



a community arts access grant program



INTRODUCTION

The Southern Arts Fund (SAF) is made possible through an Illinois Arts Council Community Arts Access program which offers grant opportunities to artists and non-profit organizations dedicated to arts programming and community engagement throughout Southern Illinois.

Artists and organizations wishing to provide thoughtful and accessible arts programming and outreach for their communities are encouraged to apply. Applicants eligible for SAF grants include, but are not limited to: cultural arts groups, community music groups, theatre groups, dance collectives, film/video and literary groups, artist collectives, libraries, public and private schools, and other community cultural providers.

Individual artists may also apply to support programs that include a significant public outreach component. In order to fund as many quality programs as possible, grants will not exceed \$1000 except in rare circumstances. In addition, project budgets should demonstrate how SAF dollars are being matched by equivalent cash and/or in-kind contributions from other sources. (See application for important details about required match.)

SAF dollars are generally distributed in two rounds. First Round applications are due in the fall for projects taking place the following winter and spring. Second Round applications are due in the spring for projects taking place in the summer and fall.

2015 Grant Cycle

FIRST ROUND funding is generally intended primarily for projects which will take place between January 1 and June 30, 2015. HOWEVER, CCA will also accept first round applications for projects occurring throughout the calendar year. The first round application deadline is November 21, 2014.

SECOND ROUND funding is available for projects which will take place between June 1 and December 31, 2015. The second round application deadline is April 17, 2015. Please note that grant applications must be postmarked or personally delivered to the CCA office by 4:30 PM. on the deadline date.

Prospective applicants are encouraged to read the application materials in full before beginning the paperwork. CCA staff is generally available by phone (618.457.5100) or email (nstemper@carbondalearts.org OR ljanssen@carbondalearts.org) to answer questions about the program or the application itself.

ABOUT THE SOUTHERN ARTS FUND

The Southern Arts Fund is a Community Arts Access Program administered by Carbondale Community Arts with major funding support from the Illinois Arts Council. Additional financial support for the program is provided by the City of Carbondale and by institutional and individual donors throughout the region.

MISSION

The mission of CCA's Southern Arts Fund is to promote and encourage arts programming and educational outreach by not-for-profit organizations and individual artists throughout Southern Illinois through the provision of financial and technical support.

GOALS

- Increase the geographic and community impact of public arts projects
- Bring arts activities to underserved communities (both urban and rural) that have limited access to larger arts funding agencies
- Encourage sustainable arts/cultural programming by community groups
- Support the community outreach initiatives of local artists
- Encourage organizations to work with local artists in communities
- Strengthen the visibility of area artists and art organizations
- Maximize access to arts/cultural opportunities for area residents

ELIGIBILITY

SAF applications for project funding will be accepted from incorporated not-for-profit organizations, public schools, and individual artists who propose projects that demonstrate a significant community outreach component. (Please note that funding is not available to support projects that are undertaken as part of an academic program or submitted for course credit; programs presented for course credit are also ineligible for funding.)

Individual Applicants

- Projects must demonstrate a strong public service or community outreach component.
- SAF dollars are not available for general or operating support or for professional development for individual artists.

Organizational Applicants

- Organizations should generally have been incorporated for one year before applying.
- Unincorporated organizations should consult with CCA before proceeding.
- Cultural groups affiliated with community service organizations, faith-based organizations, or non-arts agencies may only apply for SAF grants in support of their arts/cultural activities.

All grant-funded events must be open to the public.

FUNDING LEVELS

SAF awards will rarely exceed \$1,000. Exceptions are sometimes made for projects that demonstrate extraordinary potential for wide geographic impact or those associated with donor-advised contributions.

Applicants should be aware that funding may be awarded for an amount that is lower than the applicant request. In such cases, applicants may be requested to submit a modified budget that demonstrates their ability to complete the project at the new funding level.

APPLICANT MATCH

To encourage viability and commitment on the part of its grantees, the Southern Arts Fund requires applicants to fully match (100%) any funding request with cash and in-kind support from other sources.

Thus a request for \$1000.00 from the SAF must be matched by \$1,000.00. First year applicants may have a minimum cash match of 25% with 75% in-kind support. Second year applicants with repeat projects may have a minimum of a 50% cash match with 50% in-kind support. And third year applicants with repeat projects must match 100% of the request amount with an equal amount of cash (i.e. no in-kind support may be counted)

A general guideline for cash versus in-kind support is outlined below:

PROJECT YEAR	MINIMUM CASH MATCH	IN KIND MATCH
1	25%	at least 75% of total request
2	50%	at least 50% of total request
3	100%	

In other words, for \$1,000 grant request, the applicant must show an additional cash match of:

- \$250 for the first time funds are requested for a given project
- \$500 for the second time funds are requested for the same project (i.e. to repeat the project)
- \$1000 for the third and subsequent requests for the same project

The source of all matching contributions should be verifiable. Questions about what constitutes cash versus in-kind support should be addressed to the CCA office.

NOTE TO STATE-FUNDED AGENCIES AND PUBLIC SCHOOLS: state colleges/universities and other institutions funded by state tax dollars are required to match CCA/IAC funds from outside sources beyond staff time and overhead provided by the school that is already tax-payer funded.

REPEAT FUNDING

There is no guarantee of repeated funding for successful applicants. Those who have received SAF grants previously are welcome and encouraged to apply, but applications from new grantees and projects will be given priority consideration.

IAC POLICY RESTRICTIONS

In accordance with Illinois Arts Council policy:

- SAF may not duplicate support already provided by IAC grants.
- SAF funds will not be awarded for capital expenditures (e.g. building projects), permanent fixtures or equipment, out of state touring, scholarships or reduced fees, or deficit reduction.

NOTE: Other IAC Policy restrictions may apply. Those who have not applied to CCA for Southern Arts Funding in the past are strongly advised to call the office before proceeding.

APPLICATION PROCEDURES AND REQUIREMENTS

SAF applicants may request funding in either of the two grant rounds. However, only one grant should be submitted per individual or organization for each fiscal year. Applicants seeking exceptions to this rule should contact the CCA office.

Special Instructions for Application

- (1) Each applicant must submit the application (see *infra*) and all attachments in order to be considered.
- (2) Along with other required application materials, the following must be included:
 - **Organizational Applicants:** include documentation of the organization's not-for-profit status. Public bodies may substitute verification from the chief administrative officer on official letterhead stationery.
 - **Individual Artists:** visual artists should submit three color slides showing current work; performing artists should submit a video or audio tape of current work. To have materials returned, provide a self-addressed and postage-paid mailer. Proposals will not be considered without documentation of artist work. Individual artists must also provide a current resume or c.v. that includes background, training, present work, and future aspirations/direction.

Special Instruction for Grantees

(No action is required with the application. These instructions are included to facilitate planning.)

(1) Proof of Acknowledgement

- Grantees will be required to submit four copies of publicity materials that acknowledge CCA/IAC support with the final report.
- Acknowledgment of support from the Carbondale Community Arts Southern Arts Fund and the Illinois Arts Council should be listed on all public notices, publicity, printed programs, public media, and other applicable material in the following manner:

This program is supported in part by a grant from Carbondale Community Arts and the Illinois Arts Council, a state agency.

- In addition, CCA and IAC logos should be included on all publicity materials. (Instructions for downloading or copying these logos will be given to grantees.)

(2) Notifications

All applicants must provide CCA with copies of letters sent to the appropriate state senator and representative acknowledging receipt of the grant and describing its use. No cash disbursement will be made until copies of these letters are received by the CCA office. [See examples, *infra*.]

REVIEW CRITERIA

Grants will be reviewed by a panel of individuals from across the region and a representative from Carbondale Community Arts who will make funding recommendations based upon the following criteria:

1. **Proposal Quality** – How well is the proposal crafted? How much energy was expended to prepare the project? How clear is it? Does the organization appear able to follow through with the project goals
2. **Pursuit of Excellence** – How is the program innovative for the region? How does it go beyond the ordinary scope to advance understanding, appreciation, and interaction with the arts?
3. **Community Impact & Need** – How will the project benefit an underserved segment of the community? Why does the community need the project? How many people will directly benefit from the program? What will be the short and long term impacts of the program for the community?
4. **Community Support** – How will the requested grant funds be matched? How sizable is community interest in this project? How are community members expressing their support? How many volunteers will support the project?
5. **Dedication & Follow-Through** – How will the applicant complete the proposed project? Are matching funds and contributions already dedicated to the project? How do the applicant's past accomplishments speak of commitment and ability to see the project through to the end? How sound are applicant strategies for follow-through?

Panel recommendations will be forwarded to the CCA Board of Directors for final funding decisions.

PAYMENT & REQUIRED NOTIFICATION OF GRANT ACTIVITIES

Funded applicants will receive initial payment of 80% of the grant award only after they have signed and returned the Southern Arts Fund "Grant Agreement" form and a "Statement of Assurance" form to CCA. These forms will be sent with the grant award notification.

Note: Organizational grants are payable to organizations only.

Applicants will be required to notify review panel members three weeks in advance of any project event so that SAF staff can arrange a site visit. Failure to provide notice of events can jeopardize an applicant's ability to receive future funding as well as resulting in possible forfeiture of the final 20% grant funding.

The final 20% payment will be made upon receipt of the project's final report, including a narrative, financial statement, and evaluation. Final reports must also include copies of publicity, brochures, and other printed materials that contain acknowledgement of IAC/CCA support. (Further information provided with award letters.) Grantees who do not submit a final report within 30 days of the completion of their projects may forfeit the final 20% payment and jeopardize their eligibility for future funding from the SAF program.

TIME LINE 2015

First Round Applications: The final postmark or personal delivery deadline for receipt of first round applications is November 21, 2014. Applicants will be notified of the final award status no later than December 22.

Second Round Applications: The final postmark or personal delivery deadline for receipt of second round applications is April 17, 2015. Applicants will be notified of the final award status no later than May 18, 2015

For both rounds, the panel will begin its review shortly after the submission deadline. Once panel deliberations are complete, recommendations will be forwarded to the CCA Board, at which time funding will be allocated based on the panel ranking and available dollars. With rare exception, applicants will be notified of their final award status as per the dates above. IT IS IMPORTANT TO NOTE, HOWEVER, THAT DISBURSEMENT OF GRANT FUNDS IS CONTINGENT UPON CCA'S RECEIPT OF FUNDING FROM THE IAC.

PROPOSAL SUBMISSION

The following application form may be completed electronically, printed, and mailed or delivered to the CCA office. Paper copies of the form are available upon request and can be photocopied, scanned, or otherwise transferred by whatever means necessary to accommodate individual computer programs. The budget sheet may be re-typed or completed by hand as long as all the requested information is included, legible, consistent, and follows the original grant format. Neatness is encouraged.

A total of six copies (the original proposal with signature, plus five copies) of the entire grant proposal should be submitted to:

CCA Southern Arts Fund
c/o Carbondale Community Arts
PO Box 1424
Carbondale, IL 62903

Grant proposals that are submitted by the final deadline dates and are submitted without the signed original plus five additional copies (6 total) of the grant proposal will not be accepted.

DEADLINES (Once more for good measure!)

- Applications for First Round grants must be postmarked by November 21, 2014.
- Applications for Second Round grants must be postmarked by April 17, 2015.

Hand delivered grants must reach the CCA office by 4:30 p.m. on the deadline dates.

If you have any questions or need assistance of any kind in completing the application, please contact:

Nancy Stemper or Lisa Janssen
(618)-457-5100
info@carbondalearts.org

Organizational Applicants	Schools	Individual Artists
<ul style="list-style-type: none"> <input type="checkbox"/> Donation Form (optional) <input type="checkbox"/> Commitments for year-appropriate matching funds <input type="checkbox"/> Documentation of your not-for-profit status <input type="checkbox"/> Grant Cover Page <input type="checkbox"/> Organization History <input type="checkbox"/> Project Narrative <input type="checkbox"/> Anticipated Project Budget <input type="checkbox"/> Anticipated In-Kind Contributions <input type="checkbox"/> Original Copy of Proposal, signed <input type="checkbox"/> 5 additional copies of proposal <input type="checkbox"/> Applications postmarked or hand-delivered by November 21, 2014 (1st round) or April 17, 2015 (2nd round). 	<ul style="list-style-type: none"> <input type="checkbox"/> Commitments for year-appropriate matching funds <input type="checkbox"/> Matching funds/ in-kind contributions beyond school coverage <input type="checkbox"/> Grant Cover Page <input type="checkbox"/> Organization History <input type="checkbox"/> Project Narrative <input type="checkbox"/> Anticipated Project Budget <input type="checkbox"/> Anticipated In-Kind Contributions <input type="checkbox"/> Original Copy of Proposal, signed <input type="checkbox"/> 5 additional copies of proposal <input type="checkbox"/> Applications postmarked or hand-delivered by November 21, 2014 (1st round) or April 17, 2015 (2nd round). 	<ul style="list-style-type: none"> <input type="checkbox"/> Donation Form (optional) <input type="checkbox"/> Commitments for year-appropriate matching funds <input type="checkbox"/> Images, audio or video of current art works <input type="checkbox"/> Resume or c.v. <input type="checkbox"/> Grant Cover Page <input type="checkbox"/> Personal Statement <input type="checkbox"/> Project Narrative <input type="checkbox"/> Anticipated Project Budget <input type="checkbox"/> Anticipated In-Kind Contributions <input type="checkbox"/> Original Copy of Proposal, signed <input type="checkbox"/> 5 additional copies of proposal <input type="checkbox"/> Applications postmarked or hand-delivered by November 21, (1st round) or April 17, 2015 (2nd round).

Southern Arts Fund FY2015 Grant Application

Please type in the space provided You may re-create this form as long as the information requested is present and clearly labeled.

Project Title: _____

Name of Applicant – Individual or Organization (use organization’s legal name)

Address of Applicant/Organization where grant correspondence should be sent

City _____ Zip Code _____

Telephone _____ Fax _____ Email _____

Project Director _____ Additional Phone Number _____

Project Contact Telephone _____ Project Contact Email _____

Is your not-for-profit organization incorporated with the Secretary of State’s office? Y N

Year founded _____ Year incorporated _____

Do you have a federal 501 (c) tax exempt status? Y N F.E.I.N. _____

Do you have paid staff? Y N Number? _____ Full Time? _____ Part Time? _____

Last year’s operating income: \$ _____ Last year’s operating expenses: \$ _____

Illinois County of Applicant _____ Illinois House of Representatives District # _____

Illinois Senate District # _____ U.S. Congressional District # _____

Have you received funding from the Southern Arts Fund or the Illinois Arts Council in the past? Y N

If so, please provide the date(s) funding was received and a brief project description: _____

FY2015 Arts Funds requested: \$ _____

How many artists are estimated to benefit from (or work on) this project? _____

How many people are estimated to benefit from (participate in) this project? _____

At what age range is this project primarily aimed? _____

How many underserved people are estimated to benefit from this project? _____

Illinois County where project will take place: _____

Applicant Signature

Date

FY15 Access funding granted (AF office use only): \$ _____

Southern Arts Fund FY2015 Grant Application

Organization: _____ Grant # (office use) _____

Project Title: _____

Project Summary (25 words or less) _____

(1) ORGANIZATIONAL HISTORY/PERSONAL STATEMENT

Attach a one-page organizational history, including a statement of its mission and goals, and referencing other arts programming you have provided.

(2) PROJECT DESCRIPTION AND NARRATIVE

Attach a one-three page narrative addressing the following:

What is the project?

Include information on where and when will it take place.

What are the principal goals of the project?

- Who is the target population?
- Why is this project important to the target population.

Which specific underserved populations will the project benefit, if any?

Detail how the requested Southern Arts Fund monies will be used.

This is an opportunity to describe various line items in the budget.

How will the project be evaluated? (I.e. how will you know if you have achieved your project goals?)

NOTE: Quantifiable measurement is encouraged wherever possible.

(3) PROJECT BUDGET

Use form on page 11, paying special attention to information about in-kind contributions.

Southern Arts Fund FY2015 Grant Application

Anticipated In-Kind Expenses/Contributions

In-kind contributions strengthen your proposal and demonstrate outside support for your project or program even though they can only be counted toward your required match if you are a 1st or 2nd year applicant.

Definition of In-Kind Contributions: The value of contributions (service, materials and supplies) which are provided by volunteers or outside parties at no cash cost to the applicant, but which have a cash value and which are specifically identified with the project.

Example: Volunteer clerical services valued at \$10/hr x 35 hrs = \$350 of in-kind service or, two reams of donated copy paper valued at \$7 x 2 = \$14 of in-kind goods. The value of donated equipment (market value of new or used equipment) or donated space should also be identified as in-kind contributions to the project.

NOTE: According to an article by DATA BANK USA that appeared in a recent AARP publication, the value of volunteer in Illinois (as of 2009) was \$22.34 per hour, based on average non-agricultural, non-management wages (not taking into account the earning power of specialized skilled workers such as doctors or lawyers.)

*Individual artists may list donated time, if used in the community service component of the grant request.

NOTE:

Description of In-Kind Goods/Services	Name of Source/Contact Person	Value
Total Value of In-Kind Goods and Services		\$

Statement of Assurances – Southern Arts Fund

- 1. The applicant will administer and/or supervise all activities for which grant support is requested.
2. The applicant and any organization assisted by it will comply with Title IV of the Civil Rights Act of 1964 (P.L.88-325) in that no person shall, on the basis of race, color or national origin, be excluded from participation in or be denied benefits of or otherwise subjected to discrimination in regard to any program or activity for which the applicant receive financial assistance from the Carbondale Community Arts Southern Arts Fund.
3. The filing of the application has been authorized by the governing body of the applicant (applies to organizations only).
4. The applicant will expend grant funds solely on the described projects and programs, and will separately provide funds for the maintenance of the organization (applies to organizations only).
5. The applicant will, in all publicity, programs, etc., give credit to the Southern Arts Fund, Carbondale Community Arts and the Illinois Arts Council Agency, in the following manner:

This program is partially supported by the Carbondale Community Arts Southern Arts Fund and by the Illinois Arts Council Agency.

(Logos for both agencies will be provided with fund disbursement and should be Displayed on all printed materials directly related to the funded program)

- 6. The applicant will provide CCA Southern Arts Fund with copies of letters sent to the appropriate State Senator and Representative acknowledging receipt of the grant and describing its use. Failure to submit copies of letters will jeopardize future grant requests.
7. The applicant will allow site visits by CCA Southern Arts Fund representatives to evaluate projects. Applicants must notify CCA Southern Arts Fund three weeks or more in advance of public project activities so that a site visit can be arranged. Applicant acknowledges that failure to do so may jeopardize current and/or future funding.
8. The applicant will submit an evaluation to the CCA Southern Arts Fund, including press releases or coverage and breakdown on the financial expense, within three weeks following completion of the project. Failure to submit timely and acceptable reports will jeopardize the receipt of withheld sums and future funds from the Southern Arts Fund (i.e. the final 20% of grant award).

I certify that all the representations made in the application, including exhibits and attachments are true and accurate to the best of my knowledge and belief.

By: Signature(individual artist or authorized agent or president) Type or print name

Social Security number of signatory

Organization (if applicable) FEIN #

Make check payable to: (Organizational grants need to be payable to organizations)

Mail check to: Street Address

City, State, Zip



ILLINOIS ARTS COUNCIL AGENCY



Southern Illinois Arts Fund Community Arts Access Program
Final Report and Project Evaluation Narrative FY 15 Grant Number: _____

Applicant: _____

Project Title: _____

Note: Please try to keep your responses brief and concise and use additional paper as necessary for your answers.

- 1. Did the CCA grant contribute to the success of the project? If so, how?
2. Briefly describe your artistic background or the history of your organization.
3. Update the list of activities that took place as part of the grant project.
4. In your proposal, you outlined the activities to be implemented and estimated the audience they would attract. What was the outcome?

Total Estimated Audience: _____ Total Actual Audience: _____
Total Number of Artists Involved: _____ Total "Underserved" Population _____
** CCA needs this information for IAC downstate funding! **

- 5. What would you describe as the most significant accomplishment of this project and what do you contribute to being the projects biggest success?
6. With the advantage of hindsight, what do you think did not work as well as you'd hoped or what would you do differently?
7. Provide a time line of the projects tasks, include specific dates and times for all projects activities.
8. Please update the list of project participants who appeared in the programs. You need only include artist (or changes) who were added after the SAF grant application.
9. If there are additions, deletions or significant differences between the proposed and actual activities, please briefly explain.
10. In evaluating this project, what worked well and what improvements could be made? Please describe plans for follow-up and evaluation of the project.
11. What suggestions do you have for how the CCA/SAF could work more effectively with organizations such as yours?
12. Please add comments concerning the CCA granting process.



Southern Illinois Arts Fund
 FY 15 Community Arts Access Program
 Actual Project Summary

Submit a project summary listing all cash income and expenses, including the amount received, how it was spent and the amount of local cash match. Please list the sources. *In-kind services and materials should be listed on the following page.* **Project summary should indicate only the cash expenses and income related to the project for which funds were requested.**

A. Actual Project Expenses

1. Personnel

List by name and title

_____	\$ _____ (Administrative)
_____	\$ _____ (Artistic)
_____	\$ _____ (Technical)

2. Outside Fees & Services \$ _____

3. Space / Rental \$ _____

4. Travel / Lodging / Transportation \$ _____

5. Publicity & Promotion \$ _____

6. Remaining Operating Expenses \$ _____

Material & Supplies

Equipment Rental \$ _____

Other \$ _____

7. **Total Project Expenses** (add 1-6) \$ _____

B. Income in Support of Project

8. Earned Income (Admissions, fees, membership, other: please specify) \$ _____

9. Grants – **DO NOT INCLUDE CCA GRANT** \$ _____

10. Other Income Sources
Private \$ _____

Government \$ _____

Foundation \$ _____

Corporate \$ _____

11. Applicant Cash \$ _____

12. **2015 CCA Grant(s) Received** \$ _____

13. **Total Project Income** (Add 8-12) \$ _____



Southern Illinois Arts Fund
 FY 15 Community Arts Access Program
 Project Summary In-Kind

C. In-Kind

List in-kind contributions. Definition: The value of contributions (service, materials and supplies) which are provided by volunteers or outside parties at no cash cost to the applicant but which have a cash value and which are specifically identified with the project. For example, volunteer clerical services valued at \$5/hr X 35 hours = \$175 of in-kind service or two reams of donated copy paper valued at \$8 = \$16 of in-kind goods. The value of donated equipment (market value of new or used equipment) or donated space should also be identified as in-kind contributions to the project.

In-Kind Description	Value
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

Summary:

Southern Arts Fund Grant Amount	\$ _____
Actual Total Cash Expenses	\$ _____
Actual In-Kind Contributions	\$ _____
Actual Art Fund Grant Amount Spent	\$ _____
Actual Total Cash Income	\$ _____
Actual Total Individuals Benefiting from Project	_____
Actual Total Artist Participating in Project	_____
Actual Total Volunteers Participating in Project	_____

Please note: The Illinois Art Council Agency requires CCA to show credit of all projects granted. This is why we request you give us three (3) original copies with credit / logos included in all program documentation. Credit to CCA/IACA helps ensure our/your continued downstate funding. Thank you for your attention and support.

Carbondale Community Arts Southern Arts Fund Conflict of Interest Policy

Any panelist (or, at subsequent board voting, any board member) who has has a personal or financial interest in the outcome, or for whom there may be an appearance of impropriety is asked to recuse himself/herself from discussion and/or voting.