



2018 MAGIK (Making Arts Grow in Kalamazoo) - Grant Guidelines

APPLY WHEN READY – NO DEADLINE

The MAGIK Program is specifically intended to fund collaborative efforts between community groups or neighborhood associations, and artists and arts organizations that are working with youth. These projects should result in the growth and development of the youth involved and have a meaningful impact on the neighborhood or community in which the project takes place.

Grant Category	Description	Maximum Ask	Timeline
Collaborative Arts Project	Art installation, performance or project that has the direct involvement of youth within a specific geographic location in Kalamazoo County	\$9,000.00	Project must be completed within 24 months from receipt of award letter

Eligibility

- Nonprofit community groups or neighborhood associations that impact a specific geographic location in Kalamazoo County (call to confirm qualification)
- The project must include youth in a significant (and age appropriate way) in stages of planning and execution
- Collaboration must be demonstrated between the community/the arts/our youth
- Participating artists/organizations cannot be funded by the KADI, KADI Immediate Needs, or Arts Fund grant programs for the same project
- Applicants with unmet obligations on prior grants (of any program administered by the Arts Council), i.e., late or incomplete projects or final reports may not apply without prior written permission

Review Criteria

Applications are worth a total of 100 points, distributed over the following criteria:

- **Artistic Merit** - What is the artistic impact on the community, artist(s), and youth? (30 points)
- **Collaborative Spirit** of the project - Do all parties contribute meaningfully? (25 points)
- **Inclusion of Youth** – Are youth involved in significant and age appropriate ways in aspects of the project? (25 points)
- **Budget** - Does the budget include both income and expense? Does it include whether the other sources of income are secured or also pending? Does it balance? (20 points)

Restrictions

The MAGIK grant program does not fund the following:

- Retroactive/Reimbursement Funding
- Existing debt
- Fundraisers/operating funds
- Food/Beverages for receptions

Grant Application Instructions

Applicants must apply using the e-grant system online at <https://kalamazooarts.slideroom.com>; no other forms of application are accepted. Applications can be submitted at any time. Review of each application will occur within 45 days of submission. Multiphase projects will be accepted. However, submissions to consider additional funding costs for the same phase of a project may not be considered; please call before submitting. If you have any questions about this system or any of its parts, please contact the Arts Council at 269.342.5059 during business hours (9a-5p Monday-Friday).

All applicants are charged a non-refundable \$5 processing and submission fee per application.

Before submitting, please be sure that all required attachments are included in the proper locations, and in the proper format. **Also, please update your Slideroom account information – this will become the contact information we use to correspond with you. Incomplete or incorrect account information may result in a disqualified application.** The following information will be requested in your application:

INTRODUCTION:

- Title of your project
- One sentence describing your project
- Dates of the project
- Professional website (if applicable)
- Amount requested (\$9,000 maximum)

PARTNERS:

- Community partners in the project – include all artists and other organizations involved in your project

NARRATIVE: In no more than three (3) pages, describe your proposal. You will be asked to upload this information in a PDF format.

- Please provide a brief synopsis of the project. Who, what, where, when, why and how.
- Artistic merit. Please expand on your project synopsis. Describe the project's impact on the community, the artists and the youth involved. Illustrate the impact of the project on each group artistically, including the intended outcomes for each.
- Collaboration. Please describe how each group will contribute to the project and what you hope they will gain from participating.
- Youth Involvement. Describe how the youth will be involved in the project, including what decision-making opportunities will be available to them.
- Project Feasibility. Please indicate (can be done on the budget as well) which other funding sources are currently committed. Also, please explain what will happen if the project is not funded as budgeted. Finally, please note when you anticipate the MAGIK funds would be used for this project.

BUDGET: In one page, provide a line item budget of all revenue and expenses related to this project.

- **It is strongly advised that you use the template located on www.kalamazooarts.org/grants page to structure your budget.**
- Revenues must equal expenses.
- Please make sure that your project budget includes all sources of revenue as they pertain to the project. Note whether the other sources are confirmed, or still pending (applicant/artist cash is a revenue source and should be listed).
- Please note how the MAGIK funding will be used in this project (see template).
- Please make sure that your in-kind expenses are also listed as revenue on the revenue side of your budget.
- **You must provide a 100% match to your grant request. 25% of your match must be cash, and the rest can be in-kind goods or services.**

Supplemental Information

Supplemental information is recommended to strengthen your proposal but is not required for this application. Any attachments you wish to upload for the panel's consideration need to be in a pdf format. Examples of supplemental information could be letters of support, bios or resumes of key staff or artists involved in the project, or work samples of the artist. A maximum of three attachments will be accepted.

Questions? Please contact the Arts Council of Greater Kalamazoo

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