

**Agenda**  
**Skokie Fine Arts Commission**  
**June 14, 2023 7 p.m.**  
**Skokie Village Hall Conference Rooms D&E**

- I. Call to Order
- II. Upcoming Projects
  - a. October 2023 National Arts and Humanities Month
  - b. Spring/Summer 2023 Skokie Through the Lens
    - i. Submission Form - <https://skokie-portal.app.transform.civicplus.com/forms/33758>
    - ii. Entries will automatically be emailed to liaison, chair and subcommittee members (Levan, Waxberg and Hatchett)
  - c. October Storytelling Event
    - i. Take Flight Dates
    - ii. Theme Suggestions
  - d. Cultural Arts Grants
    - i. Discuss non-for-profit grants
      - 1. Do we want to continue?
      - 2. Do we want to grant fewer for more money?
    - ii. Discuss school grants
      - 1. FYI letter sent to administrators of schools with a Skokie address
    - iii. Review applications to simplify
    - iv. Grant workshop? If application is simpler, is it necessary?
- III. New Business
- IV. Adjournment

**Upcoming meetings:**            **~~July 12, 2023~~**  
   **August 9, 2023**  
   **Skokie Village Hall 5127 Oakton Street Skokie, IL**  
   **Conference Rooms D&E**



# SKOKIE FINE ARTS CULTURAL ARTS GRANT APPLICATION & GUIDELINES 2019 - 2020

## CULTURAL ARTS GRANT FOR SKOKIE SCHOOLS

### *Council-Manager*

#### *Government*

Mayor George Van Dusen  
Clerk Pramod C. Shah  
Trustees Michele L. Bromberg  
Karen Gray-Keeler  
Ralph Klein  
Randall E. Roberts  
Edie Sue Sutker  
Ilonka Ulrich  
Manager John T. Lockerby  
Counsel Michael M. Lorge

### **Fine Arts Commission**

#### **Pam Garbarini, Chair**

Mira Chander  
Shawn Gebhardt  
Debra Hatchett  
Jacqueline Moses  
Sonya Osseny  
Richard Reeder  
Jeff Rhodes  
Hope Salmanoff  
Maya Snitman  
Sharon Vicker  
Liya Wang  
Ellen Waxberg  
Pamela Williams

### *DEADLINE FOR the Cultural Arts Grant for Skokie Schools APPLICATIONS: **Friday, September 27, 2019***

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.

The Cultural Arts Grant for Skokie Schools (\$500.00) requires the submission of a basic application. Applications will be reviewed by the Fine Arts Commission in fall 2019. These grants offset the cost of providing fine arts programming in Skokie schools.

**New applicants and interested parties are encouraged to attend the Fine Arts Commission Grants workshop that is scheduled on Wednesday, September 11, 2019, 7:30 p.m., Conference Room A, Skokie Village Hall, 5127 Oakton Street, Skokie.**

#### *Award Process: Applications are reviewed in the order received.*

- (1) Commission receives completed applications by September 27, 2019.*
- (2) Commission reviews grant applications in fall 2019.*
- (3) Grantees are **required** to complete the evaluation forms immediately upon completion of program. A copy of this evaluation is attached.*
- (4) Checks are distributed.*

**2019-2020 CULTURAL ARTS GRANT FOR SKOKIE SCHOOLS PROGRAM GUIDELINES**  
**FUNDING MAXIMUM IS UP TO \$500**

**FUNDING SOURCE**

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

**WHO IS ELIGIBLE?**

- Skokie public and private schools who host professional visiting artists.

**REQUIREMENTS**

- All proposed programs/projects **must** take place between **May 1, 2019 and April 30, 2020**.
- 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.
- Applicants **must** submit an evaluation **immediately** upon completion of program. A copy of the evaluation form is attached to this application. Grant money will not be released unless a completed evaluation form is received by the Skokie Fine Arts Commission.
- All disbursement requests must be received by the Village before April 1, 2020.

**REVIEW STANDARDS**

- Emphasis on fine arts, music and dance.
- Cultural diversity programming.
- Impact on Skokie students (i.e. percentage of Skokie students that will attend the event).

**SKOKIE FINE ARTS COMMISSION WILL NOT FUND:**

- Unsigned, incomplete or late applications.
- Individual artists unless sponsored by a Skokie arts organization.
- Travel expenses.
- Applicants who do not return evaluation forms.

**QUESTIONS?**

Contact Ann Tennes, Director of Marketing and Communications, at [ann.tennes@skokie.org](mailto:ann.tennes@skokie.org) or 847-933-8257.

**SKOKIE FINE ARTS COMMISSION  
CULTURAL ARTS GRANT FOR SKOKIE SCHOOLS**

**The purpose of this granting program is to allow Skokie schools to supplement their fine arts curricula by presenting artists and/or performing arts groups to their students.**

School/PTA: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(Where you would like communication to be sent)

Contact Person: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please describe the program for which the funds are being requested. Include the following information:**

1. Name of artist or performing group

\_\_\_\_\_

2. Title of program

\_\_\_\_\_

3. Date, time and location of program

\_\_\_\_\_

4. Number and age of Skokie children participating

\_\_\_\_\_

**Funding Limit: \$500      Amount Requested \$ \_\_\_\_\_**

**Please attach the items listed below. All applications must be complete and include these items in order to be eligible:**

- **A resume or brochure describing the artist or performing arts group you wish to present to your school.**
- **A signed contract between the school/PTA and the artist or performing group.**

*Continued on next page...*

**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.

**An evaluation form must be submitted at program's completion and is a condition of funding.**

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.

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Signature of Preparer

Title

Date

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Signature of School Principal

Date



# SKOKIE FINE ARTS COMMISSION CULTURAL ARTS GRANT EVALUATION GRANTING YEAR 2019-2020

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GRANTEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

COMPLETED PROGRAM NAME: \_\_\_\_\_

TOTAL EXPENDITURES: \_\_\_\_\_

NUMBERS REACHED 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**

# Project Grant Application & Guidelines GRANTING YEAR 2019-2020

## PROJECT GRANT FOR SKOKIE ARTS ORGANIZATIONS

**DEADLINE FOR APPLICATIONS: Friday, September 27, 2019**

*Governing bodies with taxing powers, parent-teacher organizations and organizations that currently receive funding through the Village's Grant Programming Budget are not eligible to apply. Skokie schools seeking art funding should refer to the Fine Arts Commission's Cultural Arts Grants for Skokie Schools.*

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.

*Skokie arts organizations that sponsor 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 interested parties are encouraged to attend the Skokie Fine Arts Commission Grants workshop scheduled for Wednesday, September 11, 2019 in Conference Room A at Skokie Village Hall, 5127 Oakton Street, Skokie at 7:30 p.m.**



### **Council-Manager Government**

Mayor	George Van Dusen
Clerk	Pramod C. Shah
Trustees	Michele L. Bromberg
	Karen Gray-Keeler
	Ralph Klein
	Randall E. Roberts
	Edie Sue Sutker
	Ilonka Ulrich
Manager	John T. Lockerby
Counsel	Michael M. Lorge

### **Fine Arts Commission Pam Garbarini, Chair**

Mira Chander  
Shawn Gebhardt  
Debra Hatchett  
Jacqueline Moses  
Sonya Osseny  
Richard Reeder  
Jeff Rhodes  
Hope Salmanoff  
Maya Snitman  
Sharon Vicker  
Liya Wang  
Ellen Waxberg  
Pamela Williams

### **Award Process:**

- (1) Grant applications must be received by Friday, September 27, 2019.
- (2) Commission reviews all grant applications in fall 2019.
- (3) Award letters are mailed out in fall 2019.
- (4) Grantees are required to submit a program summary/evaluation form upon completion of program. (Evaluation form attached.)
- (5) Checks are distributed upon receipt of evaluation form.

# 2019-2020 SKOKIE FINE ARTS PROJECT GRANT PROGRAM GUIDELINES

## FUNDING SOURCE

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

## WHO IS ELIGIBLE?

- Village of Skokie not-for-profit arts organizations.
- Skokie non-art organizations which choose to sponsor arts programming that is of a non-religious nature and is open to the general public.
- *Governing bodies with taxing powers, parent-teacher organizations, organizations that currently receive funding through the Village's Grant Programming Budget are not eligible to apply.*

## REQUIREMENTS

- **All proposed programs/projects must take place between May 1, 2019 and April 30, 2020.**
- 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 must be completed and returned before grant money is distributed. A copy of the evaluation form is attached.
- Grant applications must be submitted no later than 5 p.m. on Friday, September 27, 2019.

## 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.
- 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 the evaluation form.



## Questions?

Contact Ann Tennes, Director of Marketing and Communications, [ann.tennes@skokie.org](mailto:ann.tennes@skokie.org) or 847/933-8257.

# **2019-2020 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 **Friday, September 27, 2019.**
- ✓ 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) pages 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).
  
- ✓ A publication, brochure, program or promotional material, etc. listing the **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.
  
- ✓ The program evaluation form to be submitted **immediately** after the program concludes.

# 2019-2020 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: \_\_\_\_\_

## ORGANIZATION - STATUS

- Not-for-Profit Association
- Not-for-Profit Corporation
- IRS Tax Exempt
- 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)*

Has your organization applied to the Illinois Arts Council or another re-granting agency for fund for this project?

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

**ORGANIZATION - FISCAL INFORMATION**

For the last completed fiscal year:

Expenditures \_\_\_\_\_ Revenues \_\_\_\_\_

**BUDGET DETAIL - ANTICIPATED PROJECT INCOME**

**AMOUNT**

Membership Fees/admissions \$ \_\_\_\_\_

Contractual or operational revenue \$ \_\_\_\_\_

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 evaluation form must be submitted immediately after the program concludes and is a condition of funding.**

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.

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Signature of Chief Administrative Officer

Date

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

Title

Date

**Return completed application to:**

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



# SKOKIE FINE ARTS COMMISSION PROJECT GRANT EVALUATION GRANTING YEAR 2019-2020

GRANTEE:

---

ADDRESS:

---

PHONE#:

---

COMPLETED PROGRAM NAME:

---

TOTAL EXPENDITURES:

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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**