Two Rivers Arts Council Request for Proposals

The Two Rivers Arts Council (TRAC) is requesting proposals for the FY2016 Community Arts Access Program. The purpose of the program is to encourage community organizations and individual artists to use the arts to enhance the area’s economic and cultural well-being. The following criteria apply:

- Requests for funding should occur between September 1, 2015-May 31, 2016.
- All requests for funding should be received prior to the event or activity. Turnaround time for applications submitted electronically is usually a week. Allow up to a month for applications submitted via hard-copy.
- All applications should be submitted so that there is adequate time to include the following credit in all publicity: "This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and the Two Rivers Arts Council." (Applicants are encouraged to use the IACA, NEA, and TRAC logos. See Credits logo form/attachment.)
- Applicants must reside or produce/present arts programming in one or more of the following counties: Brown, Calhoun, Cass, Fulton, Greene, Hancock, Henderson, Jersey, Mason, McDonough, Pike, Schuyler, and Scott.
- Applicant organizations must be registered as a not-for-profit corporation with the Office of the Illinois Secretary of State. Individuals, units of Government, publicly constituted schools, colleges and universities or religious organizations also are eligible to apply. Individual applicants may be requested to provide proof of Illinois residency.
- All programs must include a public participation component.
- Applicant should demonstrate a 25% cash match for grant request.
- Applicant is advised to keep documentation of income and expenses.
- Funds received from other IACA grant programs or other local arts agency re-grant programs cannot be used as matching funds.
- Applicant should submit documentation of letters of financial/in-kind commitment from co-sponsoring organizations.
- Grant funds cannot be used for support of fundraising events; benefits, receptions or other social functions; capital improvements; construction; purchase of permanent equipment; out-of-state touring; an individual's academic study; scholarships; or deficit funding.
- Applicant organizations/individuals may not receive funds for projects previously funded through TRAC. TRAC/IACA funding should be considered “seed” money.
- State agencies and their affiliates are ineligible to receive funds from the IACA.

TRAC is especially interested in supporting requests for up to $250 to assist in developing a web presence for organizations or individual artists. To request funds for website development, please request website application.
Grants will be reviewed by a panel selected by the TRAC Board of Directors. Panelists will use the following criteria to evaluate each application. Not every criterion will apply to every application, they are provided only as a guide to panelists. Each panelist will assign a score of 0-25 to each application. These scores will be used in determining grant awards.

I. Pursuit of Excellence: 1-5 points
   A. Innovation of proposed activities
   B. Artistic quality of the work or project and its aesthetic or cultural impact on its audience
   C. Demonstrates movement towards artistic challenges
   D. Artistic mission expressed with clarity and purpose

II. Organization Capability: 1-5 points
   A. Demonstrates financial responsibility and evidence of public and private financial support other than the grant request
   B. A demonstrated personnel support structure to implement the project
   C. Appropriateness and adequacy of facilities and equipment
   D. Evidence of sound management and planning

III. Community Involvement: 1-5 points
   A. Accessibility to the community, regardless of race, gender, age, education or disability
   B. Services to the areas of Illinois that do not regularly have arts programs
   C. Participation of community in applicant’s activities
   D. Impact of project on the community

IV. Serving Illinois Artists: 1-5 points
   A. Offers economic opportunities for Illinois artists
   B. Provides services and/or support to Illinois artists
   C. Encourages Illinois artists to create new works

V. Evidence of Community Support: 1-5 points
   A. Impact of volunteer services on applicant organization
   B. Impact of in-kind contributions of applicant organization
   C. Impact of co-sponsoring groups on applicant organization
   D. Evidence of local community support
   E. Other evidence of community contributions

The following values are assigned to each numeric point:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>5</td>
<td>Outstanding</td>
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<tr>
<td>4</td>
<td>Excellent</td>
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<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>2</td>
<td>Marginal</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
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</table>
Two Rivers Arts Council  
FY2016 Community Arts Access Grant

Application Instructions:

Applications for the FY2016 Community Arts Access Grant Program will be considered by the Review Committee until funding is obligated/depleted. Awards will be distributed based on availability of the funding allocation from the Illinois Arts Council Agency. It is preferred that you submit the application by e-mail attachment to trac13@mtcnow.net. Please follow with a hard copy of complete application with signature/documentation to TRAC. Hard copies may be sent to TRAC—CAA Program, P.O. Box 21, Raritan, IL 61471. The application consists of the following:

I. Cover Page with signature.

II. Project Narrative should be no more than one typed page, one inch margins, 12-point font type. The narrative should be a description of the project and should include:

- Goal/Objective of the project
- Organizational history and mission statement
- Personnel involved (attach biographies)
- Description of target audience
- Location(s) of activity
- Statement of involvement of co-sponsoring organization(s)
- Proposed method of publicity/promotion *
- Statement concerning future support for project

III. Budget Form AND a brief Budget Narrative describing on what the funds will be spent, including the sources of cash support and income. Use attached form to document in-kind support.

* All publicity must include the following statement: "This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and the Two Rivers Arts Council."

(Applicants are encouraged to use the IACA, NEA, and TRAC logos. See Credits form/attachment.) Failure to credit IACA, NEA and TRAC will jeopardize funding status.

E-mail application to trac13@mtcnow.net or mail completed application to TRAC, P.O. Box 21, Raritan, IL. 61471.
Two Rivers Arts Council
FY2016 Community Arts Access Application

Please complete the following information. You may e-mail as attachment to trac13@mtcnow.net. Please follow with a hard copy with signature and copies of documentation to TRAC, P.O. Box 21 Raritan, IL 61471.

Cover Page (please type or print legibly)

Name of Applicant

Federal Employer Identification Number
(Social Security Number for Individuals) (Organizations include copy of current not for profit document)

Address
City/Zip
County
Telephone
E-mail

Contact Person/Project Director

Date(s) of Program/Project

Location of Event Does the Location Meet ADA? Yes/No?

Have you applied to IAC/other re-granting agencies for funding of this project? Yes/NO?
If yes, specify

Last completed fiscal year’s operating income/expense for public arts programming:
Income $ Expenses $

Co-sponsoring arts/community/civic and/or government organization(s):
#1
Name
Address
City/Zip
Phone

Based on address of applicant, enter a district number for each governmental branch

IL House # IL Senate # US Representative #

Project Description: (In 30 words or less, describe project/activity for which grant funds are requested. Please include artistic disciplines and artists involved, characteristics of specific populations involved. This information will be used in TRAC’s final reporting to IAC.)
Grant Summary: Projected Outcome, check figures against Budget Form.

1. Grant request $  
2. Total cash expenses $  
3. Total cash applicant cash match (should = 25% or more of line 1) $  
4. Total $ value of in-kind contributions $  
5. Estimated # of artists participating  
6. Estimated # of volunteers participating  
7. Estimated # of audience  
8. Total participants—add lines 5, 6 and 7  
9. Estimated % of audience under age 19  
10. Estimated % of audience over 64  
11. Estimated % special population(s)  
   Specify population(s) ___________  

Project Director’s Signature ___________ Date ___________

Project Narrative  
(may use an additional page, if needed)
### COMMUNITY ARTS ACCESS GRANT APPLICATION BUDGET FORM

This is a generic form. Some categories may not apply to your specific arts activity proposal.

#### PROJECTED EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>CASH</th>
<th>IN-KIND</th>
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<tbody>
<tr>
<td>1. Personnel</td>
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<td>A. Administrative</td>
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<td>B. Artistic</td>
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<td>C. Technical</td>
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<td>D. Other</td>
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<td>2. Outside Professional Services</td>
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<td>A. Artistic</td>
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<td>B. Other</td>
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<td>3. Space Rental</td>
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<td>4. Travel</td>
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<td>5. Marketing</td>
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<td>6. Other operating Expenses (specify)</td>
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<td>A.</td>
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<td>B.</td>
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<td>C.</td>
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<td>7. TOTALS</td>
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#### PROJECTED CASH INCOME

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<tr>
<th>Description</th>
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<tr>
<td>8. Admissions/Fees</td>
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<td>9. Contacted Service</td>
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<td>10. Corporate Contributions</td>
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<td>11. Foundation Contributions</td>
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<td>12. Other Private Contributions</td>
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<td>13. Government Contributions</td>
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<td>(do not include this grant)</td>
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<td>A. Federal</td>
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<td>B. State</td>
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<td>C. Local</td>
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<td>14. Other Revenue</td>
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<td>15. Applicant Cash</td>
<td></td>
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<td>16. Total Cash Income (add lines 8-15)</td>
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<tr>
<td>17. TRAC Grant Request</td>
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<td>18. Applicant Cash Match (must = at least 25% of line 17)</td>
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<td>19. TOTAL PROJECT INCOME</td>
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<td>(Sum of lines 16 &amp; 17, should = line 7 Cash)</td>
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</tbody>
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**Budget Narrative**

(may use additional page, if needed)
## PROJECTED IN-KIND CONTRIBUTION OF PERSONAL SERVICES, MATERIALS, EQUIPMENT, AND FACILITIES

(A copy of the Illinois Arts Council In-Kind Contributions Guidelines is available on request.)

<table>
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<tr>
<th>DATE(S)</th>
<th>TYPE OF CONTRIBUTION</th>
<th>CASH VALUE</th>
<th>HOURS WORKED</th>
<th>HOURLY RATE</th>
<th>DESCRIPTION OF CONTRIBUTION</th>
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Total Amount Contributed: ________________

Organization: __________________________________________________________
Two Rivers Arts Council  
FY2016 Website Application  

Please complete the following information. You may e-mail as attachment to trac13@mtcnow.net. Please follow with a hard copy with signature and copies of any documentation to TRAC, P.O. Box 21, Raritan, IL 61471.  

Name of Applicant: ____________________________________________________________________________  

Federal Employer Identification Number: __________________________________________________________  
(Social Security Number for Individual artist. Organizations include copy most current not-for-profit document)  

Contact Person/Project Director: _________________________________________________________________  

Address: ______________________________ City/Zip: ____________________________________________  
County: ____________________________ Telephone: ____________________ E-mail ________________________  

Have you applied to the Illinois Arts Council or other re-granting agency(ies) for funding of this project?  
Yes _____ No ______  

Based on address of applicant, enter district number for each government branch:  
IL House # _________________ IL Senate # __________________ US Representative # _________________  

Project Description:  (In 30 words or less, describe project/activity and the breakdown of costs for which  
grant funds are requested. Please include name of website developer and costs related to project.)  

Grant Summary: projected outcomes.  

1. Grant request $________________  
   (If approved funding will be available on presentation  
   of invoice from website developer and/or invoices/bills and proof  
   of payment for any software purchases. Website must include  
   credit to TRAC and TRAC must have permission to link the grantee’s  
   website on the TRAC website.)  
2. Total cost of website development project $________________  
3. Total $ value of any in-kind contributions $________________  
4. Estimated # of artists participating __________________  

Project Director’s Signature ___________________________ Date ____________________  

Once completed, please notify TRAC so we can link your site on our website: www.tworiversartscouncil.org.  
The following credit statement must be used. (Use of IAC, NEA and TRAC logos is encouraged. See  
Credit form/attachment.)  

"This program is partially supported by a grant from the Illinois Arts Council Agency through federal  
funds provided by the National Endowment for the Arts and the Two Rivers Arts Council."
Credits

"This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and the Two Rivers Arts Council."

Use of the following logos is encouraged
Community Arts Access Program
Notification Letter

Dear Grantee:
The Two Rivers Arts Council congratulates you and your co-sponsoring organizations on being awarded the following:
Community Arts Access Grant for $_____________ Grant Number __________________
Project:__________________________________________________________

The grant is awarded under the following stipulations:

_____ The grant review committee did not fully fund this request, please find enclosed a 
Modified Budget Form to indicate how you anticipate funding the project with the 
project with the reduction. This form is to be returned with the Contract & Cash 
Request.

_____ In reviewing your grant, the committee determined that in order to comply with the intent 
of the grant program, funds awarded to your project should be used for the following 
specific purposes(s): ____________________________________________

X Grantee should submit within three weeks of completion of the project a Final 
Evaluation Report, a short (up to 30-word) summary of the project. Also submit one 
photograph suitable for reproduction plus five copies of publicity and marketing not 
previously submitted. Submission as PDF’s of photographs and publicity/marketing 
documents is preferred. TRAC must submit examples of documents as PDF’s to IACA 
in its final reporting.

X Two (2) copies or PDF’s of all news releases and other publicity materials should be 
mailed/ emailed to TRAC prior to the event. A TRAC board member or grant review 
committee member will be assigned to attend the event, if appropriate and possible. 
IACA will be notified of your event and may also assign a staff person to attend.

X All publicity, posters, articles, etc. must include the following statement, "This program 
is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts and the Two 
Rivers Arts Council.” (Applicants are encouraged to use the IACA, NEA, and 
TRAC logos. See Credits form/attachment.) Failure to credit IACA, the NEA and 
TRAC may jeopardize your funding status.

X Please complete the attached CONTRACT & CASH REQUEST and return it to TRAC in 
order to receive your grant check. Funding is dependent on the availability of the 
allocation that TRAC receives through the Illinois Arts Council (IACA).

X Grantee’s CONTRACT AND CASH REQUEST must be accompanied by copies of 
letters from your organization to your state senator, state representative and the Office 
of the Governor in which they were informed of the grant amount awarded and the 
project for which these funds will be used. Names and addresses of the legislators to be 
notified can be obtained from the League of Women Voters or your City/Country Clerk.

Additional Comments: ____________________________________________

Again, congratulations on the grant award and your continued involvement and commitment to 
the arts in west-central Illinois. For additional information, please contact TRAC at (309) 221- 
2743; by e-mail: trac13@winco.net; or by mail: Two Rivers Arts Council, P.O. Box 21, Raritan, 
IL 61471
COMMUNITY ARTS ACCESS GRANT
CONTRACT & FUNDS DISPERSAL REQUEST

This contract should be returned to TRAC prior to program date.

Date ______________

I hereby request $ ________________ for Grant Number ________________________

Send check to:  name _________________________________________________________
                address  ____________________________________________________________
                e-mail address: _________________________________________________

Title of Program: _____________________________________________________________

Date of Program: _____________________________________________________________

Please send the following required documents:

- Two (2) copies of pre-event/activity brochures, news articles and other materials crediting the Illinois Arts Council Agency, the National Endowment for the Arts, and the Two Rivers Arts Council for supporting your program. Or a PDF copy of each.
- Copy of letter to your State Representative.
- Copy of letter to your State Senator.
- Copy of letter to the Governor.

I hereby agree to comply with the stipulations as designated in the letter of notification.

Signed_________________________________________________________________
Title _________________________________ Phone ___________________________

Address _______________________________________________________________
City _________________________ State _______ Zip Code ______________________

On behalf of Two Rivers Arts Council:

Signed ___________________________________________________________________
Title_______________________________________________________________________
COMMUNITY ARTS ACCESS PROGRAM
FINAL EVALUATION AND BUDGET REPORT

This report should be returned within three weeks of the completion of the project. Failure to complete and return this form could jeopardize future grant funding.

PROGRAM TITLE _______________________________________________________

SPONSORING ORGANIZATION ___________________________________________

ADDRESS ____________________________________________________________

CITY ______________________  IL   ZIP ___________ PHONE___________________

ORGANIZATION TYPE __________________________________________________
(e.g. individual, non-profit, school, etc.)

PROGRAM SITE ________________________________
(e.g. gallery, auditorium, fair, gym, etc.)

DISCIPLINE(S) _________________________________________________________
(e.g. music, dance, visual, theatre, etc.)


Amount Requested: $_________ Amount Awarded: $________

PARTICIPANTS:
1. Total $ value of in-kind contributions $________
2. Estimated # of artists participating __________
3. Estimated # of volunteers participating __________
4. Estimated # of audience __________
5. Estimated % of audience under age 19 __________
6. Estimated % of audience over age 64 __________
7. Estimated % special population(s) __________
   (specify population(s) ____________________________

PROGRAM FINAL REPORT AND EVALUATION:

In one to two typed pages, include the following in a description and evaluation of the program:
- Describe what actually occurred, specifically noting any deviations from the original grant plan.
- What were the program’s goals/ objectives and how well were they met?
- Describe the audience, e.g. ages, income levels, ethnic backgrounds, etc.
- Indicate any problems encountered and the actions taken to overcome them.
- What additional arts programming does the organization plan as a result of this project.

Complete this form and the final report and evaluation and send as email attachments as PDF’s along with a 30 word summary suitable for use on TRAC website and final reporting to IACA. Also attach and email as PDF’s or send 2 copies of programs, posters, news releases, articles, etc. if there are additional materials that you have not already sent to TRAC.

Signed Project Director________________________________ DATE _________________