Evanston Arts Council Meeting
Tuesday, January 14, 2020, 6:30 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, 2402

AGENDA

1. Call to Order and Declaration of a Quorum
2. Public Comment
3. Approve Meeting Minutes from December 10, 2019
4. Consideration
   A. Cultural Fund Program Guidelines Update
5. Discussion
   A. Cultural Fund Program Panel – Judges Search
   B. Public Art Vacancies
   C. Future Public Art Commissions Assessment
6. Communications
   A. Chairs Report
   B. Public Art Subcommittee Report
   C. Equity in the Arts Subcommittee Report
   D. Staff Report
7. Announcements
8. Adjournment

Next meeting will be Tuesday, February 11, 2020

Order & Agenda Items are subject to change. Information about the Arts Council is available at: cityofevanston.org/government/agendas-minutes/arts-council
Questions can be directed to Paulina Martinez 847-859-7833

The city is committed to ensuring accessibility for all citizens; If an accommodation is needed to participate in this meeting, please contact this Department 48 hours in advance so that arrangements can be made for the accommodation if possible.
**Evanston Arts Council Meeting**  
Tuesday, December 10, 2019, 6:30 p.m.  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, 2402

**Members Present:** Gay Riseborough; Judith Cohen; Chantal Healey; Toby Sachs (Vice-chair); James Deeb; Lisa Corrin (6:35 arrival); William Jones; Indira Johnson  
**Members Absent:** Beth Adler (Chair); Angela Williams; Dr. Jamal Ahmad; Maasai Amewa  
**Staff Present:** Paulina Martínez, Assistant to the City Manager; Lara Biggs, City Engineer

1. **Call to Order and Declaration of a Quorum**  
Meeting was called to order at 6:33 p.m.

2. **Public Comment**  
Ms. Indira Johnson introduced the “2020 Year of Kindness and Nonviolence Action.” On January 26, 2020 the “Year of Kindness” will be kicked-off event at Fleetwood-Jourdain. There will be a series of events and projects throughout the entire year.

3. **Approve Meeting Minutes from November 12, 2019**  
Ms. Riseborough made the following corrections:  
line 32 — Use Dr. Horn’s first name too.  
line 35 — “seconded”  
line 43 — “mention”  
line 53 — “seconded”  
line 61 — mentioned “that”  
line 88 — eliminate “provided” & “explained” and use “reported.”  
line 97 — eliminate “mentioned”, use “reported”  
line 103 - insert “an”, “an overview”  
line 105 - capitalize March

Approved unanimously as amended.
4. Consideration
   A. Neighborhood Arts Grant Funding Request
      1. Kids Create Change
Melissa Raman Molitor and Angela Lyonsmith introduced themselves. Ms raman Molitor indicated they are artists and art therapists at the Art Institute with community participation experience. They requested $1,000 in funds from the Neighborhood Arts Grant for a participatory art project that will be part of the “2020 Year of Kindness and Nonviolence Action”

They will do workshops with children and art installations at each ward. The goal is to do two art installations per month.

Ms. Cohen asked how the project idea took shape. Ms. Raman Molitor and Ms. Lyonsmith explained they have community partners, and that it will be possible thanks to the collaborations throughout town and dedicated volunteers.

Mr. Jones asked how the workshops will be marketed. Ms. Raman Molitor and Ms. Johnson said the City of Evanston has committed to help market and the “2020 Year of Kindness” campaign will do marketing on their own, as well as the campaign’s community partners.

Mr. Deeb asked: “how does this project compare in scale to other projects you have done?” Ms. Raman Molitor replied that this was a small scale project compared to her previous projects.

Ms. Raman Molitor clarified that the requested funds will be earmarked for materials.

Ms. Riseborough moved to approve $1,000 in funding. Mr. Jones seconded. Approved 7-0-1. Ms. Johnson recused.

   B. Arts Council Bylaws
Ms. Riseborough suggested that Subcommittee members will pick their own chair in reference to section 4, article 2b

Ms. Corrin moved to approve the bylaws as amended. Mr. Deeb seconded. Unanimously approved.

   C. Arts Council 2020 Meeting Dates

Ms. Johnson moved to approve the Arts Council’s 2020 meeting dates. Ms. Corrin seconded. Approved unanimously.
5. Discussion
   A. 820 Davis Street Mural Proposal
Ms. Lea Pinsky reported she is working with the new owner of 820 Davis to create an exterior and interior mural. The exterior mural will be five-stories high. EMAP will work with artist Ruben Aguirre. Ms. Pinsky mentioned the design has gone through the Design and Project Review (DAPR) process and received approval.

Ms. Riseborough said it was a “terrific” design. The overall feedback from the Arts Council members was positive.

   B. RCCC Public Art Engagement Results
Artist, Blessing Hancock presented her results and asked for validation of the words collected. Mr. Sachs recommended to double check on the copyright of the word “pokémon”. He also mentioned he liked the Spanish and Hebrew words.

Mr. Jones asked how many words can be used. Ms. Hancock said she can use all of them and probably more.

Mr. Sachs said recommended to add the names of all the schools to make sure all are included.

Ms. Martínez was instructed to send an email to all Arts Council members to compile a list of words additions and removals.

   C. Amusement Tax for Not-For-Profit Organizations
Toby explained last year the City Council floated the idea of making the amusement tax to non-for-profit organizations, but that it is not a current proposal in the 2020 budget. However, Beth Adler and he wanted the Arts Council to be prepared to take a stance if the topic comes up again.

The Arts Council members unanimously agreed they would oppose any proposals to add an amusement tax to not-for-profit organizations’ events.

6. Communications
   A. Chairs Report
A tentative date for the 2020 Arts Council retreat was discussed. April 4, 2020 is being considered.

   B. Public Art Subcommittee Report
Ms. Riseborough reported 3 of the 4 light art installations are not working properly.

   C. Equity in the Arts Working Group Report
The group will work on a vision statement.
D. Staff Report
No report

7. Announcements
Ms. Riseborough will have a show at 1100 Florence on January 4th.

The Block Museum will have a new show in January from the Pan-Arab world.

Mr. Deeb James will have a show in Munster, Indiana in January.

Northlight Theater will have an interplay reading that is free to the public on December 17.

Open Studio Project has an exhibit on African musical instrument.

8. Adjournment
Meeting adjourned at 8:08 p.m.
Memorandum

To: Evanston Arts Council

From: Paulina Martínez, Assistant to the City Manager

Subject: Cultural Fund Program Guidelines Update

Date: January 10, 2020

Summary:
Staff supports updating language from the Cultural Fund Program’s “Equity in the Arts” statement and question #3 in the application, as proposed by Vice-chair Toby Sachs.

The proposed changed are as follow:

Current section of Cultural Fund guidelines

**DIVERSITY IN THE ARTS GOALS**
The applicant organization must comply with 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.

Proposed revision

**EQUITY IN THE ARTS GOALS**
The applicant organization must demonstrate their efforts to realize the Equity in the Arts Goals set by the Arts Council. The goals are to:

1. Promote equity and inclusion throughout the arts in Evanston, regardless of gender, race, ethnic background, age, ability or sexual orientation.
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.

Current Q3 of Cultural Fund application

How does your organization ensure that your programs and activities are accessible to all community members? In what way do the activities of your organization enhance the social and cultural health of Evanston? How do you collaborate with community partners to reach your goals?

Proposed revision

What steps are you taking to ensure that your programs and activities are diverse, equitable and inclusive for all community members? In what way do the activities of your organization enhance the social and cultural health of Evanston? How do you collaborate with community partners to reach your goals?

Attachments:
- Cultural Fund Program Guidelines
- Cultural Fund Programs Applications
Cultural Fund Grant Program 2020-2021 Application Cycle

Questions should be directed to artsCouncil@cityofevanston.org.

Important Dates

February 1, 2020 - Grant Cycle opens
February 19, 2020 a.m. to 11 a.m., - Cultural Funds Grant Workshop; Morton Civic Center, Room 2402
February 27, 2020 at 4:00 p.m. to 6 p.m. - Cultural Funds Grant Workshop; Morton Civic Center, Room 2404
April 1, 2020 - Submission Deadline
May 9, 2020 - Judging Panels meet; Morton Civic Center, Rooms 2404 and 2402
June 9, 2020 - Arts Council allocates funds to grant recipients

Applications

Apply for Grants to Organizations and Special Programs and Projects
You may also view a preview of the cultural fund grant application narrative questions.

Guidelines and Eligibility

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 goal of the Cultural Fund Grant Program is to sustain and advance our community’s arts industry. Evanston’s vision for its Cultural Fund Program is to activate the extraordinary assets of the community to develop Evanston as an arts hub and destination.
By providing financial assistance to not-for-profit arts organizations, 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.

**Cultural Fund Grant Categories**

There are two granting categories in the Cultural Arts Program. Applicants may only apply for one grant and must specify the category. The maximum grant request is $5,000, although the actual grant award may be less than that. Please be sure that you are filling out the correct application.

The categories are as follows:

**Grants to Organizations** – Funding is awarded to Evanston nonprofit arts organizations for operating support or capacity-building efforts.

**Special Programs and Projects** – Funding is awarded to nonprofit arts organizations for projects or programs that serve residents in the City of Evanston. The organization may be located outside Evanston, but the organization must clearly demonstrate that the program or project service area is within Evanston’s borders.

**GRANT DISTRIBUTION**

All grants will be paid in full upon receipt of all required agreements and documentation of insurance coverage.

All grant fund expenditures must be incurred between July 1, 2020 and June 30, 2021.

**"GRANTS TO ORGANIZATIONS" ELIGIBILITY CRITERIA AND FUNDING POLICIES**

1. Each applicant organization must be located in the city of Evanston and registered as a not-for-profit corporation with the Office of the Illinois Secretary of State.
2. All grant recipients are required to submit a written final report, due no later than July 31, 2021, as a condition of grant award.
3. 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.
4. Organizations should place a high priority on community access. Wherever possible, grant applicant should demonstrate strategies for outreach to underserved or at-risk members of the community.

5. 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.

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

THE CITY WILL NOT FUND

- Capital improvements or construction costs
- Organizations whose activities occur in non-accessible venues
- Purchase of permanent equipment
- Grants in excess of 25% of the organization’s prior year operating income
- An existing deficit from a previous year or project
- Activities not open to the general public
- Scholarships or fundraising events
- Personal expenses such as child care and unrelated wages lost due to proposed project commitment
- Applicants that submit incomplete applications
- Applicants that are taxing bodies (including schools, libraries and park district)
- Organizations that are not located in Evanston or whose project service areas are not Evanston

DIVERSITY IN THE ARTS GOALS

The applicant organization must comply with or be working toward compliance with the Diversity in the Arts Goals set by the Arts Council. The goals are to:

- Promote diversity in gender, race, ethnic background, age, ability and sexual orientation in the arts in Evanston.
- Ensure that the cultural arts programs the Council supports reflect the diversity of the Evanston community.
- Make the arts accessible to all people, including those with disabilities.
-**EQUITY IN THE ARTS GOALS**
  The applicant organization must demonstrate their efforts to realize the Equity in the Arts Goals set by the Arts Council. The goals are to:

1. Promote equity and inclusion throughout the arts in Evanston, regardless of gender, race, ethnic background, age, ability or sexual orientation.
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, organizations agree to make every attempt to ensure that the proposed project is accessible to persons with disabilities.

**MATERIALS TO BE SUBMITTED ELECTRONICALLY**

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

Complete the online application with an electronic signature of the authorizing official on the Statement of Assurances.

Upload the support materials requested.

Upload the appropriate proof of not-for-profit status.

Submit the application by the April 1, 2020 deadline.

**PROOF OF NOT-FOR-PROFIT STATUS**

Organizations that apply to the Evanston Arts Council Cultural Fund Grant program must be an Illinois not-for-profit organization currently registered with the Secretary of State.

Applicant organizations must submit one of the following as proof of not-for-profit status:
A copy of the current Annual Report to the Secretary of State (signed and dated less than one year ago)

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.

Criteria for Panel Review

Applications will be reviewed by peer advisory panelists who are arts professionals in a variety of disciplines. Panelist recommendations will be reviewed by the Arts Council in May. The Arts Council will then present its recommendation to the City Council for final approval in June. 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. Applicants will be welcome to attend the reviewing panels and answer clarifying questions from the panelists, however, oral presentations of summaries will not be accepted.

GRANTS TO ORGANIZATIONS

Quality of Artistic Goals and Impact: 25%

The artistic quality of the work, programming or services, the aesthetic or cultural impact of the organization on its constituents, demonstrates movement toward artistic challenges, artistic mission and vision expressed with clarity and purpose

Organizational Capacity: 15%

Evidence of sound management, Qualifications of the Board and Staff, the ability of the organization to formulate and implement plans, adequacy of facilities and equipment, evidence of volunteer support, including the Board.

Community Engagement: 20%
Arts programming and services are accessible to all people, Programming and services enhance the social health of the community of Evanston, Evidence of collaboration and/or community support.

Finances: 15%

Efforts to obtain a mix of earned revenue, Efforts to obtain a mix of contributed revenue, Ability of the organization to control expenses and stay within budgets, Financial reports provided present meaningful and useful information about the organization's activities and results.

Strength of Programming: 25%

Programming and services consistent with stated mission, quality of implementation plan, attractiveness of programs to diverse audiences and audiences new to the arts, evidence of measurable outcomes and outputs for programming and services.

SPECIAL PROGRAMS AND PROJECTS

Quality of Artistic Goals and Impact: 25%

Artistic quality of the work, programming or services, the aesthetic or cultural impact of the program or project on its audiences, Artistic mission and vision of the program or project are expressed with clarity and purpose, Quality of the program or project goals.

Organizational Capacity: 15%

Qualifications of the Board and Staff, Ability of organization to formulate and implement plans, evidence of volunteer support, including the Board.

Community Engagement: 15%

Arts programming or projects are accessible to all people Programming and services enhance the social health of the community of Evanston, evidence of collaboration and/or community support.

Program Finances: 20%

Program or project budget is sound and realistic, ability of organization to control program or project expenses and stay within budgets, financial reports provided present meaningful and useful information about the organization's programs or projects.

Strength of Programming: 25%
Programming and services consistent with stated mission, clear and logical description of the implementation plan, timeline for program or project is reasonable, evidence of measurable outcomes and outputs for programming and services

FAQ's:

Is there any tutoring or assistance offered for the Cultural Fund Grant process?

Yes. There is one Cultural Fund Grant workshop that will take place on Wednesday, February 19, 2019, 4:00 p.m. to 6 p.m. and Thursday, February 27, 2020, 9 a.m. to 11 a.m. at the Morton Civic Center, 2100 Ridge, Room 2402 and 2404 respectively. Attendees will receive general information and tips for applying to the grant and will have a chance to ask questions.

Do I need to download any software or documents in order to apply?

No. We use Formstack, which has online forms with fields. You will be asked to upload various files, but will not need to download anything. NOTE: Formstack does not seem to work as well with Safari as other browsers. We recommend Google Chrome. If you are having trouble submitting, it is most likely a conflict with your browser.

What happens if my program, project, budget or plan changes after I have applied or received a grant?

We understand that the application demonstrates your intent, and that there are factors that may force you to alter your plan a bit! If you have to make small adjustments to your project or budget, you can simply proceed and note them in your final report. If significant changes are necessary, please outline those changes and submit to arts@cityofevanston.org for assessment and re-evaluation.

The grant application will not let me go to the next page until the current page is complete. How do I see the questions ahead of time? Also, can I start it and then finish it at a later time or date?

You may type in a few characters to the fields. The form will read that as "answered" and will allow you to move on. When you save your document, the program will send you an email with a link to go back and edit your application. You may do that as many times as needed until you "submit", at which time your application is final. Make sure you check your filter if you do not see the program-generated link to go back.
2019 Cultural Fund Grant to Organizations

APPLICATION

Applicant Information

Legal Name of Applicant Organization*

Year Founded*

Tax ID Number*

Illinois House and Senate District*

Illinois Senate District Number:* 

Street Address*

Daytime Telephone*

Website Address

Email Address*
Please state your organization's mission.

Please summarize your organization's activities in one or two sentences.

Projected number of artists involved:

Number of people in Evanston that will benefit from organization's activities during grant period:

Projected number of all attendance/attendees/readers:

What dollar amount of grant funding are you requesting?

**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 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 grant period. The applicant also assures the City of Evanston that funding will be administered by the applicant; that any funds received under this grant 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.
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 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 grant period. The applicant also assures the City of Evanston that funding will be administered by the applicant; that any funds received under this grant 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.

Organization Application Narrative Material

1. In what way does your organization strive to demonstrate artistic excellence? What are your artistic goals, and how do they impact Evanston? How do your goals further the artistic quality of your programs and organization?*

Character max: 2100

2. How would you describe your organizational capacity? What makes your staff and board uniquely qualified to manage your organization? How do volunteers help you achieve your goals and mission? How does your entire team work together to reach your goals?*

Character max: 2100

3. How does your organization ensure that your programs and activities are accessible to all community members? In what way do the activities of your organization enhance the social and cultural health of Evanston? How do you collaborate with community partners to reach your goals?*

Character max: 2100
4. Please describe any efforts by your organization to secure both earned and contributed income. How does your staff and/or board provide oversight of your budget and expenses? How do you plan for short-term and long-term financial stability?*

Character max: 1500

5. How does your organization positively impact Evanston (especially underserved communities)?*

Character max: 2400

6. What strategies will you use to implement your programs and activities efficiently and effectively? How will you measure your outputs (quantitative) and outcomes (qualitative) to evaluate your success?*

Character max: 2400

7. How does your organization define equity, diversity and inclusiveness? What evidence is there to support these concepts as part of your overall organizational goals?*

Character max: 2400
Demographic Information

Fill in the spaces below using the most accurate numbers available from you most recently completed fiscal year.

Total Number of Paid Staff (including artists)*

Total Number of Board Members*

Total Number of Non-Board Volunteers (including artists)*

How many children (age 0-18) will be served?

Total Audience/Attendees/Readers*

Please describe the methods you use to collect information about your staff and audience numbers and demographics.*

Character max: 1200

Finances

Please upload the following documents:

- Your most current report from the Cultural Database OR your organization’s most recently completed annual budget (fiscal or calendar year).

Current Report From Cultural Database OR Most Recently Completed Annual Budget*

Choose File  No file chosen
• Project or program budget if applicable (as outlined above)
• 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 Current list of officers and board members, with addresses for each
• One copy of proof of not-for-profit status
• One or two samples of programs, posters, advertising or other graphics that promote or demonstrate your work. (Use .jpg or .pdf, for music use .mp3, for video use .mp4)

One Page Description of Key Personnel*  
Choose File | No file chosen

Copy of Not-For-Profit Status*  
Choose File | No file chosen

Program budget or support materials  
Choose File | No file chosen

Support Materials  
Choose File | No file chosen

Support Materials  
Choose File | No file chosen

If you would like us to review material on a website or YouTube, please provide the link(s) here. The total time of video clips should not exceed 6 minutes. If there is a specific segment you would like reviewed, please give the start and end time for us to queue the clip.

Link 1

Link 2

Link 3

Save and Resume Later

Progress

Submit Form
Cultural Fund Grant - Special Projects and Programs

APPLICATION

Applicant Information

Legal Name of Applicant Organization *

Year Founded *

Tax ID Number

Illinois House and Senate District *

Illinois Senate District Number *

Street Address *

Daytime Telephone *

Website Address

Email Address *
Please state your organization’s mission. (N/A for individual artists)*

Please summarize your organization’s activities in one or two sentences. (N/A for individual artists)*

Projected number of artists involved: *

Number of people in Evanston that will benefit from organization’s activities during grant period: *

Projected number of all attendance/attendees/readers: *

What dollar amount of grant funding are you requesting? *

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 grant period. The applicant also assures the City of Evanston that funding will be administered by the applicant; that any funds received under this grant 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.
1. What are the overall goals of the program or project? In what way does your project or program strive to demonstrate artistic excellence? Why is this program or project important to our community? How will the project or program impact its participants and/or audience?*

2. What are the qualifications of your key board and staff? How will your team work together to implement and achieve this project or program? Describe how you use volunteer support and activities to achieve your programming or project goals.*

3. How does your organization ensure that your programs and activities are accessible to all community members? In what way do the activities of your organization enhance the social and cultural health of Evanston? How do you collaborate with community partners to reach your goals?*

4. How will your organization provide oversight in projecting and keeping to your project or program budget? What strategies will you use to assure accurate projection of expenses and revenues?*
5. How will your project or program positively impact Evanston’s greater goals of equity and inclusiveness?

6. Please describe your implementation plan, including your tentative timeline. How will you measure outputs (quantitative) and outcomes (qualitative) to evaluate your success?

Demographic Information

Fill in the spaces below using the most accurate numbers available from your most recently completed fiscal year:

Total Number of Paid Staff (including artists)*

Total Number of Board Members*

Total Number of Non-Board Volunteers (including artists)*

How many children (age 0-18) will be served?

Total Audience/Attendees/Readers*

Please describe the methods you use to collect information about your staff and audience numbers and demographics.*
Finances

Please upload the following documents:

- Your most current report from the Cultural Database OR your organization's most recently completed annual budget (fiscal or calendar year).

Current Report From Cultural Database OR Most Recently Completed Annual Budget*
[Choose File] No file chosen

Uploads

- Project or program budget if applicable (as outlined above)
- 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 Current list of officers and board members, with addresses for each
- One copy of proof of not-for-profit status (N/A for individual artists)
- One or two samples of programs, posters, advertising or other graphics that promote or demonstrate your work. (Use .jpg or .pdf, for music use .mp3, for video use .mp4)

One Page Description of Key Personnel*
[Choose File] No file chosen

Copy of Not-For-Profit Status*
[Choose File] No file chosen

Program budget or support materials
[Choose File] No file chosen

Support Materials
[Choose File] No file chosen

Support Materials
[Choose File] No file chosen

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Link 1

Link 2

Link 3

Save and Resume Later

Submit Form