

**Illinois Arts Council & McLean County Arts Center
2016 Regranting Program
General Eligibility and Deadline Information**

The committee has determined the following list of priorities, in order of importance, with which they will determine the ranking of applications. Please address these carefully in your application. This year will again be highly competitive in terms of the number and quality of applications.

Applicants currently receiving Illinois Arts Council support must also submit a copy of any current IAC grant narratives to ensure Community Arts Access Grants are not overlapping existing IAC support.

Funding Priorities:

- Support the quality, quantity, promotion and visibility of arts for the community
- Increase access and outreach to the arts for underserved populations
- Foster collaboration among organizations and/or individual artists

Project Plan:

- Clarity in description of project
- Degree to which project fulfills its purpose
- Quality of planning and implementation

Collaboration:

- Collaboration among organizations and individuals
- Encourages and promotes cooperation and pooling of resources

Budget:

- Balanced proposed budget page
- Evidence of cash match and in-kind contributions
- Evidence of additional and alternative funding sources

Outcomes:

- Evidence of attainable, measurable and manageable outcomes

Organizational Capacity:

- Evidence of fiscal accountability of applicant
- History of sound management practices

Completeness of Application:

- All requested information provided by the deadline
- Prior grant final report or progress report submitted

The following items are not eligible for funding as explicitly stated in the McLean County Arts Center's Grant Agreement with the Illinois Arts Council:

1. Capital expenditures.
2. Permanent equipment
3. Out-of-state touring
4. Scholarships
5. Deficit Funding

You may not request more than \$2,500 in re-granting funds, and 50% of your proposed program's total budget must be matched by your organization or other sources.

**Illinois Arts Council & McLean County Arts Center
2016 Regranting Program
Timetable**

November 2015	Application forms are available
January 5, 2016 6pm	Public Application Workshop
January 26, 2016	Application deadline
February 16, 2016	Panel meets for decisions
February 26, 2016	Grantees notified
July 26, 2016	Final reports due from grantees

- **Community Arts Access Grant: McLean County Arts Center & Illinois Arts Council Agency**

<http://www.mcac.wildapricot.org/COMMARTS-Application>

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- ***Part I. General Information***

- Organization *

- Full Name *

First Name Last Name

- Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code Country

- E-mail *

- Phone *

- Date of Not for profit incorporation*

- Dates of Fiscal year*

- Phone Number

-Area Code Phone Number

- Website *

- Which best describes this application *

Arts in Education Music Dance Literature Media Arts Multi-Disciplinary Symphony Theatre Visual Arts Ethnic / Folk Arts Other

- ***Part II. Financial Data***

- Organization's Annual Budget 2014*

- Organization's Projected Annual Budget 2015 *

- Project Budget *

- Funds Requested (limit \$2,500) *
- Please Provide "Corporation File Detail Report" indicating your organization's status as a non-profit in good standing. This is available from the Secretary of State's office at www.cyberdriveillinois.com

Rename document as organization initials and 501c3. Example The Bloomington Center for the Performing Arts will name their file "BCPA501c3"

- Attach Corporation File Detail Report *

• **Part III: Audience Information**

Please provide information on **proposed audience** demographics for both the entire season and the proposed program:

- Number of events or programs for proposed program*
- Total attendance for the entire year *
- Total Attendance for proposed program*
- Number of Volunteers Participating *
- Number of Children Participating *
- Number of Seniors Participating *
- Number of Artists Participating *

• **Part IV: Proposed program**

- Name of Program: *
- Date(s), Time(s), Location(s) of Program: *
- Is the program/project open to the public?*
- Yes No
- In what ways will the program be publicized? *

- Who will serve as the Program Administrator(s): *
- Has your organization received funding from the Community Arts Access program in the past? *
Yes No
- Has your organization applied to the Illinois Arts Council or other regrating agency for the same program? *
Yes No
- Full Time Staff *
- Part Time Staff *
- Your Organization's Mission Statement:*

- **Proposal Note:**

If your organization has participated in this program before, describe or document the details of the program. Explain how the organization will assure the proposed program will maintain high artistic quality. (Up to three resumes, syllabi or agenda may be attached). Address the enhancements to the existing program, if requested funding is approved.

If this is a new program, describe the program in detail. Explain how the organization will assure the proposed program will maintain high artistic quality. (Up to three resumes, syllabi or agenda may be attached).

ARTISTIC QUALITY IS A PRIORITY OF THE REGRATING PROGRAM.

Is there anything about the proposed program that you consider innovative? While this is not a requirement for funding, one of the priorities of the regrating program is artistic innovation. Proposals for largely repeated events are likely to receive a lowered funding priority.

Describe your organization's ability to complete the proposed project. Include a history of the organization and detail success. Describe programs that you have done in the past, which are similar to the proposed project. You may also attach a maximum of three supported documents (program flyers, press clippings, etc.) The demonstrated and projected ability of the organization to successfully complete the proposed project is a priority of the regrating program.

- Program Description: *
- Rename document as organization initials and support 1, or 2, or 3. Example the second support document submitted by the McLean County Dance Association would be named "MCDAsupport2"
- Program Attachment 1
- Program Attachment 2
- Program Attachment 3

• Part V: Audience

Describe the diversity of the project audience for your proposed project. The audience diversity is a primary of the regranting program.

Describe the needs of the projected audience for your proposed project. Would you consider the project audience underserved by existing programs? Include the number of minority, low income, disable and rural people that will benefit from your project. Audience need is a primary priority of this regranting program.

How will the proposed program make up the difference if your anticipated cash income sources are not met or if the organization receives no funding, or less than full funding from the regranting program? Will the project be abandoned? *Financial need is a lower priority of the regranting program.*

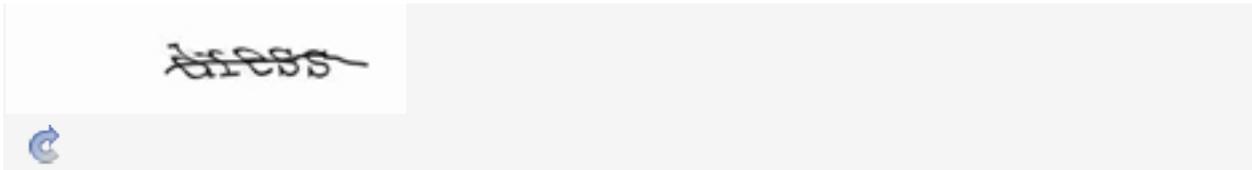
- Audience Description: *

• Part VI: Program Budget

Expenses- please summarize the program's expenses by category. (Program materials, supplies, equipment rental, marketing and advertising, etc.) Indicate how much of each category" expenses will be paid by this Grant. Remember to include in-kind contributions by volunteers and members.

- Program Materials *
- Supplies *
- Equipment *
- Marketing *

- Advertising *
- Other *
- **Income-** Summarize below the program's income by source. The income line should, of course, be equal to the expense line in part VI A. This Grant line must be no more than 50% of the total income.
- Applicant's Cash *
- This Grant (Expected) *
- In-kind Contributions *
- Total Income *
- Enter the message as it's shown *



- Submit

**Illinois Arts Council & McLean County Arts Center
2016 Regranting Program
Application for Financial Assistance**

This AGREEMENT is made and entered on _____, by and between the McLean County Arts Center (MCAC) and the _____(Grantee).

MCAC and Grantee hereby agree as follows:

1. MCAC agrees to make a grant payable to Grantee in the amount of \$2,500 for the following requested program.
2. All grant monies payable hereunder shall be expended by Grantee for the approved program only, and by July 28th, 2016. If for any reason Grantee needs to extend the term of the agreement, application must be made in writing to MCAC at least thirty (30) days prior to the above closing date. If no extension has been requested of, and approved by MCAC, any monies payable hereunder remaining after completion of the program of after the date set above, whichever comes first, must be immediately refunded to MCAC.

The Comptroller of the State of Illinois requires that all contractors certify compliance with Section 10.1 of the Illinois Purchasing act (Ill. Re. Sta. 1977, Ch. 127, Par. 132. 10-1). The undersigned certifies that he/she has not been convicted of bribery or attempting to bribe any officer or employee of the State of Illinois nor made admission of guilt or such conduct which is a matter of record.

Grantee agrees that all funds issued by MCAC pursuant to this agreement shall be expended only for the specific program described herein and in accordance with the approved budget.

Grantee agrees that credit shall be given to local and state sponsors on all public notices, publicity, printed programs, public media, and other applicable material; the following and exact language shall be used in all such cases: "This program is supported in part by a grant from the Illinois Arts Council, a state agency, and the McLean County Arts Center."

Grantee agrees to include above language and to include the graphic logos of both the Illinois Arts Council and the McLean County Arts Center on promotional material and that three (3) copies of these promotional material will be provided with the final report. Logos for both of these organizations are available in the Arts Center website.

Grantee agrees to submit to MCAC within three weeks (21 days) of the completion of the program the following:

- 1) A FINAL REPORT on the forms provided**
- 2) Receipts or some other verification of cash expenditure of MCAC funds.**
- 3) ALL FINAL REPORTS MUST BE SUBMITTED NO LATER THAN 07/28/2016**

In addition, Grantee agrees to comply with any subsequent requirements, which may be adopted by MCAC with respect to grant reporting. Failure to submit timely and acceptable reports will jeopardize the receipt of future funds from MCAC.

Grantee agrees to supply MCAC with copies of any and all print articles, and photographs, if available of project related events, and hereby grants to MCAC free and unlimited license to use such articles and photographs for such purposes as MCAC, in its sole discretion, shall determine.

8. Grantee agrees that no monies payable hereunder shall be used for the purchase of permanent equipment, capital improvements or construction, to pay balance of Grantee's previous year's deficit, out of-state touring, or subsidizing an individual's academic study.

9. Grantee agrees that no person shall, on the grounds of race, color, religion, nation origin, sex or disability, while otherwise qualified, be excluded from participating in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity including employment supported in whole or in part by funds provided hereunder.

Grantee agrees that it shall fully comply with all rules, regulations and other requirement now existing or which may hereafter be adopted by MCAC with respect to grants of this nature.

If funds provided hereunder are used in whole or in part for the employment of any person, Grantee further agrees that no person shall on the grounds of race, color, religion, national origin, sex, or disability, while otherwise qualified, be denied equal opportunity in the hiring process, or be otherwise discriminated against with respect to compensations, terms, conditions, or benefits of employment.

MCLEAN COUNTY ARTS CENTER

GRANTEE

BY: _____
Executive Director

BY: _____



McLean County Arts Center

601 North East Street
Bloomington, Illinois 61701
309.829.0011
www.mcac.org

**Illinois Arts Council & McLean County Arts Center
2016 Regranting Program
Community Arts Access Grant Review Panel
Participation Agreement/Conflict of Interest Policy**

The McLean County Arts Center maintains the following Conflict of Interest Policy for all Panel Members:

To ensure that the McLean County Arts Center operates in a manner consistent with charitable purposes and honors the legal and ethical elements of our reviewing and granting processes, the MCAC requires the disclosures of information related to you and your relationships with affiliated organizations, other interested persons, and potential conflicts of interest.

Affiliation and conflict of interest include, but are not limited to, direct participation in an organization as a staff person, officer, director, partner, trustee, board member, or in any fiduciary capacity in either a paid or non-paid position by yourself, your spouse/unmarried partner, family members, or business partners.

If you do have an affiliation or conflict of interest with a grant applicant, please acknowledge that you will not be allowed to participate in either the discussion or vote of that applicant.

If a conflict of interest is found at a later date to have occurred during the panel meeting and voting process, the regranting funds will be rescinded immediately and that panel member will not be asked to return in future years.

"No Community Arts Access Grant Review Panel Member may participate in the discussion or vote on a project in which they have a material interest."

Please review the statement and sign as acknowledgement of your compliance with the policy.

Panel Member

Date

Executive Director

Date

**Illinois Arts Council & McLean County Arts Center
2016 Regranting Program
Final Report**

Name of individual completing this report:	
Organization Name:	
Address:	
City, State, Zip:	
Type of Not-for-Profit:	
State House Legislative District:	
State Senate Legislative District:	
U.S. Congressional District:	
Amount Requested:	
Amount Awarded:	
Number of Individuals served:	
Number of Children served:	
Number of Participating Artists:	
Brief description of project as realized:	<i>(please use separate page)</i>

Name (please print)

Signature

Date

GRANTEE agrees to submit to MCAC within three weeks (21 days) of the completion of the PROGRAM and no later than *July 28, 2016 (whichever occurs first)*:

- 1) This EVALUATION REPORT.
- 2) Receipts or some other verification of cash expenditure of AIC/MCAC funds.

3) At least THREE examples of printed material indicating IAC/MCAC support as indicated in contract.

In addition, GRANTEE agrees to comply with any subsequent requirements, which may be adopted by MCAC with respect to grant reporting. Failure to submit timely and acceptable reports will jeopardize the receipt of future funds from MCAC.

Brief description of project as realized: