ARTS DOLLAR$ GRANTS

Overview
The goal of Arts Dollar$ is to support programming that enriches the quality of life in the Quad City region through the presentation, development, and celebration of the arts. Nonprofit organizations and K-12 schools are invited to apply for up to $5,000. Individual artists are invited to apply for up to $1,500. All art forms are eligible.

Applications are submitted online at quadcityarts.com. Applications should be prepared before beginning the online form, as you cannot save and return to your work, nor edit after submission. See the full listing of application materials for online submission below.

Categories

PROJECT/PROGRAM: Project/Program grants support arts projects or programming that emphasize community engagement. Artists may apply for up to $1,500. Non-profit organizations and K-12 schools may apply for up to $5,000.

ARTS EDUCATION: Arts Education grants support projects or programming that provide opportunities in arts education for K-12 students. Artists may apply for up to $1,500. Non-profit organizations and K-12 schools may apply for up to $5,000.

ARTIST: Artist grants support an individual’s artistic and/or professional development. Artists may apply for up to $1,500. Non-profit organizations and K-12 schools may not apply to this category.

Many applications may fit into more than one category. Please choose the category that most closely aligns with your goals. Review the scoring rubric available at quadcityarts.com for more details.

Funding

Support for Arts Dollar$ is provided by grants from the Hubbell-Waterman Foundation, Illinois Arts Council Agency, John Deere, and Doris and Victor Day Foundation.

Contact

For more information, contact Jessi Black at jblack@quadcityarts.com or 309-793-1213 x103
Requirements

1. Complete applications and support materials must be submitted online by January 31, 2015.

2. Projects must include cash or in-kind support from sources other than Arts Dollar$. Ineligible expenses may be covered by matching funds – this must be described in the budget section of the application.

3. Projects must take place between April 15, 2015 and May 31, 2016. Recipients will be notified by March 31, 2015.

4. All proposed budgets must include payment to at least one artist who meets ALL of the following criteria: at least 21 years of age; current resident of Rock Island, Henry, or Mercer county in Illinois, or Scott, Clinton, or Muscatine county in Iowa; resident in one of these six counties for the past 12 consecutive months. **Any personnel not meeting these criteria may not be paid with Arts Dollar$ funds.**

5. All projects must take place in one or more of the following counties: Rock Island, Henry, Mercer, Scott, Clinton, and Muscatine. Arts Dollar$ funds may not be used to provide service outside of this area.

Policies

1. Arts Dollar$ funds **may not** be used to fund the following: (Ineligible expenses may be covered by matching funds – this must be described in the budget section of the application.)

   - day-to-day operations
   - capital expenditures of any kind
   - purchasing permanent equipment
   - scholarships for academic degrees
   - programs by universities/colleges
   - functions at which artists are not the primary focus
   - touring or travel outside designated counties for service*
   - fundraisers, benefits, receptions, or other social functions

   *travel permitted outside designated counties for artistic/professional development for individual artists

2. Multiple applications are not allowed. Applicants may submit an application in one category only. Artists, organizations, and K-12 schools may participate in multiple Arts Dollar$ projects, but no single entity may receive more than $5,000 from this fund.

3. Quad City Arts staff and board may not be paid with Arts Dollar$ funds.

4. Grantees will be ineligible for Arts Dollar$ support for five years if they fail to meet any requirements listed in their grant agreement.

5. Incomplete applications will not be reviewed. Extraneous and excessive materials will not be reviewed.

6. Funds will be awarded based on scores received from a community review panel, subject to approval from the Quad City Arts Board of Directors. All eligible applications will be evaluated and rated according to the following criteria: 50% Artistic Merit; 30% Community Involvement; 20% Administrative Ability (see rubric for details).

7. At least 30% of funds will be awarded to applicants that make special efforts in reaching underserved audiences including racial/ethnic minorities, seniors, people with disabilities, low income, youth at-risk, or populations with limited access to the arts.
Online Submission
Applications must be submitted online at quadcityarts.com. Contact Jessi Black with questions or for more information - jblack@quadcityarts.com or (309) 793-1213 x103.

Application Form
1. Applicant Information: District(s), Organization(s), and/or School Name(s) (if applicable), Contact Person, Contact Info (legislative districts for IL applicants)
2. Project Information: Title, Amount Requested, Synopsis, Applicant Type, Arts Discipline
3. Artists: List of artists or arts groups who will be directly involved in the project
4. Participants: number of artists, youth, volunteers involved; number of artists being paid, total number of participants, description of underserved population (if applicable)

Attachments
The following will be uploaded to the online form. No single file size may exceed 10MB; no application may include more than 20MB total attachments. PDF format is preferred.

DESCRIPTION – ONE PAGE

Project/Program OR Arts Education Grant
1. Describe the goal of your project, your project's participants, and what will actually occur. If this is not a new project, briefly describe the project's history (number of years, changes over time, etc.)
2. How do you plan to promote your project? (to participants, students, parents, and/or the public as applicable)
3. List all major personnel (paid, in-kind, and volunteer artists and staff) and describe their role in the project.
4. List the dates for key project activities (at minimum, dates of events and/or project completion).
5. What is your mission statement? How does the project fit your mission? (not applicable to individual artists applying in these categories)

Artist Grant
1. Describe your background and work as an artist.
2. Describe your goal and plan for these funds. How does your plan address your goal?
3. List the dates / time frame for key activities

BUDGET – forms available on quadcityarts.com

RESUMES – include only major personnel, no more than five resumes

PROMOTION – two ONE-PAGE examples of promotional materials (fliers, mailers, press releases, ads, webpage, social media, e-news); may be examples of past work or drafts of planned work; may be one or two files

NON-PROFIT STATUS - ONE-PAGE documentation; IRS letter is preferred if applicable, statement on letterhead from officer is acceptable (not required for individual artists)

WORK SAMPLES – Submit one or more of the following as appropriate, and describe the work sample(s). If your files are too large to be uploaded, contact Jessi to confirm an alternate delivery method (Dropbox, links to online streaming, hand-delivered disc, etc.)

- Visual artists – 5-8 images with title, media, dimensions, and date (include all information in one pdf if possible)
- Performing artists – 1-3 minutes of video or audio with title and date
- Literary artists – one short story, one essay, OR three poems (no more than ten pages, standard formatting)
- Arts educators – student work in one of the forms listed above is acceptable / preferred
- ONLY if no artistic documentation is available / relevant – submit two letters of recommendation
Final Report

All Arts Dollar$ grant recipients are required to complete a final report online as soon as possible and no later than June 30, 2016. All final reports must be submitted before any further funding will be distributed. The final report will include:

- description of the project as it actually occurred, specifically noting any deviations from the project as presented in the application
- financial report
- documentation of the project
- documentation of acknowledgement of Arts Dollar$ support
<table>
<thead>
<tr>
<th>Artistic Merit</th>
<th>Artist</th>
<th>Arts Education</th>
<th>Project/Program</th>
<th>Up to 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weak</td>
<td>Artwork demonstrates minimal technical and intellectual skill.</td>
<td>Artist(s) and/or art form(s) have minimal capacity for engaging the target age group.</td>
<td>Artist(s) and/or art form(s) have minimal capacity for engaging the target audience.</td>
<td>0-25</td>
</tr>
<tr>
<td>Average</td>
<td>Artwork demonstrates adequate technical skill and engaging content.</td>
<td>Artist(s) and art form(s) are accessible and interesting for the target age group.</td>
<td>Artist(s) and art form(s) are accessible and interesting for the target audience.</td>
<td>26-40</td>
</tr>
<tr>
<td>Outstanding</td>
<td>Artwork demonstrates technical excellence; engaging, relevant content; and ambition.</td>
<td>Artist(s) and art form(s) are engaging and offer relevant educational opportunities for the target age group.</td>
<td>Artist(s) and art form(s) are engaging and offer relevant artistic opportunities for the target audience.</td>
<td>41-50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Participation</th>
<th>Artist</th>
<th>Arts Education</th>
<th>Project/Program</th>
<th>Up to 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weak</td>
<td>Artist has minimal background or relationships in the community.</td>
<td>Applicant connects artist(s) with students, but makes minimal outside connections.</td>
<td>Applicant connects artist(s) and target audience, but makes minimal outside connections.</td>
<td>0-15</td>
</tr>
<tr>
<td>Average</td>
<td>Artist has presented work in the community and has relationships with organizations.</td>
<td>Applicant engages artist(s), teacher(s), and students in project. Applicant utilizes school (district) resources and responds to student needs.</td>
<td>Applicant engages artist(s), participants, and target audience(s) in project. Applicant has support from community resources.</td>
<td>16-23</td>
</tr>
<tr>
<td>Outstanding</td>
<td>Artist regularly presents work in the community, collaborates with fellow artists, and has relationships with arts, community, and education organizations.</td>
<td>Applicant engages artist(s), teacher(s), students, and families in project. Applicant effectively utilizes community resources and responds to community needs.</td>
<td>Applicant engages artist(s), participants, target audience(s), and organizations in project. Applicant effectively utilizes community resources and responds to community needs.</td>
<td>24-30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin. Capability</th>
<th>Artist</th>
<th>Arts Education</th>
<th>Project/Program</th>
<th>Up to 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weak</td>
<td>Application is difficult to understand, under-developed, and/or contains many errors.</td>
<td>Application is difficult to understand, under-developed, and/or contains many errors.</td>
<td>Application is difficult to understand, under-developed, and/or contains many errors.</td>
<td>0-10</td>
</tr>
<tr>
<td>Average</td>
<td>Application demonstrates effective communication skills and financial competence.</td>
<td>Application is clear and financially responsible. Goals are achievable, and personnel and activities are appropriate. Promotional plan and materials correspond to target audience.</td>
<td>Application is clear and financially responsible. Goals are achievable, and personnel and activities are appropriate. Promotional plan and materials correspond to target audience.</td>
<td>11-16</td>
</tr>
<tr>
<td>Outstanding</td>
<td>Application demonstrates strong communication and organization skills, financial responsibility, and attention to detail.</td>
<td>Application is clear, concise, compelling, and financially responsible. Goals align with mission, activities align with goals, and personnel demonstrate excellence. Promotional plan/materials are innovative and correspond to target audience.</td>
<td>Application is clear, concise, compelling, and financially responsible. Goals align with mission, activities align with goals, and personnel demonstrate excellence. Promotional plan/materials are innovative and correspond to target audience.</td>
<td>17-20</td>
</tr>
</tbody>
</table>
2015 Quad City Arts Dollar$: GRANT AGREEMENT

Please return completed and signed to QUAD CITY ARTS, 1715 2nd Ave., Rock Island, IL 61201
A signed copy will be returned to you.

Grant Number: 93

THIS AGREEMENT made and entered on April 2, 2015, by and between QUAD CITY ARTS (hereinafter referred to as QCA) and Lysa Hegland, Scott Community College, (hereinafter referred to as GRANTEE).

The QCA and GRANTEE hereby agree as follows:

1. QCA agrees to make a grant payable to GRANTEE in the amount of $5000 for the following program (hereinafter referred to as PROGRAM): Bruce Carter Memorial Mosaic. A check for this amount, payable to the GRANTEE, will be available to the GRANTEE following the signing and receipt of this AGREEMENT.

2. All grant monies payable hereunder shall be expended by GRANTEE for PROGRAM between April 16, 2015 and May 31, 2016. A final report must be filed online upon the completion of your funded project and no later than June 30, 2016. The final report will reflect actual figures and activities relating to the proposed figures and activities in the application. It is the GRANTEE’s responsibility to collect this information. All final reports must be filed before any future grant requests may be fulfilled. If final reports are not submitted as contracted, you or your organization will be ineligible for any Quad City Arts grant support for five (5) years.

3. GRANTEE agrees that all funds issued by QCA pursuant to this AGREEMENT shall be expended only for the specific program described in the application, as described in the application. GRANTEE agrees that it shall fully comply with all policies outlined in the Arts Dollar$ guidelines. GRANTEE agrees to accept full legal and financial responsibility for this PROGRAM and hold QCA harmless for any liabilities related to this PROGRAM.

4. GRANTEE agrees that credit shall be given QCA on all public notices, publicity, printed program, public media, and other applicable material. The following language shall be used in such notices:

   “This project is supported with Quad City Arts Dollar$ funds, provided by Hubbell-Waterman Foundation, the Illinois Arts Council Agency, John Deere, and the Doris and Victor Day Foundation.”

   The Quad City Arts logo should be included where appropriate. Visit quadcityarts.com or contact Jessi for logo files.

5. To comply with any subsequent requirements which may be adopted by QCA with respect to grant reporting, GRANTEE agrees, upon request, to make available to QCA all audited and/or unaudited financial statements for each year in which a grant was received from QCA. QCA shall have unlimited access, upon request, to any documents supporting information stated in GRANTEE’s application for QCA funds or any subsequent documentation regarding the PROGRAM funded hereunder.

Quad City Arts, Jessi Black, jblack@quadcityarts.com or (309) 793-1213 ext. 103
2015 Quad City Arts Dollar$: GRANT AGREEMENT

Please return completed and signed to QUAD CITY ARTS, 1715 2nd Ave., Rock Island, IL 61201
A signed copy will be returned to you.

6. Any and all patents, copyrights, or other legal interests in and to PROGRAM, or materials generated in pursuance of PROGRAM, shall be the sole and exclusive property of GRANTEE or GRANTEE’s design. GRANTEE, however, agrees to supply QCA, at their request, with access to any press coverage, photographic documentation and/or promotional materials of PROGRAM or related events, and hereby agrees to give QCA free and unlimited license to use such materials for non-commercial, promotional purposes.

7. GRANTEE will submit letters of advocacy and acknowledgment to the state and federal legislative members from their district. Copies of these letters must be submitted to QCA as part of the final report. QCA is supported by the Iowa Arts Council and the Illinois Arts Council – advocacy for the arts is essential to these organizations.

8. GRANTEE agrees that no person shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity or health, while otherwise qualified, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity supported in whole or in part by funds provided hereunder.

9. 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, sexual orientation, gender identity or health, while otherwise qualified, be denied equal opportunity in the hiring process, or be otherwise discriminated against with respect to compensation, terms, conditions, or benefits of employment.

QUAD CITY ARTS

Carmen Darland, Executive Director

Date

GRANTEE

Authorized Individual

Date

Name (as it should appear on check)

Tax ID Number (Social Security or FEIN)

PAYMENT REQUEST DATE

☐ April 16 (return agreement by 4/14)  ☐ November 15, 2015

The possibility of conflict of interest is inherent in the nature of the Quad City Arts Dollar$ program, since panelists are presumed to have an above-average knowledge and interest in the arts. Without this level knowledge and interest, the effectiveness of the program would be diminished drastically, as the people most qualified to advise would be excluded from the important role of decision-maker.

While supporting and encouraging the peer panel review process, Quad City Arts affirms its own right and responsibility to make all final decisions regarding the awarding of grants.

Please notify staff of any affiliations you may have that could constitute a conflict of interest in reviewing an application. Decisions will be made on a case-by-case basis. If a conflict is identified, you will be asked to abstain from discussing and reviewing only the application in question.

DEFINITIONS

Affiliations: An individual shall be considered to be affiliated with an organization if she/he or a member of the immediate family is:

A. A director, officer, trustee, or employee
B. A professional fundraiser, public relations officer or volunteer grant writer
C. An independent contractor who has received significant fees or payments on the year preceding the grant panel meeting.
D. A contributor, directly or through an entity which she/he controls, of an amount which is more than five (5%) percent of the organizations’ annual budget for the year preceding the grant panel meeting and which is more than $1,000

Immediate Family: A spouse (or unmarried partner), parent, son, daughter, sibling

DISCLOSURE

Please submit this form to Jessi at the Panel Review Meeting.

Panelist Name: 

☐ I have no conflict of interest with any of the applications.

☐ I have a conflict of interest with the applications listed below:

Affiliated Party / Grant # (s) and nature of affiliation: 

Panelist Signature: 

All Arts Dollar$ grant recipients are required to complete a final report online. Reports should be prepared before beginning the online form, as you cannot save and return to your work, nor edit after submission. Some information will not be applicable to all recipients – use your judgment, and we will contact you if we need more information. The final report includes:

**Final Report Form**
1. Recipient Information: Organization/School Name (if applicable), Contact Person, Contact Info
2. Project Information: Title, Award, Expenditures, Amount Paid to Artists
3. Artists: List of artists or arts groups who were directly involved in the project.
4. Participants: number of artists, youth, volunteers involved; number of artists paid, total number of participants

**Attachments**
The following will be uploaded to the online form. No single file size may exceed 10MB; no report may include more than 20MB total attachments. PDF format is preferred for all written documentation.

**DESCRIPTION** – ONE PAGE – describe the project as it actually occurred, specifically noting:
1. Any deviations from the project as presented in the application
2. Any problems you encountered and what you did to overcome them
3. Whether you feel you accomplished your goal as described in your application
4. Anything you will do differently in future iterations of this project or similar to improve the outcome

**DOCUMENTATION** – upload any media that documents the experience or work involved in the project (images, video, audio, testimonials, results of evaluations, etc.) If your files are too large to be uploaded, contact Jessi to confirm an alternate delivery method (Dropbox, links to online streaming, hand-delivered disc, etc.) - may not be applicable to all recipients

**PROMOTION** – two ONE-PAGE examples of promotional materials that credit Quad City Arts as a supporter (fliers, mailers, press releases, ads, webpage, social media, e-news)

**ADVOCACY LETTERS OR EMAILS** - Include copies of letters or emails sent to state and federal legislators advocating support of arts funding (one letter and a list of recipients is sufficient). This is required for all grant recipients. If you have not yet sent these, it's not too late! Send letters or emails to your representatives in the state house, state senate, federal house, federal senate, as well as your governor. Links to find contact information and a sample of an advocacy letter are available on quadcityarts.com.