Evanston Arts Council:

**Neighborhood Arts Grant Program Guidelines**

*(November 2019)*

City Manager’s Office
2100 Ridge Avenue, Evanston, Illinois 60201
847-859-7833
artscouncil@cityofevanston.org
GUIDELINES

Program Purpose and Overview

The Arts Council’s Neighborhood Arts Grant Program monies are used to allow the Arts Council to support special projects, programs, events or opportunities that arise during the calendar year that may not fit the criteria of the Cultural Fund Program which is available only to organizations with 501©3 status. These monies are allocated at the discretion of the Arts Council and are given on a first-come-first-serve basis throughout the calendar year until the fund is depleted. Procedures for application are below.

The Evanston Arts Council supports up to 50% of the project’s total budget to a maximum of $1,000; the budget may include in-kind donations. Applicants are limited to one application per calendar year. This is to encourage wide-spread support and collaboration. If funds are allocated by the Arts Council, a final report will be required within 60 days of completion of the project.

Eligibility Criteria

1. Any individual or organization who intends to create a special art project, an art program or event with a focus on art that serves the Evanston community.
2. No personal projects will be funded.
3. No food or alcoholic beverages will be funded.
4. Applicants must demonstrate a clear understanding of what they hope to achieve with the help of this funding.
5. The need for the funds must be at least two months away when the application is filed. The applicant must attend an Arts Council meeting at least one month before the funds are needed. The Arts Council meets on the second Tuesday of the month.
6. The applicant may receive no more than three (3) consecutive years of funding from this fund.
7. The applicant may not receive funding from this grant more than once per calendar year.
8. Funds to projects that have taken place prior to Arts Council approval are not eligible for funding.

APPLICATION AND ADMINISTRATION

Step 1: Submit online application (last Monday of the month). All grant applications must be completed and submitted online: cityofevanston.wufoo.com/forms/neighborhood-arts-grant-program/
Applications are considered on a rolling basis throughout the year and must be reviewed by the Evanston Arts Council, which meets on the second Tuesday of each month. In order to ensure your place on the Arts Council’s agenda, complete applications must be turned in no later than two (2) months before the Arts Council meeting in which review is requested.

Complete applications must include:
- Detailed narrative of the project that clearly shows who the community partners, community members involved, and the audience are
- Clear outcomes of the project
- Clear plan for inclusion, diversity, and equity
- Projections of expected audience
- Marketing/community engagement plan
- Timetable
- Detailed budget of the project, program, or event

Step 2: Review Process Staff will review applications for compliance with eligibility guidelines and scope of work to be funded. The Arts Council will review the applications with artistic merit, inclusiveness of participant creators, and community involvement in mind.

Step 3: Public Review and Approval Process (second Tuesday of the month). Staff will submit the completed applications to the Arts Council for approval. Applicants are expected to attend the Arts Council meeting during which their applications are being considered.

Step 4. Award and Project Execution. If funding is awarded, the applicant is responsible for submitting an invoice to the City of Evanston for the amount awarded within 15 days of the approval of the award. The applicant also agrees to execute the project within 180 days of receiving the funds, and to submit a report within 60 days of completing the project. Any unused funds must be returned to the City of Evanston within 180 days of receiving the funds if the project is not completed or 60 days after the project is complete if there is any money left over. The applicant must also recognize the Arts Council’s contribution in the program and any print materials by adding the following language: “This project is partially funded by the Evanston Arts Council’s Neighborhood Arts Grant Program, in partnership with the City of Evanston.” Use the Evanston Arts Council logo as appropriate.

Timeline
Day 1: Award approved
Day 2-15: Submit invoice for the full amount of the award
Day 2-180: Project execution or return money if the project did not take place
Day 181-240: Turn in final report and any leftover funds
Submit all documents to: artsCouncil@cityofevanston.org.

Reports must be submitted within 60 days after the project’s completion.

REQUIRED MATERIALS

1. Final Report: this form
2. Support Documentation: two (2) to four (4) print materials and/or digital images.

SUPPORT DOCUMENTATION

Include two to four examples of published materials and news releases relating to the funded program. This documentation should verify activities which took place during this grant period as well as your compliance with the requirement that funding be acknowledged in printed material as follows: “This project is partially funded by the Evanston Arts Council’s Neighborhood Arts Grants Program, in partnership with the City of Evanston.”

DIGITAL IMAGES

Digital images must be .jpg, .png, or .pdf files. We prefer images that show the program or project in action.

GRANTEE INFORMATION

Grantee organization or individual artist

Name and title of individual completing this form

Street address

City, state, ZIP Ward

Title of project/program funded Beginning date/End date
Grant Amount: $________________

Number of artists involved: ______

Number of audience/attendees/readers: ______

NARRATIVE REPORT

1. Please describe how this grant was used and its impact on your mission and vision. (Individual artists, describe the grant’s impact on your personal artistic vision and goals.)

2. Please describe the impact of this grant on the community, and how you achieved equity and inclusiveness in your programming and/or project(s).
3. **How did you measure outcomes and outputs?** (ie. how did you determine whether you met your goals and/or track numbers, demographics and objectives?)
### FINAL BUDGET

**Name of organization or individual artist:**

<table>
<thead>
<tr>
<th>Income</th>
<th>Cash</th>
<th>In-kind</th>
<th>Total kind</th>
<th>(cash + in-kind)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Admissions/earned income</td>
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<tr>
<td>2. Contracted services revenue</td>
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<tr>
<td>3. Other revenue from operations</td>
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<tr>
<td>4. Corporate support</td>
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<td>5. Foundation support</td>
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<td>6. Other private support</td>
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<tr>
<td>7. Federal grants</td>
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<tr>
<td>8. State grants</td>
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<tr>
<td>9. Municipal grants (not including Cultural Fund)</td>
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</tbody>
</table>

**Total cash (add 1-9)**

| Applicant cash forward                     |      |         |            |                  |

**Cultural Fund Grant**

| **Total Revenue**                          |      |         |            |                  |

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Cash</th>
<th>In-kind</th>
<th>Total kind</th>
<th>(cash + in-kind)</th>
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</thead>
<tbody>
<tr>
<td>1. Personnel - administrative</td>
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<tr>
<td>2. Personnel - artistic</td>
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<tr>
<td>3. Personnel - technical/production</td>
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<td>4. Outside services - artistic</td>
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<td>5. Outside services - other</td>
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<td>6. Space rental</td>
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<td>7. Travel</td>
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<td>8. Marketing</td>
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<td>9. Materials and supplies</td>
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<td>10. Insurance and royalties</td>
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<tr>
<td>11. Equipment rental</td>
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<tr>
<td>12. Other direct project expenses</td>
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</tbody>
</table>

**Total direct project expenses** (add 1-12)

| Capital expenditures                        |      |         |            | $                |

**Total Expenditures** (should equal Total Revenue, above)

|                                             |      |         |            | $                |
If you have any suggestions that would improve or clarify the application process for the Neighborhood Arts Grant program, please list them below:

CERTIFICATION
I hereby certify that the statements contained in this report are true, correct and represent the complete accounting of this activity to the best of my knowledge.

Signature  Typed name and title  Date