



PROJECT GRANT APPLICATION & GUIDELINES 2008 - 2009

PROJECT GRANT FOR SKOKIE ORGANIZATIONS & SCHOOLS

SKOKIE FINE ARTS COMMISSION GRANT PROGRAMS

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DEADLINE FOR: Project Grant

APPLICATIONS: February 6, 2009

In 1966, the Village of Skokie became the first municipality in Illinois to establish a Fine Arts Commission. This citizen advisory committee is comprised of Mayoral appointees who advise the Village's Board of Trustees. Through its granting opportunities, as well as other projects that the Commission undertakes each year, the Commission encourages, supports and promotes the arts.

Organizations and sponsors of visual, audio and creative art projects such as Artist-in-Residence programs are invited to submit an application. Priority is placed on fine arts projects that are provided by minority-based groups to under-served audiences of the Village of Skokie.

New applicants and applicants that were denied grant funding in the past are required to attend one of the following:

- Grants workshop scheduled on Wednesday, November 12, 2008.
- One of the subsequent Skokie Fine Arts Commission meetings.

Meetings are held the 2nd Wednesday of each month at Skokie Village Hall in Conference Room A at 7:30 p.m.

Award Process:

- (1) Commission reviews all grant applications in February.
- (2) Award letters are mailed out mid-February.
- (3) Grantees are **required** to submit a program summary/evaluation form upon completion of program. (Form B evaluation attached.)
- (4) Checks are distributed upon receipt of evaluation form.

2008-2009 SKOKIE FINE ARTS PROJECT GRANT PROGRAM GUIDELINES

FUNDING SOURCE

Grant monies to fund fine arts events and activities are drawn from Village of Skokie and Illinois Arts Council funds.

WHO IS ELIGIBLE?

- Village of Skokie not-for-profit arts organizations and institutions.
- Skokie non-art organizations which choose to sponsor arts programming that is of a non-religious nature and is open to the general public.
- Skokie public and private schools which host professional visiting artists.

REQUIREMENTS

- **All proposed programs/projects must take place between May 1, 2008 and April 30, 2009.**
- The organization submitting the application must make a matching financial contribution of at least 25 percent of the cost of the project.
- Applicants must comply with Title VII of the Civil Rights Act of 1964 and assure the Skokie Fine Arts Commission that no person will be excluded from participation or be denied on the basis of sex, race, sexual orientation, color, religion, ancestry, age, national origin, or disability.
- All Project Grant evaluations (form B evaluation) must be completed and returned before grants are distributed. A copy of the form B evaluation is attached.

REVIEW STANDARDS

- Emphasis on fine arts, music and dance.
- Cultural diversity programming.
- Evidence of an organization's ability to carry out the project or the success of an event that already occurred.
- Demonstration of the ability to secure funding from other sources.
- Impact on residents of Skokie (i.e. percentage of Skokie residents that will attend the event).

SKOKIE FINE ARTS COMMISSION WILL NOT FUND:

- Capital improvements or construction costs.
- Purchase of permanent equipment.
- An existing deficit from a previous year or project.
- In-school activities if they replace activities previously part of the school's curriculum or regular programming.
- Existing staff costs for non-arts organizations.
- Existing annual art-related programs.
- Personal expenses such as child care and unrelated wages lost due to proposed project commitment.
- Unsigned, incomplete or late applications.
- Individual artists unless sponsored by a Skokie arts organization.
- Travel expenses.
- Applicants who do not return Form B Evaluations.

2008-2009 SKOKIE FINE ARTS PROJECT GRANT APPLICATION

PLEASE USE THE CHECKLISTS BELOW TO VERIFY ALL REQUIRED MATERIAL HAS BEEN SUBMITTED AND GUIDELINES ACKNOWLEDGED.

TIMELINE AND CHECKLIST:

- ✓ **Return completed application to:**
Skokie Village Hall - Village Manager's Office
ATTN: Skokie Fine Arts Commission
5127 Oakton Street
Skokie, Illinois 60077

- ✓ Applications must be submitted by 5 p.m. on Wednesday, February 6, 2008.
- ✓ Late or incomplete applications will not be accepted.

ALL APPLICANTS MUST PROVIDE:

- ✓ Completed application form.
- ✓ A project narrative including the following items: *(narrative to be no more than two (2) page in length)*
 - 1.) General overview and timeline.
 - 2.) Names of principal personnel.
 - 3.) Goals and evaluation procedures.
 - 4.) Target audience for project/organization.
 - 5.) Specifically identify how the project benefits Skokie residents.
 - 6.) How this proposal complies with the standards set forth by the Skokie Fine Arts Commission.

- ✓ A copy of signed agreement, letter or contract from the artist(s) and/or performer(s).

- ✓ Three (3) sets of publications, brochures, programs, promotional material, etc. listing the **Illinois Arts Council, a state agency, and Skokie Fine Arts Commission** as sponsors.

- ✓ A brief description of the organization's history *(to be no more than one (1) page in length)*.

- ✓ A current list of the organization's officers and board members, including addresses and phone numbers.

- ✓ A calendar of the organization's board meetings and other events.

- ✓ One (1) copy of current proof of not-for-profit incorporation status.

- ✓ Program summary/evaluation (Form B evaluation) to be submitted **immediately** after the program concludes.

2008-2009 SKOKIE FINE ARTS PROJECT GRANT APPLICATION

ORGANIZATION - INFORMATION

Legal Name of Organization: _____

Chief Administrative Officer: _____ Phone: _____

Contact Person: *(person filing application - if different from Chief Administrative Officer)*

Phone: _____

Street Address: *(where you would like communication to be sent)*

City, State: _____ Zip Code: _____

Phone: _____ Fax: _____

Contact Person E-mail:

Social Security/Tax ID#: _____ Year Founded: _____

Illinois House #: _____ Illinois Senate #: _____

ORGANIZATION - STATUS

- Not-for-Profit Association
- Not-for-Profit Corporation
- IRS Tax Exempt
- Governmental Unit
- Educational Institution
- Other: _____

ORGANIZATION - STATUS

Number of Participants _____

Number of expected audience members from the Skokie community _____

Number of Artists involved _____

Does this program/project provide direct financial payment to Skokie Artists? (circle one) **YES** **NO**

If yes, how many? _____

(continued)

Have you ever received a grant from the Village of Skokie:

YES

NO

If so, When: _____ How much: \$ _____

When: _____ How much: \$ _____

ORGANIZATION - FISCAL INFORMATION

Last completed fiscal year's:

Expenditures _____ Revenues _____

BUDGET DETAIL – ANTICIPATED INCOME

AMOUNT

Membership Fees/Admissions \$ _____

Contractual or Operational Revenue \$ _____

Private & Governmental Grants*
(*not including SFAC grant request amount) Source: _____
Amount: \$ _____

Source: _____
Amount: \$ _____

Applicant's contribution (**must** be at least 25% of total cost) _____

Other Income/funding sources Source: _____
Amount: \$ _____

Source: _____
Amount: \$ _____

TOTAL OPERATING INCOME \$ _____

BUDGET DETAIL – ANTICIPATED PROJECT EXPENSES

AMOUNT

Personnel Artistic \$ _____

Administrative \$ _____

Contractual Services Artistic \$ _____

Materials \$ _____

Space Rental \$ _____

Marketing \$ _____

Capital Expenditure/Equipment/Supplies
(Related to this project) \$ _____

TOTAL PROJECT EXPENSE \$ _____

NET LOSS/GAIN (Anticipated Income – Anticipated Project Expenses) \$ _____

SKOKIE FINE ARTS COMMISSION GRANT REQUEST \$ _____

(continued)

STATEMENT OF ASSURANCES

If a grant is awarded, the applicant agrees to credit the Village of Skokie Fine Arts Commission (SFAC) for their support in all publicity and media materials used in connection with the funded project.

A final program summary/evaluation (Form B Evaluation) must be submitted immediately after the program concludes.

The applicant also assures the SFAC that funding will be administered by the applicant; that any funds received under this grant shall not be used to replace funds normally budgeted for the same program; and that funds received shall be used solely for the described activities.

Signature of Chief Administrative Officer

Date

Signature of Person Filing Application
(if different than the Chief Administrative Officer)

Title

Date



SKOKIE FINE ARTS COMMISSION PROJECT GRANT EVALUATION GRANTING YEAR 2008-2009

GRANTEE: _____

ADDRESS: _____

PHONE #: _____

COMPLETED PROGRAM NAME: _____

TOTAL EXPENDITURES: _____

NUMBERS REACH BY PROJECT:

- **AS PARTICIPANTS:** _____
- **AS AUDIENCE ATTENDEES:** _____
- **SKOKIE RESIDENTS:** _____

ON A SEPARATE SHEET OF PAPER PLEASE ANSWER THE FOLLOWING:

- **GRANTEE'S EVALUATION OF PROJECT**
- **SUCCESS/FAILURE OF PROJECT**