

Community and Education Grant Program Guidelines and Application

The Decatur Area Arts Council grant program supports and promotes arts events and creative arts learning experiences. The DAAC service area includes all of Macon County, and the communities of Assumption, Clinton, Moweaqua, Pana and Taylorville. Funds for this program are provided by arts council members and contributors, Tate & Lyle, the National Endowment for the Arts, and the Illinois Arts Council Agency



TATE & LYLE

Events and experiences that may qualify for a grant should have:

- Artistic Intent:** The arts are the main focus of the program.
The project focuses around a legitimate art form or arts experience.
- Artistic Quality:** The project promotes high artistic standards.
Professional artists are used. (A professional artist is one who has a resumé with the arts as the major focus and arts training in a particular art form.)
- Manageability:** The project demonstrates careful planning.
The artist has experience working with the intended population.

High priority is given to projects that:

- Contain an arts education element
- Serve underserved populations (seniors, low economic groups, disabled, rural communities, etc.)
- Are open to the public, when appropriate
- Enhance cultural diversity
- Are not ongoing programs

Things that cannot be funded include:

Fundraisers, benefits, receptions or other social functions, capital expenditures, permanent equipment, deficit funding, out-of-state touring, scholarships, programs which begin prior to notification of the grant award, or programs where the arts are not the main focus.

Who Can Apply?

Eligibility:

The applicant organization must be registered as a not-for-profit corporation with the office of Secretary of State, such as:

- Municipal agencies or units of government
- Pre-schools and K-12 schools
- School cultural groups or parent organizations
- Colleges and universities
- Shelter/mental health facilities
- Hospitals and nursing homes
- Religious organizations
- Arts organizations
- Community organizations

Funding:

The applicant must be able to secure or contribute some of the total cash expense for the project. In-kind expenses may be included in the total cost of the project but a cash match of 30-50% is encouraged. [An in-kind contribution is a good or service donated to your organization that you would otherwise spend money to obtain.]

Funding cannot be received from the National Endowment for the Arts, Illinois Arts Council Agency and the Decatur Area Arts Council for the same project.

How To Apply:

Applications must be typed or legibly written. Electronic documents are acceptable if they follow the **same format as the grant form and restate all questions.** This grant form requests additional information that is required by the Illinois Arts Council.

Applications must be accompanied by:

1. **Two (2) copies of proof of not-for-profit status (ex: copy of annual report to Office of Secretary of State)**
2. **Two (2) copies of resumé of project director**
3. **Two (2) copies of resumé of artist(s)**
4. **Two (2) sets of three (3) examples of publicity materials** (ex: programs, fliers, newspaper articles, etc.)
This requirement will prove that your organization is capable of promoting your programs successfully and will be able to publicly recognize funding from the National Endowment for the Arts, the Illinois Arts Council Agency and the Decatur Area Arts Council. All material must include the following statement.
“This program is partially sponsored by a grant from the National Endowment for the Arts, the Illinois Arts Council Agency and the Decatur Area Arts Council.”
5. **Original signature** on the application
6. **The original application and seven (7) copies**, for a total of eight (8) applications

Deadlines:

Grant applications are reviewed three times a year. Deadlines are 4:30 p.m. on October 1, February 1, and May 1. If the 1st falls on a weekend or legal holiday, applications are due on the next regular work day.

Completed applications, including all the documents listed above, can be:

- **Mailed to (postmarked no later than deadline date)**
- **Delivered to (DAAC hours: 8:30 a.m. to 4:30 p.m., Monday through Friday)**
Decatur Area Arts Council
125 N. Water St.
Decatur, IL 62523
- **Emailed to (Microsoft WORD or PDF format)**
arts4all@decaturarts.org

Review Process:

Grant applications are reviewed by members of the Community and Education Grant Committee. This committee is composed of representatives from the community. Each grant application is assigned to a member of the committee for a more intensive review. The committee member may contact the applicant for additional information or clarification. The full committee meets within three weeks of the grant deadline to make funding recommendations. The Board of the Decatur Area Arts Council votes on the committee's recommendations at the next board meeting (fourth Monday of the month).

Notification:

Applicants will be notified in writing whether their grant request was approved or not. At the time of notification, all award grantees will receive additional information about **payment, Final Report form, and acknowledgements.**

Please call the DAAC staff at 423-3189 or e-mail arts4all@decaturarts.org, if you have any questions.

II. Project Description

A. Describe the arts project for which you are requesting funding. Include any educational goals and follow up as a direct result of this project. (Attach additional page if needed.)

B. Details: (Attach additional page if needed.)

Dates of Activity _____

Time(s) _____

Location _____

Artist(s) _____

C. Estimated number of people who will participate in this art project:

Artists_____ Volunteers_____ Participants_____ Audience_____

D. Describe the audience and/or participants who will be served by this arts project. (Include demographic information such as age, special populations, income level, geographical area, etc.)

E. Will this arts project be open to the public? Yes No

F. How will you publicize this arts event?

G. The Decatur Area Arts Council and the Illinois Arts Council must be included in all publicity for the arts project. All publicity and programs must include the following statement.

“This program is partially sponsored by a grant from the Decatur Area Arts Council and the Illinois Arts Council, a state agency.”

III. Organization Description

A. Describe the purpose and goals of your organization, including arts programming offered.

B. How will this arts grant and this arts program assist you in meeting your organizational goals and objectives?

C. Provide any additional information relevant to this arts grant.

D. Should any of your anticipated cash income sources not meet your expectations, including this grant request, how will the shortage be made up? Or will the project be abandoned

IV. Signature

Contact person/Project Director Signature

Title

Date

V. Project Budget Detail

| Expenses | | | |
|---|-----------|-----------------------------|-----------------------------|
| Description | Costs | (Minus) In-Kind Donation | Remaining Dollars Needed |
| Example: Paint | \$500 | \$300 | \$200 |
| Artists' fees (names of artists) | | | |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| Materials and supplies | | | |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| Marketing/advertising. Publicity | | | |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| Administrative | | | |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| Other | | | |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| | | - \$ | = \$ |
| Total Project Expenses | \$ | - \$ | = \$ |

| Revenue | | | | |
|--|-------------------------------|------------------|--------------|----|
| A. Financial contribution by Grant Applicant | | | | \$ |
| B. Admission/ Participation Fees | Number of participants | Fee Level | Total | |
| | | X \$ | = \$ | |
| | | X \$ | = \$ | \$ |
| C. Other Income (Merchandise, sponsors, etc.) | | | | \$ |
| D. Total Revenue (Total of A, B and C) | | | | \$ |
| E. Amount of DAAC Grant Request | | | | \$ |
| Total Project Revenue (Total of D and E) | | | | \$ |

Total Project Expenses should equal Total Project Revenues.

Decatur Area Arts Council

This form is to be completed by the applicant.

125 N. Water St.
Decatur, IL 62523

Community and Education Grant Program Final Report

Organization _____

Address _____

City/State/Zip _____

Amount granted by DAAC \$ _____

Check

payable to _____

(The Arts Council does not pay artists directly. The check is made to the sponsoring organization.)

1. Date of the program. _____
2. Briefly describe the program funded by the DAAC.

3. Explain how you did (or did not) meet the goals that you established in your grant application.

4. What impact did DAAC funding have on the success of the project?

5. If you repeated this project, what would you change?

6. Rate the artist used. _____ Great _____ Good _____ OK _____ Questionable
Explain:
7. Include a final budget report of overall expenses and revenue.
8. Include publicity examples which credit support from the *National Endowment for the Arts, the Illinois Arts Council Agency, and the Decatur Area Arts Council.*
(This is mandatory to receive your grant money.)

Signature _____ Date: _____

For office use only: Check No. _____

Decatur Area Arts Council For Grant Evaluator

Grantee Name _____

Grantee Contact Person _____ Phone _____

Project Title: _____

Project Dates / Times: _____

Evaluator Name _____

1. Was there public recognition of the NEA, IACA, and DAAC as co-sponsors? (Check all that apply.)

____ Signage
____ Verbal

____ Program/Printed Material
____ None

2. Was the proper wording used for the DAAC and IAC recognition? Yes ___ No ___

3. Describe the activity you observed.

4. Did the program promote high artistic standards?

____ High ____ Average ____ Poor

5. Rate the quality of the artistic experience for participants.

____ Excellent ____ Good ____ Fair ____ Poor

6. Was the program well organized? Yes _____ No _____

7. Did the program appear to achieve its goals as planned?

____ Completely ____ Partially ____ Little to not at all

Comments:

8. Was the program actively engaging the participants?

Yes, as creators ____ Yes, as audience ____

No ____

9. Whom did you observe participating in the project?

No. of students ____

No. of artists ____

No. of audience members ____

No. of volunteers

No. of general public ____

10. What was the demographics of those being served?

Ages _____

Income level _____

Geographic area _____

Special populations _____

11. Would you recommend this artist and/or type of program?

Yes _____

No _____

With reservations _____

Comments:

Additional Comments:

GRANT COMMITTEE EVALUATION FORM

The Decatur Area Arts Council Arts Grant Program supports and promotes arts events and experiences where artists and the arts are the primary focus.

Listed below are events, experiences, and priorities that we are looking for in the grant. Using a grading system of 1 to 10 with 10 being the highest, please complete the form with your granting recommendations and thoughts.

Is the project focused around a legitimate art form or arts experience?

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Art the Arts the main focus of this program?

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Does the project promote high artistic standards?

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Are professional artists used?

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Does the project demonstrate careful planning?

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Does the artist have experience working with the intended population?

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Does the project serve underserved populations? (seniors, low economic groups, disabled, etc.) (This is a high priority so numbers have been weighted by 10.)

| | | | | |
|----|----|----|----|----|
| 11 | 12 | 3 | 14 | 15 |
| | 16 | 17 | 18 | 19 |
| | 20 | | | |

Is the project open to the public? (if appropriate-if not, do not mark)

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Is the applicant organization contributing cash or securing funds from additional sources to apply towards the project?
(larger cash matches including in kind gifts rate higher nos.)

| | | | | |
|---|----|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 |
| | 10 | | | |

Please complete the following questions with a yes or no answer.

Is this an ongoing program? (a program that continues throughout the year – no beginning or ending)

Yes No
(MUST BE A NO TO QUALIFY)

Is this project a fundraiser, benefit, reception or other social function, capital expenditure, permanent equipment, deficit funding, out-of-state touring, scholarship.

Yes No
(MUST BE A NO TO QUALIFY)

Does the program start 30 days or more after the grant deadline?

Yes No
(MUST BE A YES TO QUALIFY)

Is the application organization registered as a not-for-profit corporation with the office of Secretary of State? (such as municipal agencies, colleges, universities, shelter/mental health facilities, hospitals, nursing homes, religious organizations, arts organizations, and community organizations, or units of government)

Yes No (MUST BE A YES TO QUALIFY)

Is funding being received from the Illinois Arts Council for the same project?

Yes No
(MUST BE A NO TO QUALIFY)

Comments: