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](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

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.
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 or 847-933-8257.
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.

<table>
<thead>
<tr>
<th>Signature of Preparer</th>
<th>Title</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature of School Principal</th>
<th>Date</th>
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SKOKIE FINE ARTS COMMISSION
CULTURAL ARTS GRANT EVALUATION
GRANTING YEAR 2019-2020

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.

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 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**

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Fees/admissions</td>
</tr>
<tr>
<td>Contractual or operational revenue</td>
</tr>
<tr>
<td>Applicant’s contribution (<strong>must</strong> be at least 25% of total cost)</td>
</tr>
<tr>
<td>Other income/funding sources Source: ___________________________________ Amount:$ ____________________</td>
</tr>
<tr>
<td>Source: ___________________________________ Amount:$ ____________________</td>
</tr>
</tbody>
</table>

**TOTAL OPERATING INCOME**

$ ____________________

**BUDGET DETAIL - ANTICIPATED PROJECT EXPENSES**

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Artistic</td>
</tr>
<tr>
<td>Administrative</td>
</tr>
<tr>
<td>Contractual Services Artistic</td>
</tr>
<tr>
<td>Materials</td>
</tr>
<tr>
<td>Space Rental</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Capital Expenditure/Equipment/Supplies (Related to this project)</td>
</tr>
</tbody>
</table>

**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.

Signature of Chief Administrative Officer

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

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:________________________________________________________________________

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