

# Project Grant Application & Guidelines

## GRANTING YEAR 2009-2010

### PROJECT GRANT FOR SKOKIE ARTS ORGANIZATIONS

**DEADLINE FOR APPLICATIONS: Monday, February 1, 2010**

*Beginning with the 2009-2010 granting year, 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 applicants that were denied grant funding in the past are required to attend one of the following:

- Grants workshop scheduled on Wednesday, November 11, 2009.
- One of the subsequent Skokie Fine Arts Commission meetings. Meetings are held the 2<sup>nd</sup> Wednesday of each month at Skokie Village Hall in Conference Room A at 7:30 p.m.



#### **Council-Manager Government**

Mayor	George Van Dusen
Clerk	Marlene Williams
Trustees	Michele L. Bromberg Michael M. Lorge Donald P. Perille Randall E. Roberts Pramod C. Shah Edie Sue Sutker
Manager	Albert J. Rigoni
Counsel	J. Patrick Hanley

#### **Fine Arts Commission**

##### **Andrea Siegel, Chair**

Sylvia Callistein  
Mira Chander  
Pam Garbarini  
Janice Goldstein  
Amy Greenwood  
Eva Gross  
Karyn Israel  
Esther B. Lang  
Thomas Mannard  
Paula Beth Moskovits  
Barbara L. Ruber  
Hope Salmanoff  
Judy Schutz  
Maya Snitman  
Lynn Svoboda  
Sharon Vicker  
Randie Von Samek  
Ellen Waxberg

#### **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.

# 2009-2010 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.
- 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, 2009 and April 30, 2010.**
- 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 grant money is 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.

# **2009-2010 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 **Monday, February 1, 2010.**
- ✓ 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 **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.

# 2009-2010 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
- 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**

Last completed fiscal year's:

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

**BUDGET DETAIL - ANTICIPATED INCOME**

	<b>AMOUNT</b>
Membership Fees/Admissions	\$ _____
Contractual or Operational Revenue	\$ _____
Applicant's contribution ( <b>must</b> be at least 25% of total cost)	_____
Other Income/funding sources	Source: _____ Amount: \$ _____
	Source: _____ Amount: \$ _____
<b>TOTAL OPERATING INCOME</b>	<b>\$ _____</b>

**BUDGET DETAIL - ANTICIPATED PROJECT EXPENSES**

	<b>AMOUNT</b>
Personnel	Artistic \$ _____
	Administrative \$ _____
Contractual Services	Artistic \$ _____
	Materials \$ _____
Space Rental	\$ _____
Marketing	\$ _____
Capital Expenditure/Equipment/Supplies (Related to this project)	\$ _____
<b>TOTAL PROJECT EXPENSE</b>	<b>\$ _____</b>

**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.

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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 2009-2010

GRANTEE:

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ADDRESS:

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PHONE#:

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COMPLETED PROGRAM NAME:

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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**