Cultural Fund Grant
Workshop
August 2020
Why we’re here

- Talk about the Cultural Fund Grants
- What has changed and why
- Explain the application process
- Discuss our criteria
- Work through the forms
- Answer questions
- Help everyone make their best case
Why the changes?

- Impact of the pandemic on organizations
- Reduced budget now available
- Heightened focus on racial equity
What’s different this time?

-board-

Timing
- Budget has been frozen for past 4 months
- Applications submitted previously this year will not be considered. Please use the new form.

Eligibility
- Now open to Community Arts Groups* as well as 501(c)3
- Must serve Evanston, but need not be located here

Maximum grant
- Maximum of $3,000

*For-profit entities, religious entities, and organizations not working with the arts are not eligible
What’s different this time? (continued)

- Simpler, shorter application
  - Just 3 narrative questions

- Categories
  - Dropped the distinction between General Operating and Special Projects

- Criteria
  - Simplified
  - BIPOC* organizations and programs serving BIPOC and underserved demographics and communities will be favored
  - Collaborations that bring the community together are encouraged

*Black, Indigenous and People of Color
Our purpose is unchanged

- 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 nurture arts programs and events that benefit all Evanstonians.

- 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.
Key dates

- July 27, 2020: Grant cycle open
- August 31, 2020: Submission deadline
- October 3, 2020: Reviewing panel meets virtually
- October 13, 2020: Arts Council allocates funds
- June 30, 2021: Grant monies to be spent
- July 31, 2021: Written reporting due
Equity and accessibility requirements

✓ Organizations should place a high priority on community access. Applicants should demonstrate strategies for outreach to underserved or at-risk members of the community.

✓ The applicant organization must demonstrate their efforts to realize the Equity in the Arts Goals set by the Arts Council, to:
  ▪ Promote equity and inclusion throughout the arts in Evanston, regardless of gender, race, ethnic background, age, ability or sexual orientation.
  ▪ 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.

✓ No person will be excluded from participation on the basis of sex, race, sexual orientation, color, religion, ancestry, age, national origin, or ability.

✓ Make every attempt to ensure that the proposed project is accessible to persons with disabilities.
We 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 e.g. child care and wages lost due to proposed project commitment
- Applicants that submit incomplete applications
- Applicants that are taxing bodies (including schools, libraries and park district)
- Food or drinks

*please read as “revenue”
1. Tell us about your work. What are your artistic goals? How do you positively impact Evanston (especially underserved communities and demographics)? (3,000 characters)

2. What has been the impact of the pandemic on your organization and programs? What have you been able to continue, adapt or plan to do during the pandemic and as we move to recovery? (3,000 characters)

3. Budget requested (maximum $3,000). Describe your need for this grant, and the impact receipt of these funds would have. (Applications from, and that serve, BIPOC* and underserved demographics will be favored. Collaborations between organizations and groups to reach underserved communities are encouraged.) (3,000 characters)

*Black, Indigenous and People Of Color
Application review criteria

**Impact on Evanston (especially underserved communities)**
- 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.

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

**Intended use of grant funds**
- Demonstrated need for funds.
- Strength of plans to utilize funds effectively.

35%

30%

35%
### The form

**Cultural Fund 2020**

**APPLICATION**

**ATTENTION:** Please note that uploaded documents will NOT be saved. Only upload documents once you are ready to submit your application.

**Applicant Information**

<table>
<thead>
<tr>
<th>Name of Applicant Organization</th>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Founded</td>
<td>Testing</td>
</tr>
<tr>
<td>Tax ID Number</td>
<td>Testing</td>
</tr>
<tr>
<td>Illinois House District</td>
<td>Testing</td>
</tr>
<tr>
<td>Illinois Senate District Number</td>
<td>Testing</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 S Main, Mayberry, IN 46251, United States</td>
</tr>
<tr>
<td>Daytime Telephone</td>
<td>(123) 555-7800</td>
</tr>
<tr>
<td>Website Address</td>
<td>Testing</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john.smith@example.com">john.smith@example.com</a></td>
</tr>
</tbody>
</table>

**Organization Information**

<table>
<thead>
<tr>
<th>Chief Administrative Officer</th>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Testing</td>
</tr>
<tr>
<td>Street Address (if different from above)</td>
<td>123 S Main, Mayberry, IN 46251, United States</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>(123) 555-7800</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john.smith@example.com">john.smith@example.com</a></td>
</tr>
</tbody>
</table>

**Person Completing Application**

| Testing |

**Primary Phone Number**

| (123) 555-7890 |

**Secondary Phone Number**

| (123) 555-7890 |

**Email Address**

| john.smith@example.com |

**Total expenditures for the last completed fiscal year:**

| Testing |

**Total revenues for the last completed fiscal year:**

| Testing |

**Have you received funding from the Illinois Arts Council Agency for FY221**

| No |

**Summary of Application**

| Program Area (select no more than two to describe this application) | Music |

**Please state your organization’s mission.**

| Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. (250 characters) |

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

| Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. (250 characters) |

**Projected number of artists involved:**

| Testing |

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

| Testing |

**Projected number of all attendance/attendees/readers:**

| Testing |

**What dollar amount of grant funding are you requesting?**

| Testing |
Does your organization have funding from other sources to match the amount requested?

No

Statement of Assurances

Organization Application Narrative Material

1. Tell us about your work. What are your artistic goals? How do you positively impact Evanston (especially underserved communities and demographics)?

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(3,000 characters)

2. What has been the impact of the pandemic on your organization and programs? What have you been able to continue, adapt or plan to do during the pandemic and as we move to recovery?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

(3,000 characters)

3. Budget requested (maximum $3,000), Describe your need for this grant, and the impact receipt of these funds would have. (Applications from, and that serve, Black, Indigenous, and People of Color (BIPOC) and underserved demographics will be preferred. Collaborations between organizations and groups to reach underserved communities are encouraged.)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

(3,000 characters)

Demographic Information

Total Number of Paid Staff (including artists)

Testing

Total Number of Board Members

Testing

Total Number of Non-Board Volunteers (including artists)

Testing

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

Testing

Total Audience/Attendees/Readers

Testing

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Finances

Current Report From Cultural Database

OR Most Recently Completed Annual Budget

http://www.formstack.com/images/formstack-logo.png

Uploads

One Page Description of Key Personnel

http://www.formstack.com/images/formstack-logo.png

Copy of Not-For-Profit Status

http://www.formstack.com/images/formstack-logo.png

Program budget or support materials

http://www.formstack.com/images/formstack-logo.png

Support Materials

http://www.formstack.com/images/formstack-logo.png

Link 1

Testing

Link 2

Testing

Link 3

Testing
Application tips

Applications and details are here: https://www.cityofevanston.org/about-evanston/arts-and-culture/theatre/cultural-fund-grant-program

You can save a partial application and resume later
- Follow the prompts to have a link to your application emailed to you

To move to the next page, you need some text in each box
- Type at least a few characters and you will be able to page ahead

Uploaded documents are NOT saved until you submit
- So only upload documents when you are ready to submit

Character counts include spaces
What happens next?

Do contact us with any questions at artscouncil@cityofevanston.org

Submit application online by August 31

Judging panel meets virtually October 3
  - Applicants will not be able to observe review panel

Judges recommendations go to Arts Council October 13 for decisions
  - Applicants will be informed soon after