



**TWO RIVERS ARTS COUNCIL**  
 P.O. Box 21, Raritan, Illinois 61471  
 E-Mail: [trac13@mtcnw.net](mailto:trac13@mtcnw.net)  
 Telephone: 309-221-2743

Application also is on line at [www.tworiversartscouncil.org](http://www.tworiversartscouncil.org)

## 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.

## PANEL REVIEW CRITERIA

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:

5 points	Outstanding
4 points	Excellent
3 points	Good
2 points	Marginal
1 point	Poor



## 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@mtcnw.net](mailto:trac13@mtcnw.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@mtcnw.net](mailto:trac13@mtcnw.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@mtcnw.net](mailto:trac13@mtcnw.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	#2
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	CASH	IN-KIND
1. Personnel	\$ _____	\$ _____
A. Administrative	\$ _____	\$ _____
B. Artistic	\$ _____	\$ _____
C. Technical	\$ _____	\$ _____
D. Other	\$ _____	\$ _____
2. Outside Professional Services	\$ _____	\$ _____
A. Artistic	\$ _____	\$ _____
B. Other	\$ _____	\$ _____
3. Space Rental	\$ _____	\$ _____
4. Travel	\$ _____	\$ _____
5. Marketing	\$ _____	\$ _____
6. Other operating Expenses (specify)	\$ _____	\$ _____
A.	\$ _____	\$ _____
B.	\$ _____	\$ _____
C.	\$ _____	\$ _____
<b>7. TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>

**PROJECTED CASH INCOME**

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

<p><b>Budget Narrative</b> (may use additional page, if needed)</p>
---



# 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.)

DATE(S)	TYPE OF CONTRIBUTION	CASH VALUE	HOURS WORKED	HOURLY RATE	DESCRIPTION OF CONTRIBUTION

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](mailto: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 \_\_\_\_\_

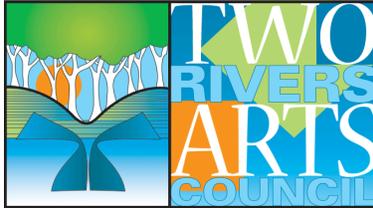
Once completed, please notify TRAC so we can link your site on our website: [www.tworiversartscouncil.org](http://www.tworiversartscouncil.org). The following credit statement must be used. (Use of IAC, NEA and TRAC logos is encouraged. See Credit form/attachment.)

*"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**



**ART WORKS.**  
arts.gov



**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): \_\_\_\_\_
- 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.**
- 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.
- 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.**
- 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).
- 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](mailto: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.)

State House Leg. District: \_\_\_\_\_ State Senate Leg. District: \_\_\_\_\_ US Cong. District: \_\_\_\_\_

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 \_\_\_\_\_