AGENDA
Evanston Arts Council
Tuesday, July 14, 2020
6:30 PM

1. GOVERNOR’S EXECUTIVE ORDER

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, the Board/Commission/Committee member and City staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comments in-person at the meeting. Those wishing to make public comments may submit written comments in advance or sign-up to provide public comments by phone or video during the meeting.

Join Zoom Meeting
https://zoom.us/j/93758062668?pwd=TkRNTXRyTDBEVHR0SEkzRmhZcEtsZz09
Meeting ID: 937 5806 2668
Password: 231131

Dial by your location +1 312 626 6799
Meeting ID: 937 5806 2668
Password: 231131

2. SUSPENSION OF THE RULES

3. CALL TO ORDER/DECLARATION OF A QUORUM

4. PUBLIC COMMENT
5. **APPROVAL OF MINUTES**

A. Minutes from June 9, 2020
   - Draft Minutes from June 9, 2020

6. **CONSIDERATION**

   A. Extension of Lease for Terry Karpowicz's Sculpture "Let Get Moving"
   - Extension of Lease for Terry Karpowicz's Sculpture "Let Get Moving"

   B. "Black Lives Matter" Mural in Partnership with Main Dempster Mile
   - "Black Lives Matter" Mural in Partnership with Main Dempster Mile

   C. Dawes Elementary School Mural Partnership Request
   - Dawes Elementary School Mural Partnership Request

   D. 2020-2021 Draft Cultural Fund Program Grant Guidelines Update
   - 2020-2021 Draft Cultural Fund Program Grant Guidelines Update

   E. New Sculpture Site

7. **DISCUSSION**

   A. Chair and Co-chair Nominations

   B. Bright Night 2020

8. **COMMUNICATIONS**

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

    *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 Martínez 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.
Arts Council Meeting
June 9, 2020, 6:30 p.m.

Member Present: Beth, Angela, Toby, Chantal, BJ, Gay, Jamal, Judith, Massai, James, Indira, Lisa Corrin

Staff Present: Paulina Martínez

1. Call to Order
   Meeting called to order at 6:30 p.m.

2. Public Comment

Ms. Clara Kelley introduced herself and expressed her desire to learn more about public art. She asked about the 1% for Art ordinance and about the public art project for the new Robert Crown Community Center.

3. Approval of Minutes from March 10, 2020

Mr. Sachs corrected the minutes to change his title from “Ms.” to “Mr.” Ms. Adler moved to approve the minutes as amended. Dr. Ahmad seconded. Motion carried unanimously.

4. Consideration

a. Approval of Purchase of repair Lights for “Search and Effect”
   A request to approve $2,349.77 for repair to the lighting of the “Search and Effect” was made. City staff researched lights that would hold up the high voltage of the art installation. Ms. Adler moved to approved. Ms. Riseborough seconded. Motion carried unanimously.

b. Approval of Contract with Chicago Sculpture International (CSI)
   Ms. Riseborough and Ms. Martínez explained that CSI was making a proposal to manage the sculpture leasing program for the City of Evanston, at $5,000 per piece for a period of two years. At the recommendation of the Public Art Subcommittee, four sculptures will be leased – three (Quinlan Park, Eiden Park, and Harbert Park) of the sites are in place, and a new site will be chosen at a later meeting.

   The Arts Council and its subcommittees would retain the right to choose the pieces.

   The Arts Council directed staff to negotiate an extension on the lease for Harbert Park.

   Mr. Sachs suggested that an effort is made to highlight local artists and artists of color.

   Ms. Riseborough moved to approve. Ms. Adler seconded. Motion carried unanimously.
5. Discussion
   a. Executive Directors Interviews Debrief
      Mr. Sachs reported they had a good amount of feedback, which he plans to further discuss at the Executive Directors luncheon the next day.

   b. Illinois Arts Council Agency – Community Access Grant
      Ms. Martínez explained to the Arts Council that the Illinois Arts Council Agency (IACA) opened the application cycle for the Community Access Grant, which requires a cash match. Due to the pandemic, the Arts Council's budget was frozen, and in order to make a compelling argument to the City Council, Ms. Martínez asked for help reimagining how to utilize the potential money the Evanston Arts Council could get from IACA.
      Feedback was provided, and Mr. Sachs committed to helping create a draft of new guidelines.

   c. Executive Directors Brown bag Virtual Lunch
      Mr. Sachs announced the Arts Council would hold a virtual meeting the next day to check-in with executive directors of arts organizations. The Arts Council members are invited.

6. Communications
   a. Chair’s report
      No report.

   b. Public Arts Subcommittee Report
      Ms. Riseborough and Ms. Martínez reported that the mural repairs were still ongoing on central Street and Foster Street.

   c. Equity in the Arts Working Group Report
      Mr. Sachs reported they will meet on 6/17/2020.

   d. Staff Report
      The Central Street mural was tagged. It will cost a total of $1,800 to repair.

7. Adjournment
   Meeting adjourned at 8 p.m.

   Ended at 8:00 p.m.
Memorandum

To: Members of the Arts Council
From: Paulina Martínez, Acting Deputy City Manager
Subject: Extension of Lease for Terry Karpowicz's Sculpture "Let Get Moving"
Date: July 14, 2020

Summary:
Per the request of Public Art Subcommittee Chair, Gay Riseborough, consideration for an extension of the lease to Terry Karpowicz's "Let's Get Moving" sculpture is being asked.

Mr. Karpowicz is willing to extend his lease under the umbrella of Chicago Sculpture International.

Legislative History:
On July 7, 2020, the Public Art Subcommittee recommended this item for Arts Council approval.

Attachments:
"Let's Get Moving"
Memorandum

To: Members of the Arts Council
From: Paulina Martínez, Acting Deputy City Manager
Subject: "Black Lives Matter" Mural in Partnership with Main Dempster Mile
Date: July 14, 2020

Summary:
At the request of the public and the City Council for a temporary display in support to the "Black Lives Matter" movement, staff approached the Executive Director of the Main Dempster Mile to partner with the organization for a "Black Lives Matter" mural to be painted by Black artist Ben Blount with guidance and Assistance from Evanston Mural Art Project (EMAP).

The Main Dempster Mile is requesting $500 in assistance for materials, and a commitment to financially assist repairs in case of damage or defacing of the mural.

The mural will be part of the Main Dempster Mile's rotating mural program; the mural will be in place for approximately a year.

Legislative History:
On June 7, 2020, the Public Art Subcommittee recommended for Arts Council approval for a total of $1,000 - $500 for supplies and up to $500 for repairs in case of defacement.

Attachments:
Main Dempster Mile Proposal
June 23, 2020

TO: Evanston Arts Council

FROM: Main-Dempster Mile Placemaking Committee

REGARDING: Proposal for Partnership on a Ben Blount Mural Project at Chicago Avenue & Washington Street

The Main-Dempster Mile wishes to enter into a partnership with the Evanston Arts Council in order to complete a mural at Washington Street & Chicago Avenue.

Our proposal: the MDM will pay the artist’s fee of $1500, while the City contributes an amount to help cover supplies and non-sponsored paint. This is a rough list of supplies, and the artist’s estimate:

- Multiple Brushes ~$17
- Multiple Rags $17/box
- Multiple Water buckets $5
- Multiple Paint cups $5
- Multiple Tarps $15
- Multiple Bins for holding supplies $30
- Non-sponsored paint: ???

**Rough cost estimate: $500**

In addition, MDM requests funding to help with repairs to the mural, should it be defaced. While it isn’t possible to estimate the amount for repairs, as it would be based on the actual damages inflicted, we estimate it would cost between $3-500 per incident. Any help that the City can give us with either funding or resources would be appreciated.

With questions or concerns, please contact Katherine Gotsick, MDM Executive Director at katherine@maindempstermile.com.

Thank you for your consideration.
Memorandum

To: Members of the Arts Council
From: Paulina Martínez, Acting Deputy City Manager
Subject: Dawes Elementary School Mural Partnership Request
Date: July 14, 2020

Summary:
The Principal from Dawes Elementary School, Marlene Aponte-Mathews, submitted a request to the Arts Council asking for a partnership to create a mural. The proposed mural would be painted on the exterior brick wall facing the intersection on Oakton Street and Dodge Avenue.

Ms. Aponte-Mathews is asking for $2,500 to cover the salary of two artists and their traveling expenses, in addition to personal protective equipment and water for those participating in the painting of the mural.

In FY2020, the Public Art account started at $48,000. Below is a summary of the financial commitments made so far:

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Mural Update - Central St/Green Bay Rd.</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>2020</td>
<td>Light repairs for Search and Effect</td>
<td>$2,349.77</td>
</tr>
<tr>
<td>2020</td>
<td>&quot;Attached&quot; Lease</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>2020</td>
<td>Chicago Sculpture International Agreement</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2020</td>
<td>Noyes Street Project</td>
<td>$6,000.00</td>
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<tr>
<td>2020</td>
<td>Foster Street Mural</td>
<td>$500.00</td>
</tr>
<tr>
<td>2020</td>
<td>BLM Mural at Washington</td>
<td>$1,000.00</td>
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<tr>
<td>2021</td>
<td>Chicago Sculpture International Agreement</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$32,649.77</td>
</tr>
</tbody>
</table>

Attachments:
Dawes Mural Project Proposal
July 3, 2020

To: Evanston Arts Council

From: Marlene Aponte, Principal, Dawes Elementary School
      Dawes Parent Teacher Association

Re: Proposal for School Community Mural at Dawes Elementary School on Oakton Street and Dodge Avenue

On behalf of the Dawes Elementary School community, I am writing to express our interest in partnering with the Evanston Arts Council to lead a grassroots effort in creating a mural for our school community. The mural will be painted on the exterior brick wall facing a busy intersection on Oakton Street and Dodge Avenue. Our purpose is rooted in a deep desire to bring about unity, healing and solidarity to a community during a time of social, health and racial unrest.

Our proposal: Our PTA will engage in fundraising to pay for all necessary supplies estimated at $2,000, and the City of Evanston would pay for the artists’ labor and traveling expenses. This art collective group will design the mural, coordinate community involvement and oversee the execution of the project. Below is an estimated list of the artists’ fees:

- Labor Costs Per Artist: $25/hr
- Total Artists: 2
- Estimated Hours for Project Completion: 45 hours
- Traveling Expenses Per Artist: $125/ea.

Total Estimated Costs: $2,500

In addition, Dawes requests funding for families who will participate in this community project. Protecting the health and wellness of our families is our first priority. We must ensure all participants adhere to CDC guidelines, practice social distancing, wear personal protective equipment and remain hydrated while painting outdoors. Although it isn’t possible to estimate the amount for protective supplies and water needed, as it would be based on the number of participants who sign up, we estimate it could potentially cost between $100-300. Any help that the City of Evanston can give us with either funding or resources of this nature would be greatly appreciated.

If you have any questions, please contact me at apontem@district65.edu. Thank you for your consideration.
Memorandum

To: Members of the Arts Council
From: Paulina Martínez, Acting Deputy City Manager
Subject: 2020-2021 Draft Cultural Fund Program Grant Guidelines Update
Date: July 14, 2020

Summary:
Staff recommends the approval of the draft 2020-2021 Cultural Fund Program Grant guidelines. In March 2020, due to the pandemic, the budget for the Arts Council was frozen, therefore, the plans for the 2020-2021 Cultural Fund Program grant were suspended. In addition, the Illinois Arts Council Agency also suspended all grants until further notice.

In early June, the Illinois Arts Council announced that the Community Access Grant (this is the grant the Evanston Arts Council traditionally applies for) was accepting applications again, but the grant required matching funds. In order to take advantage of this grant and address the needs of the many organizations and artists who benefit from the Cultural Fund Grant, the City of Evanston's administration, decided to release $20,000 in matching funds.

In an effort to continue to address equity issues and address the needs of those who have been most affected by the pandemic, changes to the Cultural Fund Grant were made to remove barriers. The two most significant changes include:

- Elimination of categories (operation support and special projects)
- Elimination of 501(c)3 status requirement

With feedback from the Equity in the Arts Working Group and the Arts Council members, the changes are expected to draw a more diverse pool of applicants.

Attachments:
Draft 2020-2021 Cultural Fund Grant Guidelines
Cultural Fund Grant Program 2020-2021 Application Cycle
Revised June 2020

Questions should be directed to arts council@cityofevanston.org.

Introduction
The application process and criteria for evaluation for the Cultural Fund Grant program have been revised and simplified for this year, to reflect both the impact of the pandemic and a heightened focus on racial equity.

Important Dates
July 25, 2020       Grant cycle opens
July 28 and 30, 2020 Virtual Cultural Funds Grant Workshop (attendance optional)
August 30, 2020    Submission deadline
October 3, 2020    Reviewing panel meets virtually
October 13, 2020   Arts Council allocates funds to grant recipients
June 30, 2021     Grant monies to be spent
July 31, 2021     Written reporting due

Applications
Apply for Grants to Organizations
The process been simplified, and the applications shortened, to reflect the circumstances of the pandemic and the difficulty of planning for the coming year.
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

Given the impact of the pandemic, there is just one granting category in the Cultural Arts Program this year. The maximum grant request is $3,000, although the actual grant award may be less than that. Community arts organizations are invited to apply, as well as those with 501(c)3 status. Applications from Black, Indigenous and People Of Color (BIPOC) organizations, and projects or programs that serve underserved demographics and communities, will be favored. Collaborations that bring the community together are encouraged.

Grants to Organizations – Funding is awarded to nonprofit arts organizations based in, or serving, Evanston, for operating support, capacity-building, programs or projects. Both 501(c)3 and community arts organizations are invited to apply.

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 October 14, 2020 and June 30, 2021.

"GRANTS TO ORGANIZATIONS" ELIGIBILITY CRITERIA AND FUNDING POLICIES

1. Each applicant organization must be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State or operating as a community arts organization, and must be located in, or clearly serve, Evanston.
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. Grant applicants 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 service areas are not Evanston

EQUITY IN THE ARTS GOALS

Evanston Arts Council strives to honor the following principles, as drafted by Grantmakers in the Arts:

- All peoples, their cultures, and their art contribute to the meaning and understanding of our humanity and should be honored and celebrated.
• Artists, their art, their process, and the organizations they create and support play a unique role in witnessing, demonstrating, and providing inspiration to resolve societal inequity and injustice.

• Sustained racialized public policies and institutional practices, both conscious and unconscious, across the nation, have resulted in unequal access to education and resources for Black, Indigenous and People Of Color (BIPOC) communities and artists. This systemic unequal access to opportunity has resulted in generations of unjust and inequitable outcomes for BIPOC communities.

• These social inequities continue to be reflected in the funding practices of private philanthropy and governmental funders in the arts. Therefore, in order to more equitably support BIPOC communities, arts organizations, artists, and funders should take explicit actions to structurally change funding behaviors and norms.

• Recommended solutions of the past, which have focused on diversity rather than structural inequities, have not resulted in successful outcomes in equitable inclusion and/or grantmaking to BIPOC artists and audiences.

• A historic societal and philanthropic bias for European art forms has undervalued the contributions of BIPOC art forms and artists. Arts funders should implement relevant programs and create new structures in which BIPOC communities, artists, and arts organizations benefit as leaders, grantees, and partners.

• Addressing historic injustices is a vital component of achieving equity for BIPOC communities.

The applicant organization must demonstrate their efforts to realize these goals:

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.

Submit the application by August 31, 2020 deadline.

Criteria for Panel Review

Applications will be reviewed by peer advisory panelists who are arts professionals in a variety of disciplines. The panel will consist mainly of BIPOC individuals, to ensure an equity lens is applied. Panelist recommendations will be reviewed by the Arts Council in October. The Arts Council will then present its recommendation to the City Council for final approval in October. 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. This year, for health and safety reasons, applicants will not be able to attend the reviewing panels.

GRANTS TO ORGANIZATIONS CRITERIA

Organization’s artistic goals and strength of programming or project: 30%

- The artistic quality of the work, service or project.
- Artistic goals expressed with clarity and purpose.

Impact on Evanston (especially underserved communities): 35%

- How many people in Evanston are served and what needs are being met.
Impact on underserved communities and demographics will be favored.
Collaborations that bring the community together are encouraged.

**Intended use of grant funds:**

- Demonstrated need for funds
- Strength of plans to utilize funds effectively

**FAQ’s:**

Has the process been simplified and the application shortened, to reflect the circumstances of the pandemic and the difficulty of planning for the coming year?

Yes.

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

Yes. There will be two, optional virtual workshops for the Cultural Fund Grant, which on July 28, 2020 at {TIME} {LOG IN LINK} and July 30 at {TIME} {LOG IN LINK} 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.

All plans are provisional due to the pandemic. What happens if my program, project, budget or plan changes after I have applied or received a grant?

We understand how hard it is to plan for recovery at this stage. The application demonstrates your intent, and there are factors that may force you to alter your plan, especially given the unknowns in the progress of the pandemic and the timing of recovery. If you have to make adjustments to your project or budget, you can simply proceed and note them in your final report. If major changes are necessary, please outline those changes and submit to artscouncil@cityofevanston.org for advice.

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.