

Evanston Arts Council's 2015 Cultural Fund Grant Program

Organization Application Summaries:

This information is meant to be a guide to help you select which Grant Program to which your organization would best apply, for **Grants to Special Programs and Projects** or for **Grants to Organizations**. Grants to Individuals are for individual artists only, and should not be applied for by organizations. Below, please find a general outline for the narrative questions and downloads required in the Special Programs and Projects and Grants to Organizations categories. This does not include general demographic and organizational information which are part of the application; it is just to give you an idea of what narratives will be asked as you prepare to apply.

An (*) denotes required information.

Special Programs and Projects Application Narrative Material

1. What are the artistic goals of your project and how will they impact the Evanston community? *
2. What program activities do you have planned for the 2015-2016 season? *
3. Who is your target audience? *
4. How will your project be managed? How will the qualifications and make up of your board and staff help you achieve the goals of this project? *
5. How will your project benefit the underserved communities of Evanston? *
6. Why you are requesting a grant and how will the funds be used? *

Required information, 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) *
- Total Audience/Attendees/Readers *

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

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).
- ✓ A comprehensive budget of the program or project the grant award will fund (N/A to Grants to Organizations)
- ✓ 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. *
- ✓ Proof of not-for-profit status (N/A for individual artists) *

Grants to Organizations Narrative Material

1. What are your organization's artistic goals and how will they impact the Evanston community? *
2. What programs do you have planned for the 2015-2016 season? *
3. How is your organization managed? How do the qualifications and make up of your board and staff increase your effectiveness as an organization? *
4. Who is your target audience? *
5. How does your organization positively impact Evanston (especially underserved communities)? *
6. Why you are requesting a grant and how the funds will be used? *

Required information, based on budget and projections:

- Total Number of Paid Staff (including artists) *
- Total Number of Board Members *
- Total Number of Non-Board Volunteers (including artists) *
- Total Audience/Attendees/Readers *

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

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).
- ✓ 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)

The technical workshop for the grants will be held on January 6th, 2015, both at 1:00 PM AND at 6:30 PM. You only need to attend one session, and attendance is not mandatory, but rather a time to answer your questions and to provide clarification of the grants.

We thank you for your interest, and we wish you best of luck in your application!

If you have any additional questions, please contact:

Jennifer Lasik, MPA
Cultural Arts Coordinator
City of Evanston
847-859-7835
2100 Ridge Avenue #4710
Evanston, IL 60201

Evanston Arts Council
Cultural Fund Grants – Grants to Organizations
Judging Criteria Worksheet

<p>1. Quality of Artistic Goals and Impact: 25 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>
<p>2. Organizational Capacity: 15 Points</p> <p>Evidence of sound management. Qualifications of the Board and Staff. Ability of organization to formulate and implement plans. Adequacy of facilities and equipment. Evidence of volunteer support, including the Board.</p>	<p>Points Assessed: _____ Notes:</p>
<p>3. Community Engagement: 20 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>
<p>4. Finances: 15 Points</p> <p>Efforts to obtain a mix of earned revenue. Efforts to obtain a mix of contributed revenue. Ability of organization to control expenses and stay within budgets. Financial reports provided present meaningful and useful information about the organization’s activities and results.</p>	<p>Points Assessed: _____ Notes:</p>
<p>5. Strength of Programming: 25 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>

Evanston Arts Council
Cultural Fund Grants – Special Projects and Programs
Judging Criteria Worksheet

<p>1. Quality of Artistic Goals and Impact: 25 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>
<p>2. Organizational Capacity: 15 Points</p> <p>Qualifications of the Board and Staff. Ability of organization to formulate and implement plans. Evidence of volunteer support, including the Board.</p>	<p>Points Assessed: _____ Notes:</p>
<p>3. Community Engagement: 15 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>
<p>4. Program Finances: 20 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>
<p>5. Strength of Programming: 25 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>

Evanston Arts Council
Cultural Fund Grants – Individual Artist Project
Judging Criteria Worksheet

<p>1. Quality of Artistic Goals and Impact: 20 Points</p> <p>Artistic quality of the project. The aesthetic or cultural impact of the project on its audiences. Demonstrates movement toward artistic challenges.</p>	<p>Points Assessed: _____ Notes:</p>
<p>2. Artist Experience and Skill: 20 Points</p> <p>Qualifications of the artist. Quality of past projects or portfolio. Evidence of prior project management.</p>	<p>Points Assessed: _____ Notes:</p>
<p>3. Community Engagement: 15 Points</p> <p>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.</p>	<p>Points Assessed: _____ Notes:</p>
<p>4. Project Finances: 20 Points</p> <p>Project budget is sound and realistic.</p>	<p>Points Assessed: _____ Notes:</p>
<p>5. Strength of Project: 25 Points</p> <p>Clear and logical description of the implementation plan. Timeline for project is reasonable. Evidence of measurable outcomes and outputs for programming and services. Includes a plan for maintaining OR retiring the project.</p>	<p>Points Assessed: _____ Notes:</p>

Cultural Fund Grant for Organizations

General Application Information

DEADLINE FOR ALL APPLICATIONS: Receive by 5 p.m. CST on Friday, January 30, 2015

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.

This program is partially supported by a grant from the Illinois Arts Council Agency. 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.

Please read through information and instructions carefully, as there have been significant changes to the Cultural Fund Program.

Cultural Fund Grant Categories

There are three granting categories in the Cultural Arts Program. Applicants may only apply for one grant and must specify the category. ***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. The maximum grant request is \$4000.00, although the actual grant award may be less than that.

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. The maximum grant request is \$4000.00, although the actual grant award may be less than that.

Individual Artist Projects – Funding is awarded to an Evanston artist for a specific public fine or performing art project. The artist must be a resident of Evanston to be eligible, and the project must occur within Evanston. The maximum grant request is \$2000.00, although the actual grant award may be less than that.

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, 2015 and April 30, 2016.

"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 May 31, 2016, 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

1. Capital improvements or construction costs
2. Organizations whose activities occur in non-accessible venues
3. Purchase of permanent equipment
4. Grants in excess of 25% of the organization's prior year operating income
5. An existing deficit from a previous year or project
6. Activities not open to the general public
7. Scholarships or fundraising events
8. Personal expenses such as child care and unrelated wages lost due to proposed project commitment
9. Applicants that submit incomplete applications
10. Applicants that are taxing bodies
11. Organizations that are not located in Evanston
12. Applications from non-arts organizations, including schools, churches, and social service agencies

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.

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:

1. Complete the online application with an electronic signature of the authorizing official on the Statement of Assurances.
2. Upload the support materials requested.
3. Upload the appropriate proof of not-for-profit status.
4. Submit the application by the January 30 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:

1. A copy of the current Annual Report to the Secretary of State (signed and dated less than one year ago)
2. A copy of the canceled check made payable to the Secretary of State
3. 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 submitted to the Attorney General. These do not provide proof of not-for-profit status.

Review Process

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 March. The Arts Council will then present its recommendation to the City Council for final approval in April.

CRITERIA FOR PANEL REVIEW

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. Criteria for panel scoring are the following:

A.Grants to Organizations

1. Quality of Artistic Goals and Impact: 25%

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

2. Organizational Capacity: 15%

Evidence of sound management

Qualifications of the Board and Staff

Ability of organization to formulate and implement plans

Adequacy of facilities and equipment

Evidence of volunteer support, including the Board

3. 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

4. Finances: 15%

Efforts to obtain a mix of earned revenue

Efforts to obtain a mix of contributed revenue

Ability of organization to control expenses and stay within budgets

Financial reports provided present meaningful and useful information about the organization's activities and results.

5. 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

Submission and Decision Information

TECHNICAL ASSISTANCE WORKSHOP

It is strongly recommended that all applicants – particularly first-time applicants and those whose applications have never been funded – attend the Grant Writing Technical Assistance Workshop. The Evanston Arts Council and City of Evanston staff will present a workshop to assist arts organizations with applying for a Cultural Fund Grant.

The goal of the workshop is to enhance the skills and provide technical support for writing a fundable grant application. The workshop presenters will be available to meet briefly with arts organizations to discuss the Cultural Fund Grant Application. For special considerations, such as sign language interpretation or Braille translation, please call (847) 859-7835 at least one week prior to the meeting date. The Noyes Cultural Arts Center is accessible.

DATES TO KNOW

Grant Writing Technical Assistance Workshop: Monday , <TBD>, 5:00 p.m. CST.

Morton Civic Center; 2100 Ridge Avenue; Evanston, IL 60201

Application Deadline: Friday, January 30, 2015

5 p.m. CST. All completed applications **must** be submitted online by this date and time.

Panel Review: March 2015, date TBD. All panel reviews and Arts Council meetings are open to the public and applicants are encouraged to attend. All applicants will receive details of exact meeting date and time.

DONOR CREDIT

Grantees are required to include the following donor credit on all program materials and in publicity:

"This organization is partially funded by the City of Evanston, in partnership with the Evanston Arts Council, and the Illinois Arts Council, a state agency."

The donor credit must be prominently displayed on all program materials. Organizations that fail to credit the Evanston Arts Council may be declared ineligible for future funding.

DECISION NOTIFICATION

Notification of funding includes a grant agreement and an approved budget.

An appeal of the City's decision must be received in writing within 15 calendar days of the postmark date of the notification letter. Appeals are to be addressed to the Evanston Cultural Arts Coordinator. Appeals are limited to the following situations, and only if the alleged error, had it not occurred, would have changed the City's decision:

The applicant believes incorrect information has been used in the panel process

Procedural faults have occurred that run contrary to the prescribed process in these guidelines

New information not available to the grant applicant at the time of the panel meeting is now available

In the event an appeal is granted, the applicant will cooperate with the City in execution of an amended decision

which reflects terms and conditions, if any, necessary or appropriate to the circumstances. If, after the written decision of the Evanston Cultural Arts Coordinator, the two parties fail to agree, the City's decision is final. The City may, but is not obligated to, grant the applicant's appeal.

FOR MORE INFORMATION

Questions should be directed to:

Jennifer Lasik

Cultural Arts Coordinator

2100 Ridge Avenue

Evanston IL 60201

847.859.7835

jlasic@cityofevanston.org

Applicant Information

Legal Name of Applicant Organization*

Year Founded*

Tax ID Number*

Illinois House and Senate District*

Street Address*

City

State



Zip Code

Daytime Telephone*

Website Address

Email Address*

Organization Information

Chief Administrative Officer*

Title*

Daytime Phone*

Email Address*

Person Completing Application*

Daytime Phone*

Email Address*

Street Address (if different from above)

City

State

Zip Code

Total expenditures for the last completed fiscal year:*

Total revenues for the last completed fiscal year:*

Summary of Application

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

Dance

Ethnic/Folk Arts

Literature

Media Arts

Multi-disciplinary

Music

Theatre

Visual Arts

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)*

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

Projected number of all attendance/attendees/readers:*

Projected number of artists involved:*

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.

Organization Application Narrative Material

1. What are your organization's artistic goals and how will they impact the Evanston community?*

Character max: 2000

2. What programs do you have planned for the 2015-2016 season?*

Character max: 2000

3. How is your organization managed? How do the qualifications and make up of your board and staff increase your effectiveness as an organization?*

Character max: 2000

4. Who is your target audience?*

Character max: 1200

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

Character max: 2000

6. Why you are requesting a grant and how the funds will be used?*

Character max: 2000

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)*

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 organizations's most recently completed annual budget (fiscal or calendar year).

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

No file selected

File uploads may not work on some mobile devices.

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*

No file selected

File uploads may not work on some mobile devices.

Copy of Not-For-Profit Status*

No file selected

File uploads may not work on some mobile devices.

Program budget or support materials

No file selected

File uploads may not work on some mobile devices.

Support Materials

No file selected

File uploads may not work on some mobile devices.

Support Materials

No file selected

File uploads may not work on some mobile devices.

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

Cultural Fund Grant for Special Programs and Projects

General Application Information

DEADLINE FOR ALL APPLICATIONS: Receive by 5 p.m. CST on Friday, January 30, 2015

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.

This program is partially supported by a grant from the Illinois Arts Council Agency. 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.

Please read through information and instructions carefully, as there have been significant changes to the Cultural Fund Program.

Cultural Fund Grant Categories

There are three granting categories in the Cultural Arts Program. Applicants may only apply for one grant and must specify the category. *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. The maximum grant request is \$4000.00, although the actual grant award may be less than that.

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GRANT DISTRIBUTION

All grants will be paid in full upon receipt of all required agreements.

All grant fund expenditures must be incurred between July 1, 2015 and April 30, 2016.

"GRANTS TO ORGANIZATIONS" ELIGIBILITY CRITERIA AND FUNDING POLICIES

1. The program of each applicant organization supported by grant funds must service the city of Evanston.
2. Organizations receiving the grants must be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State.
3. All grant recipients are required to submit a written final report, due no later than May 31, 2016, as a condition of grant award.
4. 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.
5. Organizations should place a high priority on program access. Wherever possible, grant applicant should demonstrate strategies for outreach to underserved or at risk members of the community.
6. 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.
7. 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

1. Capital improvements or construction costs
2. Organizations whose activities occur in non-accessible venues
3. Purchase of permanent equipment
4. Grants in excess of 25% of the organization's prior year operating income
5. An existing deficit from a previous year or project
6. Activities not open to the general public
7. Scholarships or fundraising events
8. Personal expenses such as child care and unrelated wages lost due to proposed project commitment
9. Applicants that submit incomplete applications
10. Applicants that are taxing bodies
11. Applications from non-arts organizations, including schools, churches, and social service agencies
12. Organizations whose program does not serve 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:

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.

THE ARTS AND ACCESSIBILITY

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MATERIALS TO BE SUBMITTED ELECTRONICALLY

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Review Process

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 March. The Arts Council will then present its

recommendation to the City Council for final approval in April.

CRITERIA FOR PANEL REVIEW

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Special Programs and Projects

1. 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

2. Organizational Capacity: 15%

Qualifications of the Board and Staff

Ability of organization to formulate and implement plans

Evidence of volunteer support, including the Board

3. 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

4. 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.

5. 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

Submission and Decision Information

TECHNICAL ASSISTANCE WORKSHOP

It is strongly recommended that all applicants – particularly first-time applicants and those whose applications have never been funded – attend the Grant Writing Technical Assistance Workshop. The Evanston Arts Council and City of Evanston staff will present a workshop to assist arts organizations with applying for a Cultural Fund Grant.

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Morton Civic Center

2100 Ridge Avenue; Evanston, IL 60201

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5 p.m. CST. All completed applications **must** be submitted online by this date and time.

Panel Review: March 2015, date TBD. All panel reviews and Arts Council meetings are open to the public and applicants are encouraged to attend. All applicants will receive details of exact meeting date and time.

DONOR CREDIT

Grantees are required to include the following donor credit on all program materials and in publicity:

“This organization is partially funded by the City of Evanston, in partnership with the Evanston Arts Council, and the Illinois Arts Council, a state agency.”

The donor credit must be prominently displayed on all program materials. Organizations that fail to credit the Evanston Arts Council may be declared ineligible for future funding.

DECISION NOTIFICATION

Notification of funding includes a grant agreement and an approved budget.

An appeal of the City’s decision must be received in writing within 15 calendar days of the postmark date of the notification letter. Appeals are to be addressed to the Evanston Cultural Arts Director. Appeals are limited to the following situations, and only if the alleged error, had it not occurred, would have changed the City’s decision:

The applicant believes incorrect information has been used in the panel process

Procedural faults have occurred that run contrary to the prescribed process in these guidelines

New information not available to the grant applicant at the time of the panel meeting is now available

In the event an appeal is granted, the applicant will cooperate with the City in execution of an amended decision which reflects terms and conditions, if any, necessary or appropriate to the circumstances. If, after the written decision of the Evanston Cultural Arts Director, the two parties fail to agree, the City's decision is final. The City may, but is not obligated to, grant the applicant's appeal.

FOR MORE INFORMATION

Questions should be directed to:

Jennifer Lasik

Cultural Arts Coordinator

2100 Ridge Avenue

Evanston IL 60201

847.859.7835

jlasic@cityofevanston.org

Applicant Information

Legal Name of Applicant Organization*

Year Founded*

Tax ID Number*

Illinois House and Senate District*

Daytime Telephone*

Street Address*

City

State

Zip Code

Email Address*

Website Address

Organization Information

Chief Administrative Officer*

Daytime Phone*

Email Address*

Person Completing Application*

Daytime Phone*

Email Address*

Street Address (if different from above)

City

State

Zip Code

Total expenditures for the last completed fiscal year:*

Total revenues for the last completed fiscal year:*

Summary of Application

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

Dance

Ethnic/Folk Arts

Literature

Media Arts

Multi-disciplinary

Music

Theatre

Visual Arts

Please state your organization's mission.*

Character max: 1000

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

Character max: 1000

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

Projected number of all attendance/attendees/readers:*

Projected number of artists involved:*

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.

Signature*

[clear](#)

Use your mouse or finger to draw your signature above

Date*

Special Programs and Projects Application Narrative Material

1. What are the artistic goals of your project and how will they impact the Evanston community?*

Character max: 2000

2. What program activities do you have planned for the 2015-2016 season?*

Character max: 1500

3. Who is your target audience?*

Character max: 800

4. How will your project be managed? How will the qualifications and make up of your board and staff help you achieve the goals of this project?*

Character max: 2000

5. How will your project benefit the underserved communities of Evanston?*

Character max: 1500

6. Why you are requesting a grant and how will the funds be used?*

Character max: 1000

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)*

Total Audience/Attendees/Readers*

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

Character max: 800

Finances

Please upload the following documents:

- Your most current report from the Cultural Database OR your organizations's most recently completed annual budget (fiscal or calendar year).
- A comprehensive budget of the program or project the grant award will fund (N/A to Grants to Organizations)

Cultural Database OR Annual Budget*

Choose File No file selected

File uploads may not work on some mobile devices.

Please submit PDF format only.

Comprehensive Program or Project Budget.*

Choose File No file selected

File uploads may not work on some mobile devices.

Please submit PDF format only.

Uploads

- 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

- Copy of program budget
- 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 (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.*

Choose File No file selected

File uploads may not work on some mobile devices.

Program Budget*

Choose File No file selected

File uploads may not work on some mobile devices.

Please submit PDF format only.

Proof of not-for-profit status (N/A for individual artists)*

Choose File No file selected

File uploads may not work on some mobile devices.

Use .jpg or .pdf; for music use .mp3, for video use .mp4

Support Materials

Choose File No file selected

File uploads may not work on some mobile devices.

Use .jpg or .pdf; for music use .mp3, for video use .mp4

Support Materials

Choose File No file selected

File uploads may not work on some mobile devices.

Use .jpg or .pdf; for music use .mp3, for video use .mp4

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

Submit Form

Cultural Fund Grant for Individual Artists

Cultural Fund Grant Application Information

DEADLINE FOR ALL APPLICATIONS: Receive by 5 p.m. CST on Friday, January 30, 2015

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.

This program is partially supported by a grant from the Illinois Arts Council, a state agency. 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.

ELIGIBILITY FOR FUNDING

There are three granting categories in the Cultural Arts Program. Applicants may only apply for one grant and must specify the category. ***Please be sure that you are filling out the correct application.***

The eligibility for each is as follows:

Grants to Organizations – Funding is awarded to Evanston nonprofit arts organizations for operating support or capacity-building efforts. The maximum grant request is \$4000.00, although the actual grant award may be less than that.

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. The maximum grant request is \$4000.00, although the actual grant award may be less than that.

Individual Artist Projects – Funding is awarded to an Evanston artist for a specific public fine or performing art project. The artist must be a resident of Evanston to be eligible, and the project must occur within Evanston. The maximum grant request is \$2000.00, although the actual grant award may be less than that.

GRANT DISTRIBUTION

All grants will be paid in full upon receipt of all required agreements.

All grant fund expenditures must be incurred between July 1, 2015 and April 30, 2016.

POLICIES AND PRIORITIES

1. Each artist must be a resident of Evanston, Illinois.
2. All grant recipients are required to submit a written final report, due no later than May 31, 2016, 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. Projects 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

1. Capital improvements or construction costs
2. Individuals whose projects occur in non-accessible venues
3. Purchase of permanent equipment
4. Projects not open to the general public
7. Scholarships or fundraising events
8. Personal expenses such as child care and unrelated wages lost due to proposed project commitment
9. Applicants that submit incomplete applications
10. Projects that do not take place in Evanston

DIVERSITY IN THE ARTS GOALS

The applicant 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.

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:

1. Complete the online application with an electronic signature of the authorizing official on the Statement of Assurances.
2. Upload the support materials requested.
3. Submit the application by the January 30th deadline.

Review Process

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 March. The Arts Council will then present its recommendation to the City Council for final approval in April.

CRITERIA FOR PANEL REVIEW

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. Criteria for panel scoring are the following:

Individual Artist Projects

1. Quality of Artistic Goals and Impact: 20%

Artistic quality of the project

The aesthetic or cultural impact of the project on its audiences

Demonstrates movement toward artistic challenges

2. Artist Experience and Skill: 20%

Qualifications of the artist

Quality of past projects or portfolio

Evidence of prior project management

3. 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

4. Project Finances: 20%

Project budget is sound and realistic

5. Strength of Project: 25%

Clear and logical description of the implementation plan

Timeline for project is reasonable

Evidence of measurable outcomes and outputs for programming and services

Includes a plan for maintaining OR retiring the project

Submission and Decision Information

TECHNICAL ASSISTANCE WORKSHOP

It is strongly recommended that all applicants – particularly first-time applicants and those whose applications have never been funded – attend the Grant Writing Technical Assistance Workshop. The Evanston Arts Council and City of Evanston staff will present a workshop to assist arts organizations with applying for a Cultural Fund Grant.

The goal of the workshop is to enhance the skills and provide technical support for writing a fundable grant application. The workshop presenters will be available to meet briefly with arts organizations to discuss the Cultural Fund Grant Application. For special considerations, such as sign language interpretation or Braille translation, please call (847) 859-7835 at least one week prior to the meeting date. The Noyes Cultural Arts Center is accessible.

DATES TO KNOW

Grant Writing Technical Assistance Workshop: Monday , <TBD>, 5:00 p.m. CST.

Morton Civic Center

2100 Ridge Avenue; Evanston, IL 60201

Application Deadline: Friday, January 30, 2015

5 p.m. CST. All completed applications **must** be submitted online by this date and time.

Panel Review: March 2015, date TBD. All panel reviews and Arts Council meetings are open to the public and applicants are encouraged to attend. All applicants will receive details of exact meeting date and time.

DONOR CREDIT

Grantees are required to include the following donor credit on all program materials and in publicity:

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the Illinois Arts Council, a state agency.”

The donor credit must be prominently displayed on all program materials. Organizations that fail to credit the Evanston Arts Council may be declared ineligible for future funding.

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Procedural faults have occurred that run contrary to the prescribed process in these guidelines

New information not available to the grant applicant at the time of the panel meeting is now available

In the event an appeal is granted, the applicant will cooperate with the City in execution of an amended decision which reflects terms and conditions, if any, necessary or appropriate to the circumstances. If, after the written decision of the Evanston Cultural Arts Director, the two parties fail to agree, the City’s decision is final. The City may, but is not obligated to, grant the applicant’s appeal.

FOR MORE INFORMATION

Questions should be directed to:

Jennifer Lasik

Cultural Arts Coordinator

2100 Ridge Avenue

Evanston IL 60201

847.859.7835

jlasic@cityofevanston.org

Applicant Information

Legal Name of Applicant*

Illinois House and Senate District*

Street Address*

City

State

Zip Code

Daytime Telephone*

Website Address (if applicable)

Email Address*

Summary of Application

Project Area (select no more than two to describe this application)*

Dance

Ethnic/Folk Arts

Literature

Media Arts

Multi-disciplinary

Music

Theatre

Visual Arts

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

Projected number of all attendance/attendees/readers:*

Projected number of artists involved:*

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.

Individual Artist Application Narrative Material

1. What are your artistic goals?*

Character max: 1000

2. What are your qualifications and accomplishments as an artist?*

Character max: 1500

3. Who is your target audience?*

Character max: 800

4. How will your work positively benefit the residents of Evanston (especially underserved communities)?*

Character max: 1200

5. Why you are requesting a grant and how will the funds be used?*

Character max: 1200

Demographic Information

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

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:

- A comprehensive budget of the project the grant award will fund

Project Budget

Choose File

No file selected

File uploads may not work on some mobile devices.

Uploads

- One-page biography 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.
- Three or four samples of your artwork if applying as an individual artist (Use .jpg or .pdf; for music use .mp3, for video use .mp4)

Artist(s) Bio*

Choose File No file selected

File uploads may not work on some mobile devices.

Support Materials*

Choose File No file selected

File uploads may not work on some mobile devices.

Support Materials*

Choose File No file selected

File uploads may not work on some mobile devices.

Support Materials*

Choose File No file selected

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Support Materials

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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

Submit Form

CITY OF EVANSTON
CULTURAL FUND GRANT AGREEMENT
GRANT NUMBER: _____

THIS AGREEMENT is entered into this _____ day of _____, 20__ by and between the City of Evanston (hereinafter, "City"), an Illinois municipal corporation, 2100 Ridge Avenue, Evanston, Illinois, and _____ (hereinafter, "Grantee"), an individual or organization, _____ (address); and

RECITALS

WHEREAS, the City has implemented a cultural fund grant project supported by the City of Evanston and the Illinois Arts Council, a state agency; and

WHEREAS, the Grantee has submitted an application for the 2015 Cultural Fund Grant Project; and

WHEREAS, the Grantee was selected by a peer advisory panel and approved by the Evanston Arts Council to conduct the project as specified in attachment A to this document; and

NOW, THEREFORE, the City and the Grantee, in consideration of the mutual covenants set forth below, hereby agree as follows, having first found the foregoing recitals as fact:

AGREEMENT

ARTICLE 1: SCOPE/COMPENSATION/TERM

- A. **Scope/Compensation.** The City of Evanston agrees to make a grant in the amount of _____ to Grantee for the following described project:
_____.
- B. **Term of Agreement.** All monies granted for this project will be expended by Grantee between July 1, 2015 and April 30, 2016. The project shall be completed by April 30, 2016. If additional time is needed for the project, the request for a time extension must be made in writing to the Arts Council before the closing date of the project. If no extension is requested or approved by the Arts Council, grant monies remaining after the termination date must be refunded to the City of Evanston.

ARTICLE 2: PROJECT COSTS, FINANCIAL RECORDS AND REPORTING REQUIREMENTS

- A. **Execution of Work.** Grantee agrees that all funds received for this project will be expended only for the project as described above and in the originally approved application. In the event Grantee changes the project without the prior consent of the City of Evanston, all grant funds shall be refunded to the City of Evanston.
- B. **Use of Grant Funds.** Grantee agrees that no monies from this grant will be used for the purchase of permanent equipment, capital improvements or construction, payment of any previous year's deficit, activities outside of the Evanston community, or subsidy for an individual's academic study. Grant monies shall be used only for _____.
- C. **Total Income.** Grantee agrees that in the event the "total income" as set forth in the financial and evaluation report submitted pursuant to Paragraph 7 exceeds the "total expenses" of the project, the amount of such excess to the extent of the grant shall be refunded by April 30, 2016, to the City of Evanston.
- D. **Billing and Payment.** Grant monies will not be paid out more than 45 days before the start of the project. No funds will be paid to Grantee until the City of Evanston has received the signed Grant Agreements and required attachments. Grantee(s) are encouraged to make a presentation to the Evanston Arts Council regarding the project/project.

- E. **Financial Records.** Grantee agrees upon request to make available to the City of Evanston the financial records for the year in which grant was received and to allow access promptly upon request to financial documents that pertain to information stated in the previously approved application for funding.
- F. **Reporting/Consultation.** Grantee agrees to submit a Financial and Evaluation Report to the City of Evanston, on forms provided, within one month after termination of the project period.

ARTICLE 3: COMPLIANCE REQUIREMENTS AND CERTIFICATIONS/ ASSURANCES

- A. **Grant Acknowledgement/Recognition.** Grantee agrees that credit will be given to the City of Evanston/Evanston Arts Council and the Illinois Arts Council on all public notices, publicity, printed projects, etc. The following language shall be used in such notices: "This project is partially supported by a grant from the Evanston Arts Council, a city agency supported by the City of Evanston, and the Illinois Arts Council, a state agency."
- B. **Non-Sponsorship.** Grantee agrees that the City of Evanston, in making this grant, does not in any way act as sponsor of the project as outlined in Paragraph 1 except if so agreed upon in writing in advance by both the Grantee and the Arts Council.
- C. **Non-Discrimination.** Grantee agrees that no person shall on the grounds of race, color, religion, national origin, sex, handicap, sexual orientation, or age, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any project or activity including employment supported in whole or in part by funds provided under this grant.
- D. **Cultural Diversity in the Arts Goals.** Grantee has read and understands the Cultural Diversity in the Arts Goals of the Evanston Arts Council. If the grantee did not meet, in any aspect of its organizational structure, the Evanston Arts Council Goals for Cultural Diversity as outlined in the Cultural Fund Grant Guidelines, the grantee will revise its existing diversity plan in cooperation and with the advisement of the Arts Council's Cultural Diversity Committee.

ARTICLE 4: INSURANCE AND INDEMNIFICATION

- A. **Indemnification.** Grantee hereby assumes liability for and agrees to protect, hold harmless and indemnify the City of Evanston and its elected officials, assigns, officers, directors, employees, agents and servants from and against any and all liabilities, obligations, losses, damages, penalties, judgments, settlements, claims, actions, suits, proceedings, costs, expenses and disbursements, including legal fees and expenses, of whatever kind and nature, imposed on, incurred by or asserted against the City of Evanston, its successors, assigns, officers, directors, employees, agents and servants, in any way relating to or arising out of any of the following or allegations, claims or charges of any of the following:
 - 1. The use or application of the Grant proceeds;
 - 2. The violation by the GRANTEE of any of its covenants or agreements under the Agreement;
 - 3. Any tort or other action or failure to act done in connection with the performance or operation of the Project;
 - 4. Any act or failure to act of any officer, employee, agent or servant of the GRANTEE;
 - 5. Any injury to any person, loss of life, or loss or destruction of property in any way arising out of or relating to the performance or operation of the Project;

The City of Evanston agrees to notify the GRANTEE in writing of any claim or liability which the City believes to be covered under this paragraph. The City shall tender, and GRANTEE shall promptly accept tender of, defense in connection with any claim or liability in respect of which GRANTEE has agreed in writing that based on the claim or liability the City is entitled to indemnification under this paragraph; provided, however, that the counsel retained by GRANTEE to defend the City of Evanston shall be satisfactory to the City; and that the City shall be kept fully informed in writing of the status of the proceeding. In the event that the GRANTEE, within ten (10) days after the receipt of notice from the City of a claim or liability which the City believes to

be covered under this paragraph, fails to advise the City in writing that the GRANTEE agrees that the City is entitled to indemnification under this paragraph based on the claim or liability, the City, without waiving or prejudicing any claim or right it may have to indemnification, under this paragraph (including the recovery of legal fees and expenses), may retain its own counsel and present its own defense in connection with such claim or liability.

The City shall not settle or compromise any claim, suit, action or proceeding in respect of which the GRANTEE has agreed in writing that the City is entitled to indemnification under this paragraph. Notwithstanding anything in this Agreement to the contrary, the indemnities contained in this paragraph shall survive the termination of the Agreement.

ARTICLE 5: PROJECT TERMINATION

- A. **Termination.** The City may unilaterally rescind this Grant Agreement or the Grantee may rescind this Agreement at any time prior to the commencement of the herein referenced project by written notification to the other party. After project commencement, this Agreement may be amended by mutual agreement among the parties. A project shall be deemed commenced when the Grantee makes any expenditure or incurs any obligation after execution of this Agreement in furtherance of this project.
- B. **Discontinuation of Work/Outstanding Obligations.** In the event of termination by the City, the Grantee shall halt all work under this Agreement and cancel all outstanding obligations if so directed by the City and the City shall pay for its share based on the percentage of eligible project costs incurred up to the date of termination, provided, however, that if termination is for material breach, the City shall provide no such payment.
- C. **Terms for Termination.** Failure by the Grantee to comply with any of the above cited Grant Agreement terms shall be cause for the suspension or termination of all grant assistance obligations thereunder, unless, in the judgment of the City, such failure was not due to the fault of the Grantee.
- D. **Terms for Cure.** The parties agree that in the event of a breach of this Agreement by the Grantee and notification from the City, the Grantee shall have thirty (30) days to cure or correct the breach, except that in the event of failure to observe all applicable insurance requirements, the City may terminate this Agreement upon two days' written notice. The City may, but is not obligated to, give a period of two days to cure, which it may renew with conditions, including, but not limited to, suspension of the project. If the breach is not cured or corrected, the City shall thereafter have full right and authority to terminate this Agreement, to take such action as it deems necessary to enforce the provisions of this Agreement, to prevent the continued breach or violation thereof by the Grantee, or to seek other remedy that may be available by law. The City reserves the right to demand return of any City or state funds awarded under this Agreement.
- E. In the event the project is not completed as provided for herein by the due date and any extensions thereof, Grantee shall upon written demand therefor by the City, promptly return all grant funds.

ARTICLE 6: NOTICES

- A. All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon delivery, if delivered personally, or on the fifth (5th) day after mailing if sent by registered or certified mail, return receipt requested, first-class postage prepaid, as set forth below. Faxed communications are a convenience to the parties, and not a substitute for personal or mailed delivery.

- 1. if the City, to: Jennifer Lasik
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Phone: (847) 859-7835
jlasik@cityofevanston.org

with a copy to: Law Department
 City of Evanston
 2100 Ridge Avenue
 Evanston, Illinois 60201
 Phone (847) 866-2937
 Fax (847) 448-8093

2. if the Grantee, at the address first above written with a copy to (attorney):

or otherwise by notice served in accordance with this Article.

ARTICLE 7: MISCELLANEOUS

- A. **Applicable Law.** The law of Illinois, including its conflicts of law provisions, shall apply to interpretation and enforcement of this Agreement. The venue shall be within Cook County, Illinois.
- B. **Litigation.** In the event of litigation or claims(s) against the City arising out of this Agreement by anyone other than the Grantee, the Grantee shall cooperate fully with the City, and the Grantee shall provide five (5) days of its time to the City at no charge to prepare for and defend the litigation. Thereafter, the City will compensate Grantee at a mutually agreeable rate, not to exceed \$300 per diem.
- C. **Severability.** In the event any provision(s) of this Agreement are found by a court of competent jurisdiction to be in violation of applicable law, provision(s) unaffected thereby shall be in effect.
- D. **Entire Agreement.** This document represents the entire Agreement between the City and Grantee. Any and all prior agreements, undertakings written and oral, are hereby superceded.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

CITY:

GRANTEE:

By: _____
Wally Bobkiewicz, City Manager

By: _____
Printed Name and Title

Witness

Witness

Printed Name of Witness

Printed Name of Witness

Address of Witness

Address of Witness



Ethics Disclosure Statement

The Evanston City Council recognizes that government functions best when there is public trust. As one means of ensuring this essential public trust, the Council has adopted a Code of Ethics which establishes guidelines for an ethical standard of conduct for all who work with and advise City employees, boards and commissions. We ask you to fill out this disclosure statement in order to forestall potential conflicts of interest.

Last Name _____ First Name _____

Address _____ State _____ Zip _____

Please list the names of any entities doing business within the City of Evanston in which you and/or your spouse or any relative living with you are employed or from which you receive income:

Please list the names of those organizations, and/or institutions in which you, your spouse or any relative living with you are an officer, board member or trustee:

Signature _____ Date _____

Thank you for your assistance.

**CITY OF EVANSTON/EVANSTON ARTS COUNCIL
Cultural Fund Grant Program
Final Report Form**

Final Report Forms are due WITHIN ONE MONTH of the ending of the Grant Agreement.
Final reports for the 2015 grant cycle are due by 5:00 PM on May 30th 2016.

Please scan materials and submit by email to: jasik@cityofevanston.org

This report must show completely and accurately how the project/program actually occurred. Reports should be completed and signed by the project director or an organizational administrator/director.

REQUIRED MATERIALS

1. Final Report Form, completed and signed by project director.
2. One (1) set final project or program budget (SPP grant) OR last annual (fiscal or calendar) organizational budget (GTO grant)
3. Support Documentation- two (2) published materials (ie. newspaper articles, programs) OR online published press materials (ie. Chicago Tribune Online)
4. Two (2) .jpeg digital photographs, webpages OR youtube links

GRANTEE INFORMATION

Grantee organization or individual artist Grant number

Name and title of individual completing this form Daytime phone

Street address

City, state, zip

Title of project/program funded Beginning date Ending date

Grant Amount: _____

Number of audience/attendees/readers _____ Number of artists involved _____

NARRATIVE REPORT

Please discuss the following points, limiting them to the space provided. **Do not use type smaller than 10 point.**

1. Describe how this program was actually carried out. Indicate any deviations from the operations description in the original Cultural Fund application.

2. Explain the impact of this grant on your overall artistic mission and activities.

3. Please describe your target audience and the impact of your project/program on the community.

4. Did you reach your program, project or organizational goals? How did you measure outcomes/outputs? What changes might you make if you had a “do-over” for the granting period?

5. Please share with us a story or aspect of your program, project or organization's service that you found especially moving, inspiring or significant.

CERTIFICATION

I hereby certify that the statements contained in this report are true, correct and represent the complete accounting of this activity to the best of my knowledge.

Signature

Typed name and title

Date