists and organizations should submit the following items:

- TWO (2) complete sets** of at least **one** and no more than **five** sample publications, programs, reviews, brochures, or promotional materials

and

- TWO (2) complete sets** of at least **one** and no more than **three** of the following samples of artistic work:

- 15-20 pages of poetry, fiction, nonfiction, or a play script. Be sure to include at least two complete works.
- 10-12 photographs or slides, each labeled with the date and title of work (Indicate the top of each. Include a list with artistic medium and size of each piece).
- CDs or audio cassettes with up to 10 tracks (Include lyrics for music).
- Videos, cued to the strongest 5 minutes.
- 5-minute DVDs or CD-ROMs (For digital media, be sure to include printouts or stills).

The Evanston Arts Council will make every effort to protect your work samples but cannot be responsible for loss or damage. EAC will *not* keep your work samples after the grant review is complete. If you would like your work returned to you, please enclose a sufficiently stamped, self-addressed envelope with your application. *Note: Please do not submit original artwork as your sample.*